



Birchwood High School Assistant Principal. ISR L16-20 Job Description and Person Specification

Person Specification:

Responsible to: The Principal.

Qualifications and Experience

Essential

- Educated to degree level and QTS
- A strong classroom practitioner
- Have a proven track record of successful middle leadership (for example, Head of Faculty / Pastoral Leader)
- Involvement in Whole School Leadership – for example, a secondment to SLT or successfully managing a whole school initiative,
- A commitment and passion for working in an all-ability school, with clear values on inclusion, developing a broad and balanced education for all students including those who are SEND or Disadvantaged.
- Experience of working in an improving school context
- Experience of line-managing, inspiring and appraising a team of staff
- Experience of planning and managing change
- A desire to progress onto Deputy Headship / Headship

Desirable

- Post-graduate qualification (eg MA / MBA / NPQSL)
- Experience of working with School Governors and other key stakeholders

Key Skills

- A strong classroom teacher and professional role model to both students, staff, governors and parents
- Strong understanding of the principles of change management, in particular the implementation, monitoring and review cycle.
- Knowledge and experience of a wide range of quality assurance methods including learning walks, lesson observations and student work scrutiny
- An understanding of performance data and how quantifiable information can be used to improve teaching and learning
- Good time-management skills
- Strong IT skills
- Ability to work as part of a team as well as work independently
- The capacity to offer challenge and support
- Effective presentation and communication skills to a wide range of audiences
- Empathy and effective listening skills
- Possesses a combination of intellectual capacity and practical skills
- Be able to handle sensitive information and issues appropriately

- Ability to pay close attention to detail
- Ability to solve problems and design innovative solutions
- Personal engagement and commitment to professional development
- Excellent speaking and writing skills
- An ability to interpret legislation and regulations

Personal Qualities

- Clear values and strong moral leadership
- Initiative, drive and enthusiasm
- The ability to stay calm under pressure and meet strict deadlines
- Able to manage own workload, to work flexibly, to delegate and to motivate others
- The ability to make strategic decisions
- Self-awareness and the willingness to seek support when required
- Able to work calmly and cope well under pressure
- Commitment to the vision of Birchwood High School
- A willingness to be involved in the school as a community
- Commitment to continuing professional development
- A much needed sense of humour!

Job Description:

Strategic overview of Primary Transition –

- To work with Primary Schools on successfully inducting Year 6 students into Year 7, supporting the HoY7 and SENCO.
- To take a lead strategic role in ensuring that our KS3 curriculum builds on prior learning in KS2
- To lead and co-ordinate the school's publicity and marketing in relation to Open Evening and primary visits
- In addition, developing effective relationships with our main feeder schools to develop curriculum continuity and support the Primary School Sports Partnership

Intervention, Catch-Up & Provision for Disadvantaged Students:

- To co-ordinate and lead on the additional provision required for students who require additional support due to lockdown implications, socio-economic barriers or subject specific barriers to learning.
- To work with Heads of Faculty and Heads of Year to identify 'best fit' strategies to help close gaps in learning and progress
- To report to SLT and Governors as required

SEND – To support the SENCO and her team of LSAs as required and to provide a strategic overview on policy and practice to inform SLT and Governors.

Admissions: To support the school admissions officer as required and provide initial assessment of mid-term admissions and Hard-to-Place applications for Year 7-11

Line manager of the Head of Year 7 and Head of Faculty (to be decided)

Other responsibilities include leading on Duties for one day a week, carrying out assemblies as required and working as part of a team approach to quality assurance and safeguarding.

Governance: To attend Governors' Curriculum Committee and at least 2 Full Governing Body Meetings per year.

Other

- Teaching commitment – up to 8 hours teaching per week.
- Dedicated Office and admin support
- Excellent IT support
- Commitment to CPD and leadership training

Ultimately, Senior Leadership work as a supportive Team of committed professionals and often show flexibility, willing to take on new initiatives or support each other with joint projects. Therefore, the successful applicant would need to offer flexibility and adaptability.

The exact nature of the job description will be finalised in consideration of the particular skills of the successful candidate.