

## Job Description for the Post of Assistant Principal

**Grade:** Leadership Scale 6-10

In addition to the conditions of employment and the professional duties of Assistant Principal in the School Teachers' Pay and Conditions Document 2014, the above post includes the following responsibilities:

### 1. Purpose

Shared Responsibilities with Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>To create, develop and maintain a high-quality educational environment for pupils with Social, Emotional and Behaviour difficulties.</li> <li>To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management.</li> <li>To play a full and active role in supporting and promoting every aspect of the life of the school.</li> <li>To attend and contribute to Local Governing Body meetings as appropriate.</li> <li>Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.</li> <li>To keep abreast of developments within education and the special sector at local, national and international level.</li> </ul>	<ul style="list-style-type: none"> <li>Supporting the Principal in Professional Duties: To assist the Principal in mutually agreed areas of school leadership and management including behaviour for learning, targeted interventions,</li> <li>To deputise for the Deputy Principal as required.</li> </ul>

### 2. Organisation, Leadership and Management

Shared Responsibilities with Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>To uphold the aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims.</li> <li>To work closely with the Principal and SLT on strategic school improvement planning and school self-evaluation.</li> <li>To work closely with the Principal, Finance Director and Local Governing Body to ensure effective financial planning, efficient use of resources and best value for money.</li> <li>To develop and maintain an appropriate staffing structure.</li> <li>To develop and maintain effective communication between children, staff, parents/carers, governors and the wider community.</li> <li>To assist in identifying advice and support for parents, carers and families.</li> </ul>	<ul style="list-style-type: none"> <li>With the Principal and Deputy Principal, promote professional development for all staff, supporting a whole school programme of INSET in line with current improvement priorities and appraisal targets, as well as targeted INSET for groups and individuals</li> <li>To lead INSET as and when appropriate</li> <li>With the Principal and Deputy Principal to be Appraiser for the Appraisal/Performance Management of teachers.</li> <li>To line manage year the SENCO, the Intervention Team, Outreach activities and therapists.</li> <li>To oversee the induction programmes of new staff.</li> <li>With the Deputy Principal, to ensure that class and school timetables run efficiently and that there is appropriate balance of subjects across key stages.</li> <li>With the Deputy Principal, liaise with multi-agency colleagues including medical, speech and language therapy in order to effect best outcomes for children and their families.</li> </ul>

<ul style="list-style-type: none"> <li>• To establish and maintain external relationships, including co-ordination and quality monitoring of external communication systems with carers, professionals, the DfE, partners and others.</li> <li>• To ensure equality of opportunity and of access for all members of the school community.</li> <li>• To monitor and evaluate the effectiveness of the Health and Safety policy and assist the Principal, Site Manager and Finance Director in ensuring that the health and safety needs of pupils and staff are met as far as is practicable and that health and safety policy guidelines are adhered to.</li> <li>• To support with the implementation and evaluation of the School's various action plans.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure, as part of SLT, child protection and the safeguarding of children.</li> <li>• To oversee the delivery of a structured programme of work-related learning and work experience for pupils in KS4.</li> </ul>
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### 3. Core Responsibilities

Shared Responsibilities with Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• Leading the work of the school to improve behaviour for learning, attendance and punctuality</li> <li>• Developing and embedding new practice e.g. new policy with everyone responsible</li> <li>• Disseminating leading practice relating to the management of behaviour for learning into the school within an agreed framework</li> <li>• Taking responsibility for the impact of school policies on behaviour and attitudes to learning.</li> <li>• Monitoring and evaluating progress in improvements in overall behaviour for learning and attendance with all key stakeholders</li> <li>• Advising the Senior Leadership Team on all matters associated with behaviour, attendance and attitudes to learning including reporting on individual students, year groups</li> <li>• Working closely with the Intervention Manager/SENCO, to ensure any student in need of additional support is referred appropriately</li> <li>• Supporting and leading where relevant with transfer and transition arrangements at all key stages</li> <li>• Leading on ensuring a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes.</li> <li>• Maintain a high-quality educational environment for students with Emotional, Behaviour Difficulties students who have been or are at risk of being excluded from mainstream education and/or facing additional barriers to learning</li> <li>• Ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting the Principal in Professional Duties: To assist the Principal in mutually agreed areas of school leadership and management, including Behaviour for Learning, Pastoral Support and School Enrichment Provision (including Duke of Edinburgh Awards &amp; Princes Trust)</li> <li>• Oversee the access arrangements for students in preparation for national qualifications</li> <li>• To undertake a teaching commitment as appropriate to promote outstanding classroom practice and sustain curriculum innovation.</li> <li>• Monitor the work of school of the school via lesson observations, learning walks, work scrutiny</li> <li>• Working the Deputy Principal and SLT, to ensure that the planning and delivery of the curriculum is tightly focused (including The National Curriculum) and tailored to meet children's individual needs.</li> </ul>

<ul style="list-style-type: none"> <li>• Play a full and active role in supporting and promoting every aspect of the life of the relevant school</li> <li>• Attend Local Governing Body meetings as appropriate</li> <li>• Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary</li> <li>• Ensure that safeguarding and child protection are key priorities for all staff</li> <li>• Keep abreast of developments within education and the special sector at local, national and international level</li> <li>• Management and control of risk</li> <li>• Participate in the OHC&amp;AT family Innovation Hubs, as appropriate, in order to share good practice and innovation to maximise the benefits to pupils and students</li> </ul>	
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#### 4. Management of People

Shared Responsibilities with Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.</li> <li>• To maintain a positive team ethos through effective communication and shared discussion and training.</li> </ul>	<ul style="list-style-type: none"> <li>• To support the day-to-day management of staff, including arranging cover for staff absence.</li> <li>• To monitor staff attendance/punctuality and to address these issues effectively as they arise.</li> </ul>
<ul style="list-style-type: none"> <li>• To promote positive links between the school and pupils' families, external agencies and the wider community.</li> </ul>	

#### *General notes*

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

(3) The Skills Hub is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.