



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Assistant Principal		
Base:	Eden Girls' School, Slough		
Reports to:	Principal	Scale:	L12 - L16
Staff Responsibility for:	As assigned	Salary:	£53,521 - £59,040
		Term:	Permanent Full Time
Additional:	-		

JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

As a member of the senior leadership team, the Assistant Principal will be involved in the overall leadership and management of the school.

The exact role and specific responsibilities of the Assistant Principal will be agreed annually and will change regularly, to take account of school needs and to provide each member of the Leadership Team with the opportunity to gain experience in all aspects of school leadership. The Assistant Principal should be prepared to lead on such areas as teaching, learning and assessment, curriculum development, progress and outcomes, pastoral care, staff development, training and induction.

1. Overall strategic responsibilities

- 1.1 Work in partnership with the Principal, Senior Leadership Team, Governing Body, staff, students, parents and the Local Authority in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.2 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.
- 1.3 Provide outstanding strategic and operational leadership of all areas of responsibility.
- 1.4 Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.

- 1.5 Devise and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.
- 1.6 Performance manage all staff with respect to all areas of responsibility for students; through regular meetings, setting of appropriate targets for performance, providing support and challenge and undertaking regular reviews for feedback.
- 1.7 Develop systems and structures for the effective management and administration of all areas of responsibility.

2. Teaching, Learning & Assessment

- 2.1 Teach outstanding lessons that motivate, inspire and improve student outcomes.
- 2.2 Contribute to the development and implementation of QAP systems to ensure effective planning, assessment, monitoring and recording, learning and teaching and attainment in all curriculum areas.
- 2.3 Develop and implement strategies for enhancing learning and teaching to ensure all lessons are 'good' or 'outstanding'.
- 2.4 Reinforce and monitor the adherence of staff towards school initiatives around learning and teaching and classroom management.
- 2.5 Maintain regular and productive communication with parents, to report on progress and learning outcomes.

3. Professional development

- 3.1 Lead the organisation and delivery of 'Training and Planning Days' and professional development sessions to enhance learning and teaching practice.
- 3.2 Lead the development and implementation of coaching plans to ensure all staff deliver 'good-to-outstanding' lessons.
- 3.3 Identify particular development needs in individual staff and provide coaching to address these.
- 3.4 Support the induction of new staff to ensure that there is consistency in the delivery of learning and teaching and classroom management strategies.
- 3.5 Provide the strategic leadership of statutory performance management target-setting and review.
- 3.6 Manage the statutory induction of newly qualified staff and mentoring of unqualified staff.

4. Pastoral

- 4.1 Collaborate effectively with members of the school's pastoral team to ensure outstanding levels of personal development, behaviour and welfare.
- 4.2 Identify pupils who may need enhanced pastoral or academic support.
- 4.3 Contribute to the monitoring of Year Team and whole-school punctuality and attendance.
- 4.4 Meet parents of students where there are concerns in relation to attendance, punctuality and/or behaviour.
- 4.5 Plan and deliver the school's assembly programme in partnership with pastoral leaders.
- 4.6 Quality assure morning and afternoon registration programmes.

5. Relationships with others

- 5.1 Participate in the Performance Management Cycle and INSETs.
- 5.2 Participate in the induction of new staff into the school community.
- 5.3 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the school's ethos.

6. Accountability

- 6.1 Make best use of all resources to support the attainment of students.
- 6.2 Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.

7. Other responsibilities

- 7.1 Lead on the promotion, dissemination, implementation and monitoring of all whole-school strategies.
- 7.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.4 Contribute to the wider life of the Trust and the Star community.
- 7.5 Carry out any such duties as may be reasonably required by the Trust.
- 7.6 Lead effective external relationships with the community and other stakeholders
- 7.7 Ensure that the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

8. Records management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification (2i or above).	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	✓
4.	Middle or Senior Management qualification.	D	✓	
EXPERIENCE				
5.	Effective management of a high-achieving faculty.	E	✓	✓
6.	Sustained delivery of outstanding achievement.	E	✓	✓
7.	Track record of delivering 'outstanding' teaching.	E	✓	✓
8.	Innovation and creativity to engage, enthuse and progress learners.	E	✓	✓
9.	Partnership and team working.	E	✓	✓
10.	Developing and leading the implementation of strategies to achieve whole school/college improvement.	E	✓	✓
11.	Leading improvements in Learning and Teaching.	E	✓	✓
12.	Developing and implementing whole-school pastoral and learning support for students.	D	✓	✓
13.	Developing and implementing provision for careers guidance and spiritual development.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Ability to teach to GCSE standard.	E	✓	✓
15.	Ability to teach to A-level standard.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
17.	Ability to develop and implement strategies to enhance and sustain whole school initiatives.	E	✓	✓
18.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	E	✓	✓
19.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	E	✓	✓
20.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
21.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
22.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).	E	✓	✓
23.	Understanding of contemporary issues relating to safeguarding, pastoral matters and learning support.	D	✓	✓
PERSONAL QUALITIES				
24.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people.	E	✓	✓
25.	Highly organised, literate and articulate.	E	✓	✓
26.	A passionate belief in the school's mission statement.	E	✓	✓
27.	A strong belief in the value of education in developing citizens.	E	✓	✓
28.	Highest levels of professional and personal integrity.	E	✓	✓
29.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
30.	Personal resilience, persistence and perseverance.	E	✓	✓
31.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
32.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
33.	A strong commitment to the Trust value of 'Service'.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
34.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
35.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
36.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
37.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
38.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓