



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Role Profile

Assistant Principal

Astrea Academy
Woodfields

ROLE SPECIFICATION

Academy / Department	Astrea Academy Woodfields
Post title	Assistant Principal – Personal Development
Responsible to	Vice Principal
Full time Salary	Leadership Scale L11 – L15 £65,090 - £71,694
Pro-Rata Actual Salary	NA
Working Pattern	Full Time
Pension	Teachers Pension
Working Hours	Monday – Friday 32.5 hours per week
Line Management Responsibility	Yes

ROLE SUMMARY

Under the direction and guidance of the Principal, this role is responsible for the planning, organising, staffing, motivating, directing, and management of the school, including delivering required educational outcomes.

Main Duties and Responsibilities

- ★* To support the leadership team
- ★* To manage and ensure the successful completion of key aims and objectives of school leaders
- ★* To champion the core values of the academy and translate them into strategies to raise achievement of all students
- ★* To contribute to the formulation of whole-school policy and practice and to lead colleagues in its implementation
- ★* To facilitate staff training on a range of initiatives relevant to specific responsibilities
- ★* To lead and support all categories of staff, fostering good relationships and encouraging good working practices
- ★* To contribute to establishing the core values of the Senior Leadership Team and their practical expression
- ★* To attend SLT, Governing Body and other meetings, leading / supporting where appropriate to role
- ★* To liaise with Governors and outside agencies
- ★* To uphold the academy's Behaviour Policy and ethos
- ★* To facilitate the smooth day to day running / operation of the academy
- ★* To be an integral and effective part of the whole-school duty system
- ★* To ensure effective communication across all aspects of the academy
- ★* To provide direction and co-ordination of the curriculum through effective line management
- ★* To share in the monitoring and evaluation of teaching and learning
- ★* To strive for the highest possible standards of student behaviour, learning and attainment for all students
- ★* To manage staff in an appropriate manner, offering support, encouragement,

guidance and advice

- ★* To provide documentation and reports for the Principal and Governors as required
- ★* To initiate and lead on any change required within specific areas of responsibility
- ★* To support performance management processes across relevant areas of the academy
- ★* To ensure teachers teach and students learn in disruption-free learning environments
- ★* To create clarity around the Academy's routines and ensure all staff use them consistently
- ★* To demonstrate and articulate high expectations and set aspirational targets for all
- ★* To work with colleagues to ensure that students are safe and supported
- ★* To ensure that Health and Safety policies and practices, including risk assessments at different levels, are in line with national requirements and updated as necessary
- ★* To analyse data relevant to specific role
- ★* To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- ★* To engage actively in the performance management process, addressing appraisal targets set in conjunction with the line manager each autumn term
- ★* To participate in and lead training and other professional development learning activities as required
- ★* To promote equal opportunities and celebrate diversity in all aspects of the academy
- ★* To play a full part in the life of the academy community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- ★* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- ★* To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ★* To promote and sustain effective management of the Academy environment, its site, and buildings
- ★* To provide information about the work and performance of staff, where this is relevant to their future employment at the Academy or elsewhere
- ★* To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above

Teaching and Learning

- ★* To be a strong classroom teacher, acting as a role model in the provision of high-quality learning, teaching and assessment.
- ★* To take full responsibility for all aspects of teaching and learning in your key area of responsibility
- ★* To maintain an informed view of standards and ensure high quality teaching

across the Academy and particularly in your key areas by monitoring students' work and teachers' planning and delivery

- ★* To work with the SLT to develop strategies to enhance teachers' ability to learn and to develop advanced teaching skills.
- ★* To assist in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes of this support as appropriate.
- ★* To contribute to the recruitment, training, deployment and professional development of staff as appropriate.
- ★* To ensure the highest standards of achievement for all students, through setting high expectations and delivering a well-balanced curriculum that meets the Academy's curriculum principles.
- ★* To ensure the entitlement of all students to have equal access to and participate in all aspects of the curriculum.
- ★* To keep relevant documentation and information up to date on website.
- ★* To represent the academy at events, conferences and meetings.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Further academic qualifications or management training		•
Qualified Teacher Status	•	
Excellent Honour's Degree	•	
Experience		
Evidence of outstanding teaching	•	
Personal success in leadership	•	
Experience of managing a team successfully	•	
Experience of leading both teachers and associate staff	•	
Experience of monitoring and evaluating aspects of teaching and learning and/or performance management	•	
Experience of working in a multiculturally diverse school	•	
Experience of supporting vulnerable young people using a multi-agency approach	•	
Carried out a senior leadership post that has impacted on standards and progress, positively	•	
Knowledge		
Working knowledge of national curriculum	•	
Professional Skills		
Have a commitment to children, their families and the community	•	
Excellent written and oral communication skills	•	
Ability to observe and monitor progress, and maintain	•	

records		
Good organisation and management skills	•	
Be able to work as part of a team	•	
Pro active in supporting scholars in class	•	
Personal Qualities		
Demonstrate personal and professional integrity, including modelling Astrea values and vision		
Commitment to promote and support the aims and value partners of Astrea Academy Woodfields		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Be friendly and have a flexible approach to work		
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect		
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.		

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be

required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org