



JOB DESCRIPTION

POST:	Assistant Principal
SCALE:	L13 (range L13 – L19)
COMMENCING:	1st September 2018
TYPE:	Permanent

This job description is additional to the basic duties of teachers as outlined in the School Teachers Pay and Conditions document (latest edition).

In undertaking a whole College management responsibility, this role will involve a major leadership function including policy development, planning and organisational tasks. Aspects of the job description will be negotiated through the recruitment process and on appointment and will be based on strengths and interests of the successful candidate and the needs of the College.

1. To support the Principal in transforming leadership at all levels of the College.
2. To work with all of the SLT in promoting the College's vision and aims, developing and implementing policy, and monitoring and evaluating progress
3. Working with the Principal, build leadership capacity within the Middle Leadership Team and provide opportunities for them to flourish.
4. To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion.
5. To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be, including through meeting formally regularly (at least once per fortnight).
6. To take the initiative and be accountable for your decisions and your areas of responsibility and for those you line manage.
7. To monitor and evaluate the relevance and effectiveness of aspects of College processes and their impact on improving achievement and attainment of all groups of students and to develop strategy accordingly.
8. To use quality assurance systems to monitor, track, evaluate and improve aspects of College Improvement linked to your role.
9. To advise on and provide INSET for all staff on strategies for promoting the areas of your responsibility.
10. To lead on aspects of College self-evaluation and preparation for inspection.

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Registered office: Eastrea Road, Whittlesey, Peterborough PE7 1XB



Responsibilities

(This list is not comprehensive and gives an indication of the responsibilities entailed).

11. To design, develop, implement and embed outstanding policy and consistent practice in your areas of responsibility.
12. To write improvement plans for your areas of responsibility which demonstrate how you plan to bring about change and improvement over time, moving towards an agreed vision with clear success criteria and outcomes and contribute to College Improvement Planning.
13. To work with the staff that you line manage to make sure that they are able to fulfil their roles to the best of their ability because of the support and challenge you offer, including through meeting formally regularly.
14. To report to the Principal on progress and outcomes in relation to your job description.
15. To work with all of the SLT in promoting the College's vision and aims, developing and implementing policy, and monitoring and evaluating progress.
16. To line manage subject leaders as requested by the Principal.
17. To lead a staff Duty Team on one day a week, being responsible for allocation and supervision of duties.
18. To contribute to the SLT duty rota, providing support for students and staff in appropriate circumstances.
19. To represent the College at appropriate external meetings, as delegated, and take responsibility for planning and chairing a major school meeting/event.
20. To liaise with appropriate staff and external agencies, as necessitated by the role.
21. To be associated with, and have attendance rights, at Local Governing Body meetings.
22. To assist in the planning and conduct of parents' meetings and College activities such as Open Evening etc.
23. To lead, and be associated with, appropriate College working groups and special projects.
24. To undertake any other relevant tasks as may occasionally be required.

This job description was revised in January 2018. It is not a finalised definition of the post. It will be reviewed at key points based on your skills, experience and interests and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post. It will be part of the College Performance Management process.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.

