

**Job Description**

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| **Job Title:** | Assistant Principal |
| **Grade:** | L8-12 + Fringe Allowance |
| **Reports to:** | Principal |
| **Responsible for:** | ***We have deliberately not advertised for a specific job description in SLT. We are looking to recruit an ambitious, high performing colleague to join our SLT; the exact job description will be confirmed once the successful candidate has been appointed, and based on the successful candidate’s skill set and career aspirations.*** |
| **Main Purposes of this****Role:** | In addition to carrying out the professional duties of a teacher, the Assistant Principal will play a major role under the overall direction of the Principal in:* formulating the aims and objectives of the school
* establishing the policies through which they shall be achieved
* managing staff and resources to that end; and
* monitoring progress towards their achievement

In addition, the Assistant Principal will undertake any professional duties of the Principal reasonably delegated by the Principal.**Leading Strategically – as an Assistant Principal you have a responsibility:*** to think strategically, analytically and creatively
* to build capacity and achieve sustainability throughout the school structure
* to inspire, motivate, challenge and empower others to achieve challenging outcomes
* to actively build and develop the school’s vision and ethos, communicating a clear and unified sense of purpose and direction to all stakeholders
* for designated parts of the SDP, leading on specific whole school initiatives
* to remain current with national research, using it to both support and challenge practice
* to monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
* to implement and support behaviour for learning systems in line with school policies
* to ensure that all policies and practices are inclusive
* to support Trustees in their policy development and monitoring roles by servicing sub-committees and Trustee meetings as necessary

**Leading Learning – as an Assistant Principal you have a responsibility:*** to achieve the best possible outcomes for all students, leading by example in developing a whole school culture of best practice in learning and teaching
* to consistently stimulate a positive learning environment in the school, where students receive effective, high quality learning experiences, leading to consistently high standards of achievement
* to effectively capitalise on appropriate sources of external support and expertise
* to actively engage home in each child’s education
* to monitor the quality of learning and teaching through learning observation and follow up meetings
* to provide effective coaching as needed to team leaders and teachers to ensure effective learning and teaching practices
* to support colleagues in setting and monitoring high standards of conduct and behaviour
* with the SLT to review, develop and implement the curriculum in line with current educational legislation and good practice
* to demonstrate consistently high and strategic understanding of performance data, ensuring that year and curriculum teams understand student data and set relevant targets, monitoring progress against those targets at individual and team level

**Leading People– as an Assistant Principal you have a responsibility:*** to create a culture which encourages ideas and contributions from others
* to motivate, develop, empower and sustain individuals and teams
* to hold people to account and challenge underperformance, listening, reflecting and communicating effectively
* to negotiate and manage disagreement, providing appropriate support
* to develop a culture of learning and continuous professional development
* to take a full and committed part in a rigorous and aspirational appraisal system, leading the same with all of your team members
* to advise the SLT of the performance of staff, ensuring that good practice is recognised and praised and that any potential underachievement is effectively managed
* to advise the Principal, SLT and Trustees on staffing appointments
* to establish, lead and chair, as necessary, meetings of groups of staff
* to provide advice and guidance for staff in terms of their development within the profession
* to assist with the effective induction of new staff, as required
* to undertake regular assemblies throughout the year

**Leading the Organisation – as an Assistant Principal you have a responsibility:*** to have a visible and effective presence around the school during the day
* to effectively and competently manage the school’s financial and human resources
* to monitor the management of physical accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
* to manage others within a framework of accountability
* create an environment which enables people to perform at their best and underpins effective relationships
* to develop and sustain a safe, secure and healthy school environment
* work with the Principal to create a working environment which takes account of workload and work-life balance
* to monitor Health and Safety practice and report any issues to relevant staff
* to manage budgets for your areas of responsibility

**Leading in the Community – as an Assistant Principal you have a responsibility:*** to establish and engage in partnerships, including working in multi-agency teams
* to collaborate and work within and across the community
* to engage the community in systematic evaluation of the school’s work and to effectively act on outcomes
* to take a leadership role within and across the community
* to consult, engage and communicate with staff, students, parents and carers to enhance student learning
* to engage in cross phase working and transition
* to engage in school to school collaboration and actively contribute to leadership in the wider education system
* to lead and contribute to our community’s cohesion
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This job description is subject to the Conditions of Employment contained within the School Teachers’ Pay and Conditions Document currently in force. It is reviewed at least annually and aspects may be amended in negotiation with the Associate Principal

AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Holder) DATE:

AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) DATE: