Assistant Principal

Job Description

Leadership Scale: 10 - 14

The Assistant Principal is required to be highly competent in all elements of the teaching standards, to perform all duties as set out in the School Teachers’ Pay and Conditions document and to act in accordance with the Academy’s ethos, policies and practices.

Responsible to: The Vice Principal

The Assistant Principal will work alongside the Principal, Vice Principal, leadership team and the governors, in defining, articulating and implementing the shared vision and values of the Academy. The Assistant Principal will work with all stakeholders to ensure the provision of a high quality education for all our students, demonstrating outstanding leadership skills.

Purpose of post:

To assist the Principal and Vice Principal in leading and managing the Academy by:

● Contributing to the vision and strategic direction of the Academy to ensure improvement.

● Contributing to formulating and reviewing the Academy Development Plan by:

- developing and reviewing policies;

- leading and managing staff resources;

- monitoring and evaluating progress.

● Assisting in the day-to-day running of the Academy.

● Maintaining a high profile around the Academy.

● Being a role model for good classroom practice.

● Leading on delegated areas of responsibility.

● Contribute to the safeguarding of students and staff.

● Work collaboratively at both strategic and operational levels with parents/carers and across multiple agencies and educational partners for the well-being of all students.

● Secure the commitment of the wider community to the Academy by developing and maintaining effective partnerships with other schools, other services and agencies, the LA, Further and Higher education institutions and employers.

● Be flexible and ensure the operational needs of the school are me

Key Accountabilities

Strategic Direction and Development

● Model the ethos and values of the Academy.

● Inspire, challenge, motivate and empower others to attain ambitious outcomes.

● Contribute to the formulation, implementation, monitoring and evaluation of the

Academy Development Plan and, the self-evaluation process.

● Work and guide colleagues in the development of teaching and learning.

● Ensure that the Academy is a data-rich environment which has raising of achievement as one of its core purposes.

● Advise and assist the governors as required including attendance at meetings and preparation of reports.

General Responsibilities

Such duties as the Principal may reasonably direct from time to time, including:

● Carrying out a teaching commitment within the general framework of the Academy timetable. This will include, as far as possible, teaching the full age and ability range.

● Adhere to, uphold and review all Academy policies.

● Devising opportunities for student consultation and leadership, specifically related to areas of responsibility.

● Liaise with other agencies and stakeholders as appropriate to the role, specifically;

- Attending Academy events and functions, as well as appropriate meetings.

- Assisting with the marketing of the Academy, organising key events as

appropriate and acting as an ambassador for the Academy at high profile functions.

- Actively engage in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and further developed.

Specific Responsibilities - Key Stage 4

● Line management of the SIMs manager, Pupil Premium Champion and the Exams

Officer

● Leading strategies for Disadvantaged and Most Able students

● Chairing RAP (raising attainment and progress) meetings with heads of house/department

● Line management of Careers and Post 16, work experience and alternative provisions

● Coordination of awards evenings, GCSE exams and results day

● Line management of tracking progress through working with heads of house /

Department Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

Leadership and Management

● Establish clear expectations and constructive working relationships among staff through:

- teamwork and mutual support;

- devolving responsibilities and delegating tasks as appropriate;

- evaluating practice;

● Developing an understanding and acceptance of accountability.

● Be a strong presence around the Academy.

● Maintain high standards of professional behaviour and presentation to reflect the expectations made of our students.

● Be responsible for the line management of designated Heads of Department ensuring those areas are operating effectively.

● Contribute to good management practice by ensuring positive staff participation and effective communication.

● Participate in the recruitment and development of all staff.

● Contribute to the Performance Management & Appraisal Cycle taking responsibility for designated staff.

● Lead professional development of staff through example and support, ensuring that staff development needs are identified and that appropriate programmes are devised to meet such needs.

● Maintain high expectations of all staff and be prepared to challenge under performance.

● Participate in ‘Learning Walks’ throughout the Academy to ensure highest

standards are being upheld.

● Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the Academy in terms of achievement, teaching and learning, behaviour and safety.

● Manage budget and resources appropriately.

Teaching and Learning

● Play a major part in securing outstanding classroom practice across the Academy.

● Encourage innovation, the development of independent learning, cross-curricular initiatives and the further use of technologies.

● Ensure that the teaching and learning provided by different subject areas form a coherent curriculum which achieves the best possible outcomes for all.

● Contribute to the development, organisation and implementation of the curriculum.

● Contribute to policies on curriculum, teaching and learning, assessment, recording and reporting.

● Ensure that information on students’ progress is used effectively to improve teaching and learning, communicating this with all stakeholders.

● Take a lead role in maintaining a positive learning environment amongst all staff and students in which students are able to make a positive contribution, learn and thrive in an atmosphere of dignity and respect.

● Promote the use of modern technologies to enhance and extend students’ learning

Behaviour & Safety

● To line manage a ‘House’ and uphold all aspects of the pastoral system.

● To work with parents and students to ensure that the Academy is meeting students’

academic and social needs.

● To promote the rewards and behaviour policy ensuring that it is fair to students.

● To ensure that whole school interventions are in place and are based on accurate data.

● To challenge student attendance and persistent absence to meet Academy targets.

● To maintain up to date training as appropriate.

● To ensure that all staff training in relation to safeguarding is up to date.

● To oversee the wellbeing of all students within the Academy by acting in accordance with best practice.

● To liaise with the other Assistant Principals in relation to Reports, Progress

Reviews and Parents’ Evenings.

● To implement and update Academy policies and Improvement Plans as appropriate to the role.

Achievement

● Share responsibility for the analysis of the Academy’s performance and progress

data to ensure that improvements and interventions are appropriate.

● Provide support for staff in improving their classroom practice, in particular marking, assessment and feedback.

● Ensure that all achievement targets are appropriate and aspirational.

● Contribute to the development of a broad, rich, exciting and challenging curriculum that is aspirational and meets the needs of students across the Academy.

● Challenge underperformance at all levels, securing corrective action, follow up and support.

● Present a coherent and accurate account of performance to a range of stakeholders.

● Ensure Quality Assurance systems in the Academy are followed assiduously.

● Support staff in understanding their own accountability and ensure they are held to account for students’ progress.

● Develop a shared ethos around corporate responsibility for outcome

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote the equality and diversity in the Course of their work.

SAFEGUARDING CHILDREN

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check.