



# **Assistant Principal**

# Job Description

**Job Title:** Assistant Principal

**Reports to:** Principal

**Salary scale:** Leadership Scale L18 – L22

**Duration:** Permanent

**Start Date:** September 2026

## Key Accountabilities, Leadership Duties and Responsibilities

All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

All Assistant Principals have the responsibility:

1. Lead, manage and motivate academy staff to create an effective team and positive working environment that fully reflects the school's ethos.
2. Lead agreed aspects of the School Improvement Plan and work collaboratively with colleagues to develop strategies to ensure objectives and targets are met and to participate in the development of school policy
3. To take responsibility for aspects of documentation and statistical data as delegated by the Headteacher.
4. To line manage and have oversight of curriculum areas and whole school services. In each case:
  - To support the Heads of Faculty/Department/Service to ensure that teams are effectively managed.
  - To monitor the implementation of curricular and school aims and procedures.
  - To meet regularly with the Heads of Faculty/Department/Service.
5. To participate in personal professional development and performance management and of line managed staff and teams.
6. To contribute to the identification of training needs and the delivery of INSET activities.
7. To attend attached Year team meetings and participate in activities that support the Head of Year in the maintenance of discipline and ethos, and the implementation of relevant good practice. This will include the regular checking of pupil planners and sampling of pupils' work.
8. To attend Governors' meetings and all organised meetings within the school cycle. These include weekly Senior Leadership Team and regular Key Stage meetings. Working groups, committees, and Department, Cross Curricular, Year and Management Forum meetings.
9. To chair meetings, working groups and committees, as appropriate.
10. To deal with disciplinary issues and emergencies as they arise.
11. To advise, assist and support other members of the Senior Leadership Team to ensure the

- smooth running of the school.
12. Ensure that curriculum and pastoral provision contributes to the spiritual, moral, cultural, mental and physical development of students and prepares them for the opportunities, responsibilities and experiences of adult life.
  13. To conduct assemblies and regular supervisory duties.
  14. To participate in the selection and recruitment of staff, as required.
  15. To participate in programmes to monitor pupil achievement and support teaching and learning.
  16. To liaise with external agencies and personnel, as appropriate.
  17. To work with the Headteacher on matters of staff discipline, capability and sickness procedures and take responsibility for investigations as may be necessary.
  18. To deputise for a Deputy Principal, as may be necessary.
  19. To actively promote equal opportunities and the equalities policies of the school.

## Teaching

The postholder is required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and such specific duties which form part of this job description.

All staff have a teaching commitment which will involve:

1. Planning and recording of lessons.
2. Maintenance of pupil and class records.
3. Completion of pupils' subject reports and profiles.
4. Assessment, monitoring and evaluation in line with the school's policy.
5. Setting of pupil targets;
6. Setting and marking of regular homework.
7. The maintenance and care of all resources and stock.
8. Attendance at department/faculty meetings.

Responsibility post holders are accountable to the Head of Department/Faculty in all matters relating to the teaching of their subject.

The post holder will:

- Promote a successful learning culture that will enable students to become effective, enthusiastic, independent learners committed to lifelong learning.
- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design.
- Act as a lead professional in the classroom and coach/mentor staff to become more effective in their roles.
- Make strategic use of data to identify underachieving students, staff or teams and ensure they are supported appropriately to effect improvement.
- Contribute to effective professional development that further improves the quality of learning and teaching within the school

## Leadership

Members of the Senior Leadership Team are responsible to the Principal for ensuring the general good order and discipline of the school and the implementation of school and any other agreed policies.

As a senior team member within the school, this post-holder's work is expected to be 'hands on' with pupils (especially) and staff. At present, the remit for this post is to be determined in accordance with the needs of the school.

The post-holder will take on an area of strategic significance to the school at senior level, to be decided by the Headteacher.

## Management of People

- The post holder will line manage areas of the curriculum and whole school services, commensurate with the grade of this post as directed by the Principal.

## Behaviour, safety and welfare

- Promote high expectations of students' exemplary behaviour in school and in the wider society.
- With other members of the Senior Leadership Team, ensure the safety and smooth running of the academy.
- Ensure that procedures for safeguarding children are in place and followed by all staff.
- Play a full role within the life of the school community, support its ethos and encourage all staff and students to follow this example.
- Undertake regular supervisory duties and deal with disciplinary issues and emergencies as they arise.
- Conduct assemblies and lead events related to the school's work

## Equality, Diversity and Inclusion

- Promote and lead on Equality, Diversity and Inclusion matters at Trust level
- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Leadership responsibility for ensuring compliance with equality legislation as a minimum, and demonstrate a deep understanding of the need to take positive action to address systemic and structural disadvantage.

## Safeguarding

- Take responsibility for safeguarding and promoting the welfare of children and young people and to follow the Mulberry Schools Trust and Local Authority child protection procedures.

## Health and Safety

The Headteacher has the responsibility to provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on their roles at school.

- Ensure that the school is following the Trust health and safety policies and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, trustees and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Responsibility for the management of school site security.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

In addition to this, the Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

# Person Specification

## Qualifications and experience

- Qualified teacher status and evidence of further professional development, especially showing development for leadership
- Substantial experience in inner city schools where students are drawn from diverse backgrounds.
- Has demonstrable evidence of being an outstanding teacher with excellent outcomes for pupils at KS3, KS4 and desirable for KS5
- Successful record of middle leadership at least to Head of Faculty/department or relevant level including significant improvement in standards of pastoral care and raising of achievement.
- Experience of successfully leading a whole school project with demonstrable outcomes of improvement.

## Knowledge

- An understanding of current national policies, curriculum developments and the statutory and legal framework within which a school operates.
- An appreciation of the challenges and social context of the school's catchment area, in particular the issues facing young people of BAME background.
- An understanding of appropriate strategies that will contribute to the further raising of pupil attainment, in a school with a high proportion of pupils for whom English is an additional language.
- An understanding of the issues of inclusive education and proven experience in the effective development of practices to support this concept.
- An understanding of how to lead a team of diverse people with understanding of issues of EDI.
- Understanding and implementing the requirements of whole school strategy in high quality learning and teaching.
- Experience of leading staff in the improvement of learning and teaching.
- Knowledge of developments in the safeguarding and pastoral care of pupils.
- Understanding and implementing all aspects of strategic planning.
- Ability to manage budgets and resources successfully.
- Experience of school self-evaluation and development planning procedures.
- Ability to monitor performance (student, curricular, faculty, pastoral).

## Skills

- The ability to effectively manage the process of change, including monitoring and the setting of targets.
- Demonstrate strategic thinking and planning to realise the vision and aims of the school.
- The ability to process, analyse and use data to inform decisions.
- Possess good interpersonal, written, and oral communication skills.

## Personal attributes

- Presents a positive role model in carrying out duties and when representing the school.
- Can work effectively as part of a team.
- Possesses integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors, and parents in promoting the values, ethos and standards of the school.
- A willingness to initiate and participate in both cross curricular and extra-curricular activities, as well as demonstrating successful involvement in all aspects of school life.
- Clarity of thought and vision with proven ability to finish a task.
- Desire to develop professionally beyond this post.

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who are disabled. All disabled candidates and who demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equality Act 2010.

Successful candidate appointment will be subject to conditional satisfactory checks such as a Enhanced DBS.

***This job description and person specification is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder.***