

**Saints Peter and Paul Catholic High School**

**Job Description: Assistant Principal L14-18**

JOB TITLE: Assistant Principal

ACCOUNTABLE TO: Senior Assistant Principal/Vice Principal

**The Assistant Principal will:**

* Undertake the normal responsibilities of the class teacher;
* Be a member of the Senior Leadership team;
* Assist the Senior Assistant Principal, Vice Principal and Principal in managing the operations of the school;
* As part of the Senior Leadership team take a role in formulating and reviewing the Vision, Mission and Values, overall aims and objectives of the school and helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;
* Be the overall strategic lead for a whole school aspect undertaking self-evaluation, development planning and quality assurance.
* Be responsible for the line management of allocated Year groups, Faculty areas, Whole school teams and allocated Associate staff teams where appropriate.

**MAIN TASKS:**

*The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of Vice or Assistant Principal.*

**1. Class teacher responsibilities**

1.1 To carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

1.2 To carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including the provision of cover for absent teachers.

1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

**2. The internal organisation, management and control of the school**

2.1 To have specific responsibilities to be agreed upon appointment.

2.2 To contribute to:

* Fulfilling the school’s Vision, Mission and Values
* Maintaining and developing the Catholic ethos, values and overall purposes of the school
* Formulating the aims and objectives of the school and policies for their implementation
* Improvement plans which will translate school aims and policies into actions
* Monitoring and evaluating the performance of the school and its achievements as a Catholic school
* Implementing the governing body’s policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
* The efficient organisation, management and supervision of school routines

**3. Curriculum Development**

3.1 To contribute to:

* The development, organisation and implementation of the school’s curriculum
* School policies on curriculum, teaching and learning styles, assessment, recording and reporting
* Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
* Ensuring that the diocesan policy on religious education is fulfilled
* Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
* Providing a curriculum for the spiritual, moral, social and cultural development of all students in line with the distinctive Catholic nature, purpose and aims of the school
* Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
* Ensuring that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
* Ensuring that the individual student’s continuity of learning and effective progression of achievement are provided
* The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

**4. Student care**

4.1 To contribute to:

* The development, organisation and implementation of the school’s policy for the personal and social development of students including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
* The effective transition and induction of students
* The determination of appropriate student groupings
* The promotion among students of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
* The development among students of self-discipline
* The handling of individual disciplinary cases

**5. The management of staff**

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:

* The induction of new and newly qualified teachers and other staff
* The provision of professional advice and support and the identification of training needs
* Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

**6. The management of resources**

6.1 To contribute to the formulation of the school’s policies and procedure concerning resource management in accordance with the school’s Vision, Mission and Values

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Principal.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

**7. Relationships**

7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with diocesan and local authority officers and support services.

7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children’s education.

* 1. To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
	2. To assist liaison with other professional bodies, agencies and services.
	3. To develop and maintain positive links and relationships with the parish community, local organisations and employers:
	4. To promote a positive image of the school

7.8 To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.