

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Associate Principal (Secondary)	Grade: Leadership range
Job Family: Teaching	
<p><u>Overall Purpose of Job:</u></p> <p>As an Associate Principal, you will work with Principals and Executive Principals to provide leadership and strategic direction to any academy within the Trust as specified by the CEO by ensuring the provision of high quality teaching and learning; high standards and high expectations of students, staff and the community; developing collaborative links with other academies, schools and the wider education community; and providing a mentoring role for senior leaders and modelling outstanding practice at all times.</p>	
<p><u>Role and Responsibilities</u></p> <p>Leadership</p> <ol style="list-style-type: none"> 1. You will support the overall strategic management and operational activity of the academy. 2. You will provide enthusiastic, innovative and consistent leadership across the Trust. 3. You will work positively with the community to ensure the best possible outcomes for students. 4. You will implement rigorous and sustainable policies and strategies in order to transform the outcome for students at the academy. 5. You will ensure that students are healthy, stay safe, enjoy and achieve maximum potential, achieve economic and personal well-being once they leave the academy. 6. You will develop the reputation of the academy, locally, regionally and nationally. <p>Teaching and Learning</p> <ol style="list-style-type: none"> 7. You will support the Executive Principal/Principal to ensure that a modern, up to date curriculum is developed and implemented and that curriculum delivery is translated into effective learning and assessment practice. 8. You will encourage and promote innovation in educational provision, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements. 9. You will ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs. 10. You will help to develop a culture where students feel safe, confident and can attain their maximum educational outcomes. <p>Developing yourself and working with others</p> <ol style="list-style-type: none"> 11. You will develop and maintain a culture of high expectations for self and others. 12. You will support the development of effective strategies and procedures for staff induction, professional development and performance management in line with agreed local and national policy and procedures. 13. You will support the clear delegation of tasks and responsibilities. 14. You will treat people fairly, equitably and with dignity and respect to create and maintain a positive culture. <p>Finance and Human Resources</p> <ol style="list-style-type: none"> 15. You will ensure all activities of the Academy are conducted in accordance with all legal requirements and regulations. 	

16. You will ensure policies and procedures are consistent with “best practice” and recognised codes of probity.
17. You will ensure all resources are organised and managed to provide the best possible outcomes for students.
18. You will ensure development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
19. You will work positively with the Executive Principal/Principal to address any issues of concern or focus to ensure the best possible outcomes for students.
20. You will report to and discuss with the Executive Principal/Principal any resource requirements of any specific academy that can be met by the Trust (e.g., the requirement for Subject Director involvement).

General

21. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
22. You will participate in training and other learning activities and performance development as required.
23. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
24. You will ensure strict confidentiality in all areas of work.
25. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
26. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
27. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children’s welfare, reporting any concerns to the Designated Safeguarding Officer at once.
28. You will always comply with the Trust’s policies and procedures.
29. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

We expect you to:

30. Be flexible and innovative in order to meet the constantly changing demands of the post.
31. Be prepared to undertake outreach work on behalf of the academy/Trust.
32. Keep up to date on educational development, strategy and thinking.
33. Actively pursue your own development as a potential Principal.
34. Show commitment to the rigorous continuous improvement of the academy.
35. Attend AAB meetings and relevant sub-committees.
36. Demonstrate a positive commitment to working with all stakeholders (students, AAB members, parents/carers, staff, etc.) to improve the performance of the academy.
37. Put students first in everything you do.
38. Be committed to providing a world class workforce in order to provide the best possible opportunity for all our students.

We will provide you with:

39. The opportunity to experience a comprehensive range of leadership and management situations.
40. The opportunity to shadow and work closely with the Executive Principal and other Principals.
41. Support, mentorship and coaching in the roles/duties you are asked to perform.
42. Constructive and regular feedback on your performance.
43. A wide range of experiences to develop/enhance your management and leadership competencies.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Graduate with Qualified Teacher Status (QTS) (A/C)
- Aspiring or existing Vice Principal with a proven track record of managing change quickly and effectively (A/I/R)
- Ability to drive and deliver transformational and cultural change (A/I/R)
- Clear understanding of what constitutes a good school and what needs to be done to make it outstanding (A/I)
- Deep knowledge and understanding of educational legislation, new innovation and developments (A/I)
- Proven ability to successfully manage all resources effectively (A/I/R)
- Proven ability to motivate staff to ensure high performance (A/I/R)
- Ability to translate a visionary/innovative concept into a practical implementation plan (A/I/R)
- Sound knowledge of the current professional teaching standards (A/I)
- An outstanding classroom practitioner with the highest expectations for progress of all students (A/I/R)
- Comprehensive knowledge of performance management requirements in an educational context (A/I/R)
- Thorough understanding of recent curriculum developments (A/I/R)
- Experience of monitoring and improving the quality of teaching and learning through rigorous quality assurance procedures (A/I/R)
- Proven experience in the analysis of performance data for the purposes of target setting, monitoring and evaluation (A/I/R)
- Innovative leadership skills with a clear understanding of education opportunity and how this can be translated into practical reality (A/I)
- An outstanding collaborative leader with the ability to forge positive relationships in order to promote the success of the academy (A/I/R)
- An enthusiastic leader, committed to ensuring the best possible outcomes for students and the community the academy serves (A/I)
- Proven ability to build a sustainable workforce of high-quality staff and leaders (A/I/R)
- Proven ability to provide clear direction and shared purpose for all students, staff and stakeholders (A/I/R)
- Proven experience of developing positive working relationships with all stakeholders (A/I/R)
- Excellent communicator who is at ease with all stakeholders but particularly with students and parents/carers (A/I/R)
- Strong negotiation skills with the ability to influence others to the benefit of the academy (A/I/R)
- Proven ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation (A/I)
- An enthusiastic and motivational leader with strong morale building skills (A/I/R)
- Proven ability to drive forward change in challenging circumstances (A/I/R)
- Resilient and determined, but able to support and demonstrate empathy for others, dealing with staff in a sensitive and considerate manner (A/I/R)
- Committed to inclusion and diversity to ensure the maximum benefits for students and staff (A/I)
- Use of a car for business use to enable you to travel across the academies in the Trust as needed (certificate of insurance required in order to claim business mileage) (C)

Desirable

- Achieved NPQH (C)
- Proven experience of strategic planning (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Pleasant and friendly manner
- Polite
- Organised
- Punctual
- Resilient
- Determined
- Enthusiastic
- Reliable
- Flexible
- Passion for learning
- Takes initiative
- Self-motivated
- Determined to succeed
- Emotionally intelligent

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principals within academies.

Support Staff – in regular contact with support staff who are involved in classroom support, administration, HR, ICT, finance, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with Trust staff within the wider Education team (e.g., Subject Directors, Executive Leaders), Teaching Schools, Finance, Facilities, ICT and Human Resources.

External – in regular contact with parents/carers, AAB members, visitors, external agency professionals, suppliers, contractors, trade unions, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.