



Brampton Manor Academy

www.bramptonmanor.org

Executive Principal: Dr Dayo Olukoshi OBE

JOB DESCRIPTION

Title and Grade of Post

- Assistant Principal (Leadership spine (Inner London) – highly competitive)

Status of Post

- This is a senior post within the trust's staffing structure, which carries with it membership of the Senior Leadership Group.
- As Assistant Principal, you will be required to meet the general requirements of this post as specified in the latest School Teachers Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Principal.

Job Purpose

- The specific duties/responsibilities attached to this post will be determined by the Principal and will depend on the skills, experience and knowledge of the post holder and the needs of the Academy. Roles and responsibilities are reviewed regularly to keep pace with the operational needs of the school.
- The post will require you to work in close partnership with the Principal, governors and staff to ensure the continuous improvement of the school.

Reporting to

- The Vice Principal

Duties common to all Assistant Principals

1. Shaping the Future

- Support the Principal and governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity
- Play a leading role in the school improvement process, taking account of the agreed priorities of the school and how these link with National and local initiatives
- Contribute to the identification of key areas of development in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues
- Promote a culture of team work, in which views of all members of the school community are valued and taken into account
- Contribute to the self-evaluation of the school

2. Leading Learning and Teaching

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted
- Line manage assigned curriculum areas
- Teach high quality lessons to assigned students, which lead to outstanding outcomes for all pupils
- Provide training for staff on effective teaching and learning
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school
- Support strategies to promote high standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Support the development of an effective assessment framework
- Promote the use of technology to enhance and extend pupils learning
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice

3. Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

4. Managing the organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

5. Securing Accountability

- Support the governing body in meeting its responsibility to account for the performance of the school
- Work alongside the Principal to secure improvement through Performance Management; take responsibility for the performance management of identified staff
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary

6. Strengthening Community

- Contribute to the development of the school as a 'Hub' within the community; strengthening partnerships with other schools and services
- Contribute to the development of our Specialist School Status
- Gain an understanding of the diversity of the school community
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

This job description does not form part of the employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Assistant Principal – Person specification

You should refer to these requirements and those of the job role when completing your application.

QUALIFICATIONS AND TRAINING

- A graduate with qualified teacher status
- Evidence of commitment to own learning and continuing professional development

EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

- Excellent subject knowledge
- Excellent classroom practitioner with a proven and sustained record of public examination success
- Substantial experience as a senior or middle leader at a secondary school with demonstrable evidence of sustained and proven leadership success
- Experience and knowledge of how children learn and an understanding of how this can be effectively translated into classroom practice
- Good leadership and motivational skills, both with staff and pupils
- Awareness of current developments in education and the implications of these for students and teachers
- Practical understanding of effective strategies for improving learning and teaching
- Clear and unequivocal commitment to excellence and social mobility

SKILLS AND ABILITIES

- Able to foster a real love of learning to enable students to achieve academic success
- Infectious enthusiasm in the classroom
- Ability to inspire and enthuse others
- Excellent analytical skills
- A keen eye for details

ATTITUDES

- Reflective practitioner with a desire for continuous improvement
- Commitment to high standards, scholarship and academic excellence
- Commitment to a collaborative vision which embraces excellence and inclusion
- Energy and enthusiasm
- Willingness to learn from and with others in the development of good practice
- Good sense of humour
- Humility
- Resilient – willingness to work hard and mental resilience to cope with the complex and varied demands of working at a high performing, dynamic and innovative school
- Tenacious – a can-do/no excuses attitude
- Willing to try out new ideas
- Flexible
- Ambitious – can see an opportunity to make an impact and develop own skills