



Job Description

Job Title: Assistant Principal

Reporting to: Vice Principal

Grade: L8 to L12

Overall purpose of the post:

To provide proactive support to the Principal / Vice Principals to ensure that the Leadership and Management of the Academy operates at the most effective level possible.

Main duties and responsibilities:

Main Role

- To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by Principal. In particular you will be required to play an active part to:
 - a. Ensure the Academy achieves the objectives/targets set out in the Academy Development Plan.
 - b. Deliver the Academy objectives in relation to its International Links.
 - c. Embed all elements of the 'Deeps' within the day-to-day workings of the Academy; working across two 'Deep' areas you will work to promote synergy between the two.
 - d. Support the activity of the Academy as a member of the Outwood Family of Schools.
 - e. Constantly promote the personal development of all staff and participate in the work of the Academy to achieve this.
 - f. Participate in development, management activities and research.
 - g. Contribute to the initiation and development of innovatory practice.
 - h. Promote equal opportunities at all levels of Academy activity.
- Participation in continuous professional development and support/consultancy work in at other academies or through the Outwood Institute Education.
- Support the Trust's National Leadership in Education status by providing support and challenge to other schools as required.

We expect you to:

Be flexible and innovative.

1. Provide depth to the Leadership Team and assist with the Management of the Academy on a day to day basis but particularly when other members of the Senior Leadership Team are absent or working outside Academy.
2. Contribute to the development of the Leadership and Management of the Academy via the Senior Leadership Team meetings.

3. Play an active part in the monitoring of the quality of Teaching and Learning across the Academy.
4. Put 'Students first' in everything you do.
5. Take responsibility for a specific management area/initiative /project.
6. As part of your continuous professional development, become the Lead Member of SLT for one period per week, during which you would be expected to deal with Academy wide issues as the first line of response for SLT.

We will provide you with:

1. The opportunity to experience a comprehensive range of leadership and management situations.
2. The opportunity 'to shadow' and work closely with other members of the Senior Leadership Team.
3. Support, mentorship and coaching in the roles/duties you are asked to perform.
4. Constructive and regular feedback on your performance.
5. A wide range of experiences to develop/enhance your management and leadership competencies.

Special Features

- None

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.