

**Thames Learning Trust
Assistant Principal**

Responsible to: Assistant Principal

Salary L12 – L17

Hours Full Time

Main purpose of the job

As a member of the Senior Leadership Team, the post-holder will work closely with the Principal and the Leadership Team on the strategic development of the school. The following areas are likely to form part of the role but additional responsibilities will be included to reflect the expertise of the successful candidate.

- Raise the standards of progress and attainment for all students and eliminate differences between groups through ensuring high standards of behaviour, attendance and conduct.
- Ensuring effective inclusion and intervention to enable all students to achieve.
- Line management of a number of areas of the school
- Work in partnership with the Vice Principals and rest of SLT to plan, implement, develop, monitor and review policy and practice within the school.
- To contribute to the all-round success of the school
- To promote and be involved in the wider life of the school community

Key Responsibilities

Leading/Managing Policy:

- Take overall responsibility for the organisation and management of specific areas of the school development plan
- Contribute to the strategic direction of the school through effective evaluation and strategic action planning-monitor and develop systems to promote excellent behaviour for learning including compelling rewards and effective sanctions
- Implement and support attendance policies to ensure that students' attendance contributes to excellent progress
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Support Trustees in their policy development and monitoring roles by servicing sub-committees and Trustee meetings as necessary
- Lead on specific whole school initiatives
- Ensure that policies and practices are inclusive.

Leading/Managing People

- Have a visible, positive, proactive presence around the school during the day. Contribute to the work of the Senior Leadership Team in developing positive working relationships with and between all staff, and provide and sustain motivation. Support all staff in developing a positive ethos and climate of achievement

- Lead, motivate, support, challenge and develop staff, providing effective induction, continued professional development and performance management in line with the school's strategic plans.
- Undertake regular whole school assemblies throughout the year
- Be seen as a role model in terms of teaching, innovation, commitment and the positive impact of education upon children's lives.
- Contribute to the continual professional development of whole school, teams' and individuals
- Oversee, monitor, evaluate and thereby ensure effective programmes for all types of pastoral intervention
- Take a full and committed part in your own performance management, as well as those of your team
- Advise the Principal and Vice Principals of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be supported
- Provide advice and guidance for staff in terms of their development within the profession
- Establish, lead and chair, as necessary, meetings of groups of staff
- Advise the Principal and Leadership Team on staffing appointments

Managing Resources:

- Manage budgets for your areas of responsibility.
- Monitor health and safety practice and report any issues to relevant staff
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment

External Relations:

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
- Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events

Line Management:

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal.
- Formal line management meetings will take place bi-weekly
- The Assistant Principal will also report to the relevant Head of Department for their teaching responsibilities.

Supervision:

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children:

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification

- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information:

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The Thames Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Confidentiality

During the course of employment, you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.