



Post Title	Assistant Principal
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	L12 – 16, £66,665 - £73,539 per annum
Hours	Full-time
Contract Type	Permanent
Reports to	Deputy Principal
Preferred Start Date	1 st September 2025

MAIN PURPOSES OF THE JOB

- To work with the Deputy Principal in providing strategic leadership on Behaviour & Attitudes and pastoral care, ensuring a positive school culture that supports student wellbeing and success.
- To develop and implement policies and practices that promote high standards of behaviour, attendance, and inclusion, aligned with The Avanti Way.
- To work proactively with students, staff, parents, and external agencies to create a safe and supportive learning environment.
- To support the Designated Safeguard Lead, ensuring all students are protected and supported effectively.
- To contribute to the overall leadership and management of the school, supporting the Principal in key areas of development and school improvement.
- To teach students within the school and carry out such other associated duties as are reasonably assigned by the Principal.

RESPONSIBILITIES OF THE JOB

Specific areas of responsibility will be confirmed on appointment and in negotiation with the successful candidate, however, these will include:

Leadership and Management

Strategic responsibilities:

- Assist the Principal in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on achievement, behaviour, pastoral care, and student wellbeing.
- To assist the Principal in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- Be a proactive member of the Senior Leadership Team (SLT), contributing to whole-school strategic planning.
- Lead the development and implementation of behaviour management strategies, ensuring consistency and fairness across the school.
- Inspire, motivate, and influence staff and students, taking a leading role in maintaining the highest standards of student behaviour management.
- Act as a role model for staff and students, promoting high expectations and a positive school ethos. Actively promote the aims of the school and The Avanti Way, ensuring behaviour policies reflect the values of Education Excellence, Character Formation, and Spiritual Insight.
- Oversee pastoral support systems, including mentoring and targeted interventions for vulnerable students.
- Monitor and analyse behaviour and attendance data to identify trends, inform interventions, and drive improvement.
- Develop and lead strategies to engage parents and carers in supporting student behaviour and pastoral needs.
- Lead on the professional development of staff regarding behaviour management, restorative approaches, and trauma-informed practice.
- Ensure a culture of inclusion, equality, and respect, addressing issues such as bullying, discrimination, and emotional wellbeing.



- Support the Designated Safeguarding Lead in safeguarding responsibilities, ensuring that policies and procedures are fully implemented.
- Provide effective leadership and management to a team of staff, as agreed with the Principal.

Operational responsibilities:

- Lead the implementation of the behaviour policy, ensuring consistency in classrooms and social spaces.
- Oversee the school's attendance strategy, setting clear success metrics and working with students, families, and external agencies to reduce persistent absence.
- Develop and lead reintegration processes for students following suspensions or exclusions.
- Line manage pastoral staff, including Heads of Year and support teams, ensuring high-quality support for students, and taking an active role in their appraisal and professional development.
- Work closely with the Designated Safeguarding Lead (DSL) to ensure safeguarding concerns are addressed appropriately.
- Develop restorative approaches and conflict resolution strategies to improve student relationships and school culture.
- Lead on the development of a high-impact tutor programme, ensuring consistency in mentoring and student support.
- Be a visible presence around the school, supporting staff in managing behaviour in classrooms and social spaces.

Staff Development and Training

- Lead and deliver CPD sessions focused on attendance, behaviour management, restorative practices, and trauma-informed approaches.
- Mentor staff on handling behaviour issues and building strong relationships with students.
- Develop a coaching culture around classroom management and positive discipline.

Other Duties and Responsibilities

- Promote the safeguarding of children and ensure all safeguarding policies are adhered to.
- Attend and lead daily and weekly meetings as required.
- Take whole-school assemblies and support staff in delivering assemblies.
- Prepare and present reports, as required, to the SSC, Trust, LA officers, parents, or external agencies.
- Attend occasional meetings during evening hours or school holidays as required.
- Operate within the school's equal opportunities framework at all times.
- Work in accordance with the values, culture, ethos, equal opportunities, and inclusion policies of the school, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours.
- Identify, analyse, minimise, and manage any risks to health, safety, and security in the working environment and off-site school activities.
- Cover classes within the framework of the school's cover arrangements where a teacher is absent; providing cover information for other teachers in the event of known and foreseen absences.



RESPONSIBILITIES OF THE JOB			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	The ability to lead and manage the school team effectively and efficiently and work with other professionals and agencies	X	
2.	Communication skills, oral, written and presentational	X	
3.	The ability to deliver well planned, organised and innovative lessons	X	
4.	Proficiency in the use of ICT and the software programmes used in schools	X	
5.	The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	X	
6.	The ability to manage school information and data for recording, monitoring, evaluation and reporting	X	
7.	Displays commitment to the protection and safeguarding of children and young people	X	
8.	The ability to coach and develop members of staff both teaching and non-teaching, which impacts on standards	X	
9.	Relevant (to be agreed) subject/area (s) and/or curriculum expertise	X	
10.	How to lead curriculum development and manage innovation and change	X	
11.	Know how to use information and data to set targets, raise attainment and achievement	X	
12.	How children and young people learn, develop and progress through life stages and events	X	
13.	How ICT can be used effectively to motivate children to learn	X	
14.	How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	X	
15.	How to manage health and safety policy and promote and safeguard pupil welfare	X	
16.	How to manage equalities and inclusion policies and how these are implemented in schools	X	
17.	Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	X	
18.	Qualified Teacher Status	X	
19.	Successful teaching experience, including in middle management position(s) or a successful Fast Track progression route	X	
20.	Post threshold teacher status-leadership experience	X	
21.	Evidence of continuing professional development, for example, Leading From the Middle	X	



FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>