**JOB DESCRIPTION**

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| Post Title: | Assistant Principal |
| Accountable To: | Principal |
| Location: | Boston Spa Academy |
| Scale: | L11-15 |

**GENERAL DESCRIPTION OF THE POST**

**The holder of this post is expected to carry out the professional duties of an Assistant Principal as described below, and play a major role under the overall direction of the Principal in:**

* formulating the aims and objectives of the academy
* establishing the policies through which they shall be achieved
* managing staff and resources to that end
* monitoring progress towards their achievement
* undertake to the extent required by the Principal, any professional duties delegated by the Principal

**The Assistant Principal will:**

* demonstrate outstanding teaching and act as a pace setter to other staff modelling innovative and effective learning and teaching strategies in own classroom practice
* secure outstanding teaching through coaching, peer support and leading demonstration lessons
* identify and promote innovative and effective teaching strategies across school to meet the needs of all pupils, planning and developing capacity in leading teaching and learning

**LEADERSHIP**

**The Assistant Principal will:**

* be an active member of the Academy Senior Leadership Team
* work in partnership with the Principal and other members of the Senior Leadership Team, to create an achievement culture where all children receive a high quality education and there is continuous drive to improvement of standards and achievement
* be accountable for leading, managing and developing a Key Stage
* lead a specific subject(s) or aspect(s) identified as a priority for improvement in the Academy Improvement Plan

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE ACADEMY**

**The Assistant Principal will:**

* contribute to the creation and implementation of the Academy Improvement Plan and to take responsibility for appropriately delegated aspects of it
* analyse data and use information together with information about pupils’ prior attainment to establish benchmarks, set targets for improvement, devise and implement action plans
* monitor, evaluate and review academy policies and practices, taking account of national, local and academy data and inspection and research findings
* evaluate the impact of all improvement activities on the quality of teaching and learning

**TEACHING AND LEARNING**

**The Assistant Principal will:**

* contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content
* participate in the monitoring and evaluating of the quality of teaching and standards of achievement of all pupils
* identify appropriate attainment and/or progress targets
* monitor pupil standards and progress against targets
* monitor planning, curriculum coverage and learning outcomes
* monitor standards of pupil behaviour and application
* lead evaluation strategies to contribute to overall academy self-evaluation
* plan and implement strategies where improvement needs are identified
* ensure that relevant attainment /progress targets are met
* maintain an effective partnership with parents to improve children’s achievement and personal and social development
* identify and develop effect links with outside agencies to enhance teaching and learning

**LEADING AND MANAGING STAFF**

**The Assistant Principal will:**

* maintain personal expertise and share this with other teachers
* act as a role model of outstanding classroom practice for other teachers, modelling effective strategies with them
* plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals
* monitor and evaluate standards of teaching, identifying areas for improvement
* plan and implement strategies to improve teaching where needs are identified
* induct, support and monitor new staff, mentoring newly qualified teachers and students as required
* contribute to the implementation of effective systems for the management of staff performance, incorporating appraisal targets for teachers, including those relating to pupil progress
* motivate and enable staff to develop expertise in their respective roles through continuing professional develop

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

**The Assistant Principal will:**

* support the Principal in the appointment and deployment of staff and support those staff in their duties
* work with the Principal and the Leadership Team in establishing priorities for expenditure and in monitoring the effectiveness of spending and usage of resources

**ACCOUNTABILITY**

**The Assistant Principal will:**

* provide information, objective advice and support to the Governing body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement and for achieving efficiency and value for money
* contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the academy
* contribute to the presentation of regular reports on the academy’s performance to governors, LA, local community, DfE and Ofsted
* contribute to the establishment and monitoring of systems which keep parents well-informed about the academy curriculum, children’s attainment and progress and encourage parents and other family members to make a contribution to achieving challenging targets for their children.

*Boston Spa Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | | |
| DfE recognised teaching qualification (QTS) | **X** |  |
| Substantial, recent and successful experience of teaching in Primary | **X** |  |
| Experience of teaching across key stages and in other academies and other educational establishments |  | **X** |
| Understanding of the issues presented in a multi-cultural academy | **X** |  |
| Recent responsibilities in leadership and management | **X** |  |
| A range of leadership experiences e.g. year team, phase, curriculum | **X** |  |
| Involvement in academy development and improvement planning | **X** |  |
| Experience of observing lessons and feeding back to teachers and/ or support staff | **X** |  |
| Use of tracking and data analysis | **X** |  |
| Leading staff training and development activities | **X** |  |
| Involvement in the appointment, induction and appraisal of staff |  | **X** |
| Working with parents and families to secure good outcomes for pupils | **X** |  |
| **Professional Knowledge and Skills** |  |  |
| Commitment to and ability to support the academy community | **X** |  |
| Commitment to the highest quality of achievement, teaching and learning, behaviour and safety and leadership and management | **X** |  |
| Excellent knowledge and understanding of teaching and learning | **X** |  |
| Knowledge and understanding of children’s social, emotional, intellectual and physical development and a clear understanding of pupils’ additional needs | **X** |  |
| Evidence of the ability to plan, teach and assess in order to promote good/accelerated pupil progress, appropriate to different pupils’ needs | **X** |  |
| Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps | **X** |  |
| Excellent knowledge and understanding of a range of behaviour management strategies | **X** |  |
| Thorough knowledge of the primary academy curriculum and recent developments in education | **X** |  |
| Evidence of the ability to work alongside colleagues to motivate and move them on in their practice | **X** |  |
| Excellent ICT skills | **X** |  |
| **Personal Qualities** | | |
| Drive, energy, enthusiasm and ambition for the academy | **X** |  |
| Ability to inspire and motivate others, treating them with respect at all times | **X** |  |
| Ability to work in a team with leadership colleagues, parents, staff and governors | **X** |  |
| Ability to work well under pressure, with a calm approach | **X** |  |
| Ability to adapt to changing circumstances and new ideas | **X** |  |
| Ability to prioritise, organise and delegate effectively, keeping to deadlines | **X** |  |
| Excellent communication skills | **X** |  |

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