



## Job description

**Post title** Assistant Principal

**Post purpose**

- Carry out the professional duties at assistant principal level as set out in the Teachers' Pay and Conditions Document and as directed by the principal within the context of the job description set out below.
- To promote the vision, ethos and policies of the college, as well as high levels of achievement.
- To deputise for the principal as required and if the vice-principal is unable to do so.
- To provide high quality, professional leadership within specific areas as decided on an annual basis.
- To uphold college policies in respect of safeguarding to ensure the safety and well-being of all learners.
- To provide and safeguard the welfare of students the post holder is responsible for, or comes into contact with.

**Reporting to** The principal in all matters  
The vice-principal in the case of the principal's absence  
The governing board in respect of identified areas of leadership

**Responsible for** Any members of staff the principal delegates line management for  
The coaching, mentoring and development of all staff within the college

**Salary/grade** Leadership scale L12-16

**Disclosure level** Enhanced

**Strategic direction**

- To attend and contribute to senior leadership team meetings and specifically to advise on areas of identified leadership. To maintain collective responsibility for senior leadership team decisions.
- To work with staff and students to raise standards of attainment and achievement within the college.
- To support all staff in achieving the priorities and targets which the college sets for itself. To be responsible for the development of appropriate curriculae, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area and department.
- To keep up to date and to disseminate national/local developments across identified areas of leadership.
- To participate fully in the preparation of the school improvement plan.
- To secure the commitment of parents/carers and the wider community to the vision and direction of the college.
- To create and promote effective relationships with persons and bodies outside the academy.

**Leadership and management**

- To oversee college procedures for monitoring and evaluation across identified areas of leadership.
- To ensure that quality assurance meets the requirements of self-evaluation and the school improvement plan.
- To support the college's performance management systems and procedures in ensuring that they are rigorous and effective in supporting high standards of staff and staff performance.
- To produce reports on items across the identified areas of leadership.

- To manage and analyse data, and lead colleagues in the use of data to improve student progress and to raise attainment across the identified areas of leadership.
- To attend governors' board meetings and committee meetings as required.
- To support liaison and activity within all collaborative partnerships in which the college is involved.
- To line manage a number of areas to ensure that leadership is of the highest standard.
- To lead the day to day running of the college as required.

### **Teaching and learning**

- To undertake an appropriate programme of teaching in accordance with the duties of a main professional grade teacher.
- To model excellence in teaching and learning.
- To support the assessment and reporting of pupil progress and achievement procedures.
- To coach and mentor staff as appropriate.

### **Care and guidance**

- To support college care and guidance procedures.
- To monitor and support the overall progress and development of students.
- To ensure that behaviour management policies and procedures are implemented in the college so that effective learning can take place.
- To liaise with parents/carers and other relevant agencies in relation to pupils' special educational needs or behavioural issues.

### **Pastoral standards**

- To set the highest example in terms of dress, punctuality and attendance.
- To attend and participate in consultation evenings, open evenings, options evenings, student performances, parents' forum and other college events.
- To uphold college behaviour codes and uniform regulations.
- To participate fully in professional development.

### **School ethos**

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage and ensure that staff and pupils follow this example.
- To support the college in meeting its legal requirements for spiritual reflection.
- To assist with the day-to-day smooth running of the college including lunchtimes and breaks.
- To deliver assemblies to all year groups as required.
- To actively promote college policies.
- To comply with college health and safety policies and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. These may be modified by the principal with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.

This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.