



## **Job Description Assistant-Principal**

**Salary range: L14-18**

### **Job Description**

The Assistant Principal of Budmouth Academy will carry out the professional duties as described in the School

Teachers Pay and Conditions document. In addition to leading the pastoral and academic strategy of the Academy, you will also be assigned whole-school leadership responsibilities, to be negotiated on interview.

The Assistant Principal is directly accountable to the Principal, for ensuring the educational success of Budmouth Academy within the overall framework of the Aspirations Academies Trust strategic plan as well as the individual Budmouth Academy strategic plan.

The Assistant Principal will be fully supported by the Principal in every aspect of the management and organisation of the Academy. The Assistant Principal should support the Principal to create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work.

### **Main aspects of the role:**

- Carry forward the Aspirations Academies Trust vision.
- Drive the continuous and consistent Aspirations Academies Trust-wide focus on raising achievement and improving student outcomes.
- Ensure the Aspirations framework is embodied in every aspect of Budmouth Academy.
- To support the academy's strategy in relation to attendance, safeguarding, personal development and staff wellbeing.
- To implement and drive an effective strategy to support good outcomes for disadvantaged and children in care.
- Hold Deputy Heads of School, Deputy Subject Co-ordinators and Subject Leaders to account for ensuring expected student progress in all Year groups.
- Maintain effective systems and structures to support high quality teaching and learning.
- Drive forward standards and achievement in all subject areas and to strategically develop curriculum ideas.
- To support the Academy's strategy in relation to IT strategy/Google Suite
- To implement and drive technological and curriculum innovation.

**The Assistant Principals should be able to take on a wide range of roles and the precise focus of their responsibilities will be reviewed annually with the Principal in line with Academy priorities and the structure of the leadership team.**

### **Purpose:**

- To collaborate as a member of the Academy's Senior Leadership Team in order to build a shared vision of excellence and high standards for all students.
- Developing the quality of teaching and learning.
- To strengthen the Academy's organisational capacity by contributing to its effective day-to-day management. This involves the management of the Deputy Heads of School and the maintenance of the duty and support systems.

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To ensure the highest standards of behaviour for learning in the Academy.
- To support and lead curriculum development and to ensure that this remains innovative and relevant.
- To raise examination performance through the effective analysis and use of assessment data.
- To raise standards of student attainment and to monitor the effectiveness of teaching and learning within the Academy.
- To develop a safe, secure and healthy environment within the Academy as a whole.
- To participate in regular school self-review and to strive for continuous improvement in all aspects of the Academy's work.
- To monitor and support the overall progress and development of students as a teacher.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
- To support and participate in the work of the Aspirations Academies Trust.
- To complete DCFS returns.
- To prepare and help lead the Academy towards achieving an 'Outstanding' Ofsted grade.

#### **Responsible for:**

Deputy Heads of School and other relevant personnel and students within the Academy, as designated by the Principal.

#### **Operational and Strategic duties:**

- To supervise and lead all staff to ensure the effective operation of the Academy.
  - To manage some aspects of the curriculum, through development, implementation and timetable construction.
  - To assist in the management of the Academy's assessment process including target setting and analysis in order to ensure the whole Academy achieves examination target grades.
  - To help guide the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Academy.
  - To ensure the data is used effectively at all levels.
  - To oversee the implementation of Academy policies and procedures.
  - To work with the Heads of School to monitor the overall coherence and relevance of the Academy's contribution to the needs of students and to the aims, objectives and strategic plans of the Academy.
  - To ensure that the work done in the Academy fully reflects the Aspirations Academies Trust's distinctive ethos and mission.
  - To ensure that Health and Safety policies and practices, including risk assessments, are in-line with national requirements and are updated where necessary.
- Curriculum Duties:**
- To ensure the provision of a broad and balanced curriculum for all students as part of the Academy's Senior Leadership Team.
  - To lead and manage the work of the Academic Schools to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Self Evaluation.
  - To lead and encourage innovation in curriculum development by all teaching staff.
  - To be aware of wider curriculum developments across all Key Stages and to be proactive in raising these as part of the Academy's Senior Leadership Team.
  - To lead innovation in teaching and learning in order to further raise standards.
  - To participate in the nationwide educational development of Aspirations Academies.
  - To work with Deputy Heads of School to maintain accreditation with the relevant examination and validating bodies.

**Raise aspirations, achievement and attainment:**

- Address the needs and aspirations of each student through personalised learning and mentoring.
- Use assessment data to set challenging targets.
- Develop a culture of effective assessment at all levels.
- Challenge practice to ensure a stimulating learning environment.
- Ensure Academy-wide priorities are consistently and effectively implemented.
- Ensure robust and effective review systems lead to continuous improvement.

**Develop Self and Working with Others:**

- Treat everyone within the Academy fairly and equitably.
- Develop a culture of personal responsibility that encourages both excellence and supports appropriate strategies to deal with under performance.
- Ensure a high standard of professional development for all staff and for self.
- Work with all staff to build effective teams.
- Sustain your own motivation and that of other staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to share ideas and plans for the Academy.
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the SLT.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.
- Encourage and support staff to work with staff in other Aspirations Academies to encourage the sharing of good practice and school improvement.

**Lead the Organisation:**

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the Academy.
- Lead by example, be a highly visible presence around the Academy and be committed to the highest standards whilst adopting a strong and flexible leadership style.
- Establish collaborative and open relationships with all stakeholders.
- Critically evaluate the Academy's performance.
- Communicate openly with the Principal on a daily basis.
- Ensure that communication channels exist, enabling all staff to receive information they need in order to carry out their professional duties effectively.
- Ensure structures deliver student progression, attainment and achievement.
- Effectively deploy the required level of both teaching and support staff across the school to realise the Academy's vision.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff.
- Operate a suitable recruitment and retention policy for all staff.
- Implement the Aspirations Academies Trust's Appraisal Professional Growth framework for all staff.
- Ensure the Budmouth Academy environment is of a high standard and reflects the aspirations of the Aspirations Academies Trust.
- Ensure effective use of financial, technological and other resources.

**Staff Development Responsibilities:**

- To work with subject leads to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To monitor the efficient and effective deployment of technician's/support staff.
- To undertake Appraisal Professional Growth Review(s).
- To participate in the interview process for staff posts when required and to work with others to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relationships.

**Maintenance of the highest standards:**

- To ensure the effective operation of review and monitoring systems.
- To ensure the process of effective target setting within the Academy Subject Areas and to work towards their achievement.
- To contribute to the Academy's procedures for lesson observation and subject review. To work with Deputy Heads of School and Subject Leaders to monitor and evaluate the work of subject areas, in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To lead and monitor modification and improvement where required.

**Management Information Responsibilities:**

- To lead the development of the effective use of data in the Academy to improve standards.
- To lead the development of management information systems to support teaching and learning.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the Academy cycle.
- To provide the Local Governing Body with relevant information relating to the Academy's performance and development.

**Managing Effective Communications:**

- To ensure that all members of staff are familiar with the Academy's philosophy, vision, aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry and other relevant external bodies.
- To lead assemblies.

**Lead Learning and Teaching:**

- Secure and sustain effective teaching and learning throughout the Academy by monitoring and evaluating the quality of teaching and standards of students' achievement, using benchmarks and setting targets for improvement. This should include those with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement.
- Promote excellence in teaching and learning, ensuring a continuous and consistent academy wide focus on students' achievement and development.
- Ensure that a high-quality educational experience is available for all children and young people. Develop an inclusive and supportive approach so that the Academy is a place where all young people feel welcome.
- Ensure that effective and appropriate pastoral support is available to students.
- Establish creative, responsive and effective learning in all curriculum areas.
- Establish a flourishing enrichment programme.
- Create a positive culture of challenge, support, high expectations and high aspirations.
- Use student performance data to guide and inform parents/carers as required.
- Embed the Three Guiding Principles and Eight Conditions into every aspect of the culture of the Academy.

**Resource Management:**

- To manage the available resources of space, staff, money and equipment effectively and efficiently in order to maximise the educational provision for students.

**Student Support Duties:**

- To monitor and support the overall progress and development of students within the Academy, by liaising with staff.

- To contribute to and implement the Academy policy on rewards and support.
- To ensure the Behaviour Management system is implemented in the Academy so that effective learning can take place.
- To monitor student behaviour at all times throughout the Academy and to work with duty staff to intervene as necessary
- To act as a Duty Principal in assigned periods.
- To maintain a high profile around the Academy, challenging low expectations.

#### **Teaching Duties:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards - to aim to be an outstanding teacher.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.

#### **Other Duties:**

- Deputising for the Associate or Vice-Principal
- To continue personal development as agreed at appraisal.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) and the Principal not mentioned in the above.
- To play a full part in the life of the Academy community, to support the distinctive aim and ethos of the Aspirations Academies Trust and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code

#### **General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy 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.