

Assistant Principal: Job Description

Reports to: Principal

Pay Scale: Leadership Range

Working Pattern: 37.5 hours per week

Role Summary:

We seek an outstanding and innovative Assistant Principal with the ability to be a role model, build teams, and empower others. We are looking for someone who is committed to securing high standards of learning and teaching in order to raise academic achievement. You will have the opportunity to contribute to our large enrichment programme and share expertise across a growing group of Academies and independent schools within United Learning.

The core purpose of all Senior Leadership roles is to be a role model to staff, as well as to improve achievement and attainment for all groups of students by focusing on improving progress, learning and teaching. While each Assistant Principal has specific responsibilities linked to their role there are opportunities to rotate some of these to enable the team to gain valuable experience in different areas of leadership.

As an Assistant Principal, you will be an outstanding practitioner, and a strong leader of people and teams, who will look to you for outstanding line management, support and challenge. We know that outstanding leaders have transferable skills and are confident and effective in all aspects of their leadership but we also recognise that as a senior leader, you will need support and challenge yourself so that you can grow to be the best you can be – we will make this happen.

The specific areas of responsibility of the role will depend on the successful candidate but would potentially include some pastoral responsibility and safeguarding. As a STEM specialist school, the ability to teach Science or Maths would be an advantage, and the applicant must be able to teach subject/s on our curriculum.

You will relate to the Academy's ethos of "the best in everyone" and enjoy working with a rich, diverse group of young people in a dynamic and vibrant learning environment. Cambridge Academy for Science and Technology is part of United Learning Trust. As part of the largest group of Academies and independent schools, we offer outstanding professional development and career progression across both the maintained and independent sector.

To conclude, we need someone who is passionate about making a difference. Our students are amazing, so are our staff. If you have the qualities to be part of the team to take outcomes for the Academy to the next level, please get in touch.

Key Tasks and Responsibilities:

- To support the Principal in the modelling of outstanding positive leadership that inspires others to have the highest expectations
- To be a strategic leader and thinker, able to successfully manage and implement change
- To have the highest expectations of all students and a continual belief that they will achieve outstanding outcomes, communicating this belief to all stakeholders
- To fully support our values and those of United Learning
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be

- To take the initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage
- To contribute to daily senior duties
- To monitor and evaluate the relevance and effectiveness of aspects of School processes and their impact on improving achievement and attainment of all groups of students and to develop strategy accordingly
- The Assistant Principal will participate in an annual review as part of the agreed PDR process.

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of United Learning, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

Reporting

- The Assistant Principal reports to the Principal and will line manage colleagues as directed.
- The Assistant Principal will participate in an annual review as part of the agreed PDR process.

Explanatory notes

- This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.
- This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.
- This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

Assistant Principal: Person Specification

Criteria	Essential	Preferred
ATTAINMENTS AND EXPERIENCE		
Qualified Teacher Status	✓	
Good honours degree		✓
National Professional Qualification for Senior Leaders (NPQSL) or Participating in NPQSL training		✓
Appropriate professional updating	✓	
Appropriate experience of the age range	✓	
Understanding the challenges that exist in areas of multiple deprivation		✓
Ability to share leadership of a large and complex organisation	✓	
Experience of being leading pastoral areas and safeguarding		✓
SHAPING THE FUTURE (knowledge of or commitment and ability to:)		
Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every student	✓	
Communicate and model vision and values both within and beyond the school	✓	
Set and achieve ambitious, challenging goals and targets	✓	
Understand and practise educational inclusion so that all have the opportunity to be the best they can be	✓	
LEADING TEACHING AND LEARNING (knowledge of or commitment and ability to:)		
Implement strategies for raising achievement and achieving excellence for students, in particular disadvantaged students	✓	
Use appropriate models and principles of effective learning and assessment for learning	✓	
Ensure high standards of behaviour and attendance	✓	
Be strategic in ensuring inclusion, diversity and access	✓	
Use performance data effectively to ascertain areas for improvement	✓	
Implement strategies for developing effective teachers to ensure the entitlement of all students to effective teaching and learning	✓	
Implement strategies for raising achievement and achieving excellence for students, in particular disadvantaged students	✓	
DEVELOPING SELF AND WORKING WITH OTHERS (knowledge of or commitment and ability to:)		
Develop positive interpersonal relationships.	✓	
Promote individual and team development and sustain a learning community that impacts on school improvement	✓	
Share leadership and accountability for goals and standards	✓	
Manage change, conflict and empower individuals and teams	✓	
Collaborate and network effectively with others within and beyond the school	✓	
Give and receive effective feedback and act to improve personal performance	✓	
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SECURING ACCOUNTABILITY (knowledge of or commitment and ability to:)		
Use a range of evidence, including performance data and external evaluations to improve aspects of school life, including the robust challenging of poor performance	✓	
Apply principles and practice of quality assurance systems, including school review, self-evaluation and performance management.	✓	
Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all students	✓	
Hold other relevant staff members to account for student learning outcomes	✓	

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Apply principles and practice of quality assurance systems, including school review, self-evaluation and performance management.	✓	
MANAGING THE ORGANISATION		
Apply principles and strategies of school improvement	✓	
Plan and manage projects for implementing change	✓	
Apply good practice in performance management	✓	
Manage equitably staff and resources	✓	
Think creatively to anticipate and solve problems	✓	
Manage the school efficiently and effectively on a day-to-day basis	✓	
SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION		
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:		
<ul style="list-style-type: none"> ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline 	✓	

Working for us

CAST is an inspiring, specialist science academy for young people aged 13-19 years old. As part of United Learning we seek to bring out 'the best in everyone'. We equip our students with the 'powerful knowledge' they need to make a success of their lives and the character to become resilient in overcoming obstacles; to responsibly manage themselves; to work independently on things which challenge them and to work with others.

The college offers GCSE, A level and T level courses, along with unique opportunities to learn from working scientists, technologists and engineers.

Students work in state-of-the-art laboratories and facilities. Learning occurs in innovative and exciting ways, supported by CAST's unique partnerships with business. CAST therefore gives students a head start into their future careers. Consequently, student results are strong, for example in 2025 Attainment 8 was 57 and students achieve well above national averages in STEM subjects.

We instil a workplace ethos, with a positive impact recognised in our most recent Ofsted inspection which stated that 'the excellent behaviour of students in lessons and around college creates an environment in which it is a joy to teach and study.'

Staff feedback demonstrates to us that CAST is a great community to work in, with a supportive and collaborative culture that is highly valued. Staff have eight training and marking days built into the academic year. There are numerous internal and external development opportunities available to all staff.

We form part of the United Learning Cambridge Cluster, 5 schools who work collaboratively to further support our students through the quality of teaching and learning. We work as a team and achieve more, by sharing, than any single school could.

The college is situated in the heart of Cambridge's Biomedical Campus, surrounded by world leading academic and commercial organisations which sponsor, support and contribute towards the life and work of CAST.

CAST is also supported by the Baker Dearing Trust as a University Technical College (UTC).

What we Offer

Here at Cambridge Academy for Science and Technology, we are committed to ensuring our employees feel valued and appreciated and this includes employee benefits:

- Competitive salary
- Contributory pension scheme, meaning we will save together for your retirement
- Occupational sick pay, protecting you and your family
- Competitive maternity, paternity, and adoption benefits
- Exclusive benefits through our partners Westfield Rewards, including access to discounted cinema tickets, holidays and gym memberships, car leasing and Cycle2work schemes
- Continuous Professional Development options that will be tailored to your needs
- A supportive team across the country
- Options for flexible working.

About United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success

of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.