



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ASSISTANT PRINCIPAL

JOB DESCRIPTION

JOB SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE:

1. Assist in the creation and implementation of a strategic plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
2. Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the school.
3. Assist with the implementation of all policies and procedures relating to safeguarding.
4. Make decisions based upon analysis, interpretation and understanding of relevant data and information.
5. Perform other duties determined in discussion with the Principal.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Overall Strategic Responsibilities

- 1.1 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct & high expectations of others.
- 1.2 Provide outstanding strategic and operational leadership of all areas of responsibility.
- 1.3 Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the senior leadership team.
- 1.4 Develop and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the senior leadership team.
- 1.5 Performance manage all staff with respect to all areas of responsibility for students; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- 1.6 Develop systems and structures for the effective management and administration of all areas of responsibility.
- 1.7 Develop and deliver strategies for effective communication, including weekly staff and student briefings, and regular team and management meetings.

- 1.8 Maintenance of accurate assessment and reporting data within the school MIS database.
- 1.9 Manage data required by the School for external and internal use.

2. Curriculum

- 2.1 Lead the development and management of the overall curriculum of the school.
- 2.2 Lead the development and management of the timetabling of the curriculum.
- 2.3 Lead the development of the school's curriculum to reflect its specialisms in 'Sports', 'Entrepreneurship' and 'Big Society'.
- 2.4 Develop and lead the school's intervention strategy to sustain the highest levels of attainment and achievement across all curriculum areas.
- 2.5 Use accurate and timely data from a range of source to identify students for intervention and develop strategies to enhance their performance.

3. Data, Assessment, Recording & Reporting

- 3.1 Support the transition of new students to the school by securing the input of academic information within the school MIS software.
- 3.2 Be the first point of contact for teacher attainment input queries, data collection and associated record keeping.
- 3.3 Create and maintain the assessment database and ensure that assessment data held on students is accurate and complete.
- 3.4 Responsible for the setup, maintenance and support of student assessment trackers within the school MIS software.
- 3.5 Ensure the year 7 intake's Key Stage 2 data is complete and accurate and imported to the system using DfE supported data source(s).
- 3.6 Be responsible for all aspects of school assessment and target setting at Key Stages 3, 4 and 5 – including all assessments required for the successful completion of qualifications.
- 3.7 Coordinate assessment, recording and reporting across the school.
- 3.8 Support the training and development of staff in the use of BROMCOM modules.
- 3.9 Develop robust, effective and consistent tracking systems across the school.
- 3.10 Oversee the timely preparation and dissemination of half termly report cards to parents.
- 3.11 Oversee the organisation of parents' evenings and consultation meetings throughout the year.
- 3.12 Oversee the organisation and delivery of half termly academic and performance review meetings with at-risk students and parents.
- 3.13 Develop and lead the implementation of the transition from paper-based reporting to continuous online reporting to parents.
- 3.14 Establish and manage the delivery of an assessment and reporting calendar with key dates for entries, internal and external exams and reporting arrangements.

4. Evaluation and Review

- 4.1 Lead the analysis of academic performance in the school using a range of data.
- 4.2 Contribute to the completion and regular submission of the school's self-evaluation.
- 4.3 Provide the lead liaison with the school improvement and quality framework of the Trust.

5. Faculty Management

- 5.1 Provide line management to each of the faculties, supporting and challenging them to achieve faculty and individual staff targets.
- 5.2 Audit all curriculum areas in the faculty regularly to ensure statutory compliance, proficient standards of provision, the highest levels of attainment and effective systems and structures.
- 5.3 Support faculties to enhance assessment for learning, intervention and develop more effective curricula in each of the faculties.
- 5.4 Manage the Exams and Data functions within the school.

6. Relationships with others

- 6.1 Participate in the Performance Management Cycle and INSETs.
- 6.2 Participate in the induction of new staff into the school community.
- 6.3 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Accountability Board and ensure all communication is consistent with the school's ethos.

7. Accountability

- 7.1 Make best use of all resources to support the attainment of students.
- 7.2 Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.

8. Other Responsibilities

- 8.1 Lead on the promotion, dissemination, implementation and monitoring of all whole-school strategies.
- 8.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 8.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 8.4 Contribute to the wider life of the Trust and the Star community.
- 8.5 Carry out any such duties as may be reasonably required by the Trust.

9. Records Management

- 9.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification.	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of continuous professional development.	E	✓	✓
4.	Middle or Senior Management qualification.	E	✓	
EXPERIENCE				
5.	Middle leadership in a school setting.	E	✓	✓
6.	Track record of outstanding learning and teaching practice.	E	✓	✓
7.	Successful and sustained delivery of outstanding attainment and achievement.	E	✓	✓
8.	Successful management of assessment, tracking, recording and reporting within a faculty setting.	E	✓	✓
9.	Innovation & creativity to engage, enthuse & progress learners.	E	✓	✓
10.	Partnership working and collaboration within a school, college or Local Accountability Board context.	E	✓	✓
11.	Developing and leading the implementation of strategies to sustain whole school/college improvement.	E	✓	✓
12.	Developing and implementing whole-school intervention strategies to sustain and enhance outstanding attainment.	E	✓	✓
13.	Developing and enhancing the curriculum of a school.	E	✓	✓
14.	Management of a curriculum faculty in a school setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
15.	Ability to teach to GCSE standard.	E	✓	✓
16.	Ability to teach to A-level standard.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
17.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
18.	Ability to develop and implement strategies to enhance and sustain whole school initiatives.	E	✓	✓
19.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	E	✓	✓
20.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external	E	✓	✓
21.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
22.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
23.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).	E	✓	✓
24.	Understanding of latest issues relating to curriculum & attainment.	D	✓	✓
25.	Understanding of the requirements and models for: - The curriculum and its assessment. - Effective teaching and assessment methods. - Achieving outstanding achievement, including effective use of data.	E	✓	✓
PERSONAL QUALITIES				
26.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people.	E	✓	✓
27.	Highly organised, literate and articulate.	E	✓	✓
28.	A passionate belief in the school's mission statement.	E	✓	✓
29.	A strong belief in the value of education in developing citizens.	E	✓	✓
30.	Highest levels of professional and personal integrity.	E	✓	✓
31.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
32.	Personal resilience, persistence and perseverance.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
33.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
34.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
35.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
36.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
37.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
38.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
39.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
40.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓