

Job Description

Job Title:	Assistant Principal
Responsible to:	Principal
Responsible for:	TBC – Dependent on Applicant and Team
Salary:	L15 – L19

JOB PURPOSE:

To be a member of the Senior Leadership Team:

- Promoting the Catholic ethos, Mission, Aims and objectives of the school.
- Taking a leadership role in the formulation of the school's aims and objectives.
- Establishing the policies through which those aims and objectives might be realised.
- Managing staff resources to this end.
- Monitoring and evaluating progress towards the achievement of the School's Priorities.
- Participating in all aspects of school improvement planning
- Raising student and staff levels of attainment and achievement
- Teaching up to A2 level as required
- Undertake daily duties before, during and after school, including On Call and Inclusion Centre and Lunchtime Duty Team
- Attending and contributing to the daily SLT meeting and weekly strategic meeting

SPECIFIC RESPONSIBILITIES:

- To be decided on appointment

GENERAL RESPONSIBILITIES:

- Raising standards including leading CPD, mentoring and supporting staff in line with school policies
- Communication for the parental bulletin/newsletter/website/social media/staff briefings

Oversight of Link Departments to include:

- Attendance at agreed departmental meetings.
- Supporting departments in self-evaluation processes.
- Ensuring departmental practice reflects school policy and practice.
- Keeping up to date with developments in your areas of responsibility and ensuring staff are informed
- Appraisal of designated HODs

Monitoring and Evaluation to include:

- Involvement in lesson observations and learning walks.
- Working with other Assistant Principals to coordinate the workings of the school
- Monitoring student and parental feedback
- Contribution to SDP and SEF
- Attendance and reporting at designated Academy Representative Committee

Recruitment to include:

- Involvement in short-listing and interview process.

Attendance at Special Events:

- Transition events
- Curriculum evenings
- Revision events

- Open evenings
- Parent evenings
- Awards evenings

Responsible for:

- HODs and staff of designated areas.
- Link Departments

Responsible for the following budgets:

- To be confirmed on appointment

Responsible to:

- The Principal

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

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