

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b><u>Job Title:</u></b> Assistant Principal	<b><u>Grade:</u></b> Leadership range 1 – 5
<b><u>Job Family:</u></b> Teaching	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As an Assistant Principal, you will form part of the Senior Leadership Team and you will deputise for the Head of Academy in their absence. You will provide proactive support to the Head of Academy, Executive Principal and AAB members to ensure the leadership and management of the academy operates effectively. Your role will be to lead, firstly as a highly effective classroom practitioner that will model outstanding practice as well as undertaking monitoring of the provision, inclusion and achievement for all pupils.</p>	
<p><b>MAIN RESPONSIBILITIES:</b></p> <p>You will contribute to the work of the Senior Leadership Team in accordance with the requirements set out by the Executive Principal and Head of Academy. In particular you will be required to play an active part to:</p> <ol style="list-style-type: none"> <li>1. Ensure the academy achieves the objectives / targets set out in the Academy Development Plan</li> <li>2. Deliver the academy objectives in relation to its community links</li> <li>3. Monitor, track and evaluate the standards, achievement and progress of all pupils, including vulnerable groups</li> <li>4. Monitor, track and evaluate the standards and achievement for all pupils receiving interventions</li> <li>5. Support the activity of the academy as a member of Delta Academies Trust</li> <li>6. Constantly promote the personal development of all staff and participate in the work of the academy to achieve this</li> <li>7. Participate in development, management activities and research</li> <li>8. Contribute to the initiation and development of teaching and learning</li> <li>9. Promote equal opportunities at all levels of academy activity</li> <li>10. Be flexible and innovative in your work</li> <li>11. Provide depth to the leadership team and assist with the management of the academy on a day-to-day basis but particularly when other members of the Senior Leadership Team are absent or working outside the academy</li> <li>12. Contribute to the development of the leadership and management of the academy via the Senior Leadership Team meetings</li> <li>13. Play an active part in the monitoring of the quality of teaching and learning across the academy</li> <li>14. Put 'pupils first' in everything you do.</li> <li>15. You will have the opportunity to experience a comprehensive range of leadership and management situations to further develop your own competencies.</li> <li>16. You will have the opportunity to shadow and work closely with other members of the Senior Leadership Team.</li> <li>17. You will receive support, mentoring and coaching for the role/duties you are asked to complete.</li> <li>18. You will receive regular feedback on your performance.</li> </ol> <p><b>GENERAL</b></p> <ol style="list-style-type: none"> <li>19. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> </ol>	

20. You will participate in training and other learning activities and performance development as required.
21. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
22. You will ensure strict confidentiality in all areas of work.
23. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
24. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
25. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
26. You will always comply with the Trust's policies and procedures.
27. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- A teaching qualification together with qualified teacher status (QTS) (C)
- Knowledge of teaching, learning and assessment at primary (A/I/R)
- A good understanding of recent curriculum developments and initiatives in primary and their impact in the academy (A/I)
- An understanding of the use of data to assess and inform teaching and learning and target appropriate intervention (A/I)
- Experience of dynamic and successful team leadership at middle leader/senior leader level (A/I/R)
- Experience of leading and implementing strategies which have ensured high standards of pupil achievement (A/I)
- An excellent classroom practitioner that can model best practice (A/I/R)
- A passion for learning (A/I)
- Excellent organisational and personal management skills (A/I/R)
- Effective planning and teaching (A/I/R)
- Effective behaviour/classroom management (A/I/R)
- An ability to demand high standards (A/I)
- An ability to work independently and be a team player (A/I/R)
- An ability to develop and support other staff to develop a variety of teaching strategies (A/I/R)
- An ability to enthuse and direct pupils and staff towards raising expectations and levels of achievement (A/I/R)
- An ability to meet deadlines (A/I/R)
- An understanding of self-evaluation (A/I)
- Strong ICT skills (A/I)
- A commitment to both self and team development (A/I)
- Ability to take the initiative (A/I)
- Ability to make difficult decisions and relay these effectively (A/I/R)
- Self-motivated (A/I)
- Reliable and able to maintain a high level of confidentiality (A/I/R)
- Resilient and determined to succeed (A/I/R)

### **Desirable**

- Comprehensive knowledge of performance management requirements in an education setting (A/I/R)
- Experience of leading, developing and enhancing the teaching practice of other staff (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

## **Behaviours**

- Innovative
- Aspiring leader
- Enthusiastic
- Motivator
- Clear communicator
- Reliable
- Trustworthy
- Flexible
- Resilient
- Emotionally intelligent
- Supportive
- Completer-finisher

## **Contacts and Relationships:**

**Managers** - in daily contact with Senior leaders/Head of Academy.

**Support Staff** – in regular contact with support staff who are involved in classroom support, HR, finance, cleaning, catering, site supervision and health and safety.

**Trust Staff** – in contact with Trust staff within the wider Education team (e.g., Subject Directors), Teaching Schools, Finance, Facilities, and Human Resources.

**External** – in regular contact with parents/carers, AAB members, visitors, external agency professionals, suppliers, contractors, trade unions, as required.

### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list