

## **Goresbrook School**

### **Job Description**

**Post: Assistant Principal (Secondary)**  
**Responsible to: Executive Principal**

#### **Job Purpose**

**These aspects of the job description will be negotiated through the recruitment process and on appointment and will be based on strengths and interests of the successful candidate and the needs of the school.**

#### **Specific duties:**

##### **Strategic direction and development of the school (applicable to all of SLT)**

- To work with all SLT in promoting the Academy's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- To work within the Senior Leadership Team to develop the overall direction of the school.
- To keep up to date with current issues in teaching and learning and in school improvement, and to share this with staff.
- To work in partnership with the Principal and members of the leadership team in the cycle of planning, implementation, review and evaluation of the School Development Plan.
- To monitor and evaluate the impact of the policies, practices, targets and priorities in the school, identifying developments needed and working with the Principal and leadership team to achieve them.
- To contribute to the setting of highly ambitious targets for pupils and staff, and to be accountable in their delivery.
- To support the Principal in transforming leadership at all levels of the school
- Work with the Principal, to build leadership capacity within the senior and middle leadership teams and provide opportunities for them to flourish
- To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be, including through meeting formally regularly (at least once per fortnight) and sharing the minutes of those meetings with the Middle Leader
- To use your initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage
- To lead on aspects of schools self-evaluation and preparation for inspection

##### **Teaching, Learning and Assessment**

- To be an excellent role model for all staff in all aspects of classroom practice.
- To teach pupils across Secondary.



- To play a major role in the development of high quality teaching, learning and assessment, in particular through coaching and training.
- To lead the team in the creation and delivery of a rigorous curriculum.
- To help to ensure that all the students are able to learn and make exceptional progress.
- To ensure that assessment and moderation processes lead to excellent learning for students, and meet all statutory and other requirements.
- To seek ways of sharing good practice and to ensure dialogue about teaching and learning amongst school staff.
- To ensure curricular policy development is focussed on continuous improvement.

### **Leadership and Management**

- To share in and support the leadership of the school and to bring out the potential for leadership in others.
- To challenge and support others in developing professionally, both formally and informally.
- To act as a coach and/or line manager to staff where appropriate and to organise induction.
- To help lead the school through external accreditations where appropriate.
- To ensure own continuing professional development including attending training opportunities.
- To organise the day to day running of classes including the efficient management of school resources.
- To organise and lead INSET and workshops for parents/guardians as appropriate.
- To work within the Senior Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- To be able to stimulate students and colleagues through a positive, active and supportive attitude.
- To organise opportunities for pupils, and to lead assemblies where appropriate.
- To rigorously monitor the impact of improvement strategies and refine as appropriate.
- To lead a department area, phase or year group alongside their senior responsibilities if directed to do so by the Principal

### **Pastoral Care**

- To help promote and safeguard the welfare of all students.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all students and to implement policies and procedures to foster them.
- To ensure that a high standard of care and good order for all students is maintained through the development and implementation of behaviour systems.

### **Communication and Community Links**

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.
- To provide information to the Governing Body to enable it to meet its responsibilities.
- To ensure that parents and pupils are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.



### **Other**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- Plan and lead after school clubs on a regular basis.

### **Culture**

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

## Goresbrook School Person Specification

**Post: Assistant Principal (Secondary)**  
**Responsible to: Executive Principal**

	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good Honours Degree</li> <li>• Qualified Teachers Status</li> <li>• Relevant up to date experience teaching in UK schools</li> <li>• Prepared themselves for the post through appropriate professional development</li> </ul>
<b>SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven track record of outstanding teaching and learning</li> <li>• Proven track record of outstanding middle or senior leadership</li> <li>• Experience in coaching for improvement</li> <li>• Lead and inspire others</li> <li>• Have a relentless focus on high standards</li> <li>• Work on their own initiative and be part of a team</li> <li>• See tasks, plans and ideas through to completion</li> <li>• Think strategically but have an 'eye for detail'</li> <li>• Undertake complex, problem solving tasks such as data analysis</li> <li>• Communicate effectively in a wide variety of forms to a range of audiences</li> <li>• Use emotional intelligence to manage change effectively</li> <li>• Excellent role model for oral and written communication</li> <li>• Total support and alignment with the strategic vision for the school</li> <li>• Experience of leading and evaluating successful whole school projects</li> <li>• Skills that bring out the best in others of all levels of experience</li> <li>• To have a relentless focus on driving up whole school standards and lead by example at all times</li> <li>• Can assimilate information quickly, and ability to work at pace</li> </ul>
<b>ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Value the education of every student as equally important</li> <li>• Be committed to equal opportunities</li> <li>• Believe in students' entitlement to a broad, balanced and meaningful education</li> <li>• Be committed to high quality in all aspects of their work</li> <li>• Have a collaborative approach to partnership working</li> <li>• Have an understanding of school systems, timetabling, data tracking for students, development, planning and implementation</li> <li>• The desire for personal improvement and skills to act on feedback</li> <li>• Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues</li> </ul>



**Goresbrook School**

The best in everyone™

Part of United Learning



**GORESBROOK**

**6TH FORM**

EXCELLENCE. OPPORTUNITY.

QUALITIES	<ul style="list-style-type: none"><li>• A highly professional approach to their work</li><li>• The ability to thrive in a 'no excuses' culture</li><li>• Great energy, enthusiasm and hope</li><li>• A real drive to make things happen</li><li>• A passionate desire to make a difference</li><li>• Good sense of humour.</li></ul>
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