



The de Ferrers Trust

Work **hard**, Be **kind**, Choose **wisely**

Job Description and Person Specification

Post title:	Assistant Principal (Primary)
Accountable to:	Principal
Post holder name:	
Post holder signature:	



ROLE OVERVIEW:

To assist the Principal in leading, managing, and developing the school in seeking to attain high standards of pupil achievement, progress, behaviour, social development and effective and efficient use of resources.

To provide guidance and support to other members of staff to achieve and maintain a good quality of teaching and be instrumental in supporting all staff through change.

KEY ACCOUNTABILITIES:

LEADERSHIP MANAGEMENT

- In the absence of the Principal/Head of School undertake their professional duties.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives.
- Contribute to the identification of key areas of strength and weaknesses in the school with detailed reflection on day-to-day working knowledge.
- Develop and enhance the culture of teamwork, in which views of all members of the school community are valued and taken into account.
- Contribute to target setting, including statutory procedures and targets for individuals and groups throughout the school.
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Manage the day-to-day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner.
- Develop action plans in specific areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils' value for money.

TEACHING AND LEARNING

- To carry out teaching duties, as agreed with the Principal, providing a model of excellence for colleagues. This may include, as required:
 - Providing in class support for colleagues through demonstration lessons.
 - Teach a class when and where necessary.
 - Teaching booster or 'catch up' groups.
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons.
- Coach and develop staff to maximise impact on effective teaching and learning as per the Performance Management Policy.

ETHOS AND CULTURE

- To maintain a presence around the school to ensure the highest standards of behaviour and to contribute to the overview and review of pupil behaviour.
- To be active in issues of staff and pupil welfare and support

- To maintain the culture and ethos that is utterly committed to delivering high standards of education
- To develop and maintain strong partnerships and ensure regular and productive communication with parents and carers.

OTHER DUTIES AND RESPONSIBILITIES

- To attend daily and weekly meetings, in accordance with academy policy and to lead such meetings as required.
- To take whole academy assemblies and to support other colleagues with assemblies.
- To prepare and present reports as required e.g., governors, parents and outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays as required.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to be reflective and undertake development opportunities.
- To be personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.
- To take responsibility for own professional development and keep up to date with recent developments in education.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) and Trust Safeguarding Manager to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to the Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: ASSISTANT PRINCIPAL (PRIMARY)

Education & Qualifications	Essential	Desirable
To hold Qualified Teacher Status.	✓	
Eligible to work in the UK.	✓	
To have evidence of continuing and recent professional development relevant to the post, including management.	✓	
Commitment to CPD.	✓	
Experience		
Experience of prior successful leadership at a middle or senior level.	✓	
Experience of having led, or significantly contributed to, the success of a school/academy through its leadership, ethos, teaching and learning and results.	✓	
Experience of having improved and sustained an effective behaviour management policy.	✓	
Significant and successful experience of leading aspects of the curriculum at whole academy level.		
Knowledge & Skills		
Excellent teaching practice across the key stage, and ability to provide a model of best practice.	✓	
The ability to plan, monitor and evaluate academy effectiveness and lead by example.	✓	
Proven ability to manage and implement change.	✓	
Knowledge and understanding of strategies to promote Inclusion and Equality provision within the Academy.	✓	
Understand the legal issues relating to managing an academy including safeguarding.	✓	
A proven ability to raise standards and improve progress of all pupils.	✓	
Promotion and implementation of positive behaviour strategies.	✓	
Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils.	✓	
A commitment to community cohesion.	✓	
Ability to lead and work as part of an effective team.	✓	
High level of written and oral communication skills for communicating within and beyond the Academy.	✓	
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	

Is committed to the provision and improvement of quality-of-service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.	✓	
Ability to develop the leadership skills of others.	✓	
Strong interpersonal, written and oral communication skills.	✓	
Takes personal responsibility for their own actions.	✓	
Resilience and motivation to lead the Academy through day-to-day challenges while maintaining a clear strategic vision and direction.	✓	
Genuine passion and belief in the potential of every pupil.	✓	
Commitment to the safeguarding and welfare of all pupils.	✓	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
<p style="text-align: center;"><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> ● <i>Motivation to work with children and young people.</i> ● <i>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i> ● <i>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i> 		