



# **Jewell Academy**

an Aspirations Academy

## **JOB DESCRIPTION - ASSISTANT PRINCIPAL**

**Job Title:** Assistant Principal  
**Salary Grade:** Leadership Spine 3-7  
**Accountable to:** Principal

### **Core Purpose of the Post:**

- Support the Principal in providing professional leadership that secures the success and improvement of the academy, ensuring high quality education and improved standards of learning and achievement for all its pupils.
- Carry forward the Aspirations Trust and Jewell Academy vision and values.
- Support the continuous and consistent Aspirations Trust-wide focus on raising achievement and improving student outcomes.
- Deliver high quality teaching and learning and support the culture of excellence, challenge and inclusion.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Tackle under-performance at all levels.

### **The Assistant Principal will:**

- Be an outstanding class teacher.
- Be able to recognise effective teaching and learning and support staff to reach high standards.
- Be a lead member of the senior leadership team.
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors and parents, the vision, purpose and leadership of the academy.
- Assist the Principal in leading and managing the academy.
- Undertake such duties as are delegated by the Principal in line with the responsibilities of the role.
- Play a major role, under the overall direction of the Principal, in formulating and reviewing the Academy Improvement Plan and the aims and objectives of the academy by:
  - establishing the policies through which they shall be achieved.
  - leading and managing staff and resources to that end.
  - monitoring progress towards their achievement.
- Show commitment to your own continuing professional development.
- Play a full part in the life of the academy community and support its distinctive values.

### **Main Tasks**

The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared. The full range of professional duties of an Assistant Principal is set out in paragraphs 48.1- 48.2 of the academy Teachers Pay and Conditions Document (STPC). See also 44-47.

### **The internal organisation, management and control of Jewell Academy:**

- To contribute to:
  - maintaining and developing the ethos, values and overall purposes of the academy
  - formulating the aims and objectives of the academy and policies for their implementation.
  - to contribute to planning improvement which will translate academy aims and policies into actions.
  - implementing Trust policies on equal opportunities for all staff and pupils in relation to sex, gender, race, disability and special educational needs and disability
  - the efficient organisation, management and supervision of whole-academy routines.
  - being a Deputy Designated Safeguarding Lead.
  - the production, implementation, monitoring and review of policies adopted by the Regional Board.
  - leading regular Acts of Collective Worship and academy assemblies.
  - Health and safety and safeguarding requirements of the academy.

### **Curriculum Development**

- To be responsible for the overall progress and support of assigned year groups, including behaviour, teaching and learning, curriculum and data collections, ensuring that:
  - learning and teaching provided by teachers forms a co-ordinated, coherent curriculum entitlement for all students.
  - collection and analysis of attainment data, leading to effective action planning and intervention.
  - information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents and to aid the Regional Board in their management of the academy.
  - monitor and assess the impact of the curriculum delivery and pupil outcomes.

### **Pupil Care**

- To ensure that the needs of individual pupils are met.
- To contribute to:
  - the development, organisation and implementation of the academy's policy for the personal and social development of pupils including pastoral care and guidance.
  - the determination of appropriate pupil groupings.
  - the promotion among pupils of a good standard of behaviour.
  - the monitoring of individual pupil behaviour standards.
  - the development of a culture of independent learning.
  - the monitoring of individual pupils' attendance.
  - the safeguarding values of the academy and KCSIE.

## **Management of Staff**

- To be responsible for the line management and performance management (Growth Conversations) of specific staff members – teaching and non-teaching.
- To lead professional development for all staff.
- Be responsible for the effective use of staff and other resources within the academy.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- Monitor the day to day well being of staff.

## **Relationships**

- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.
- Encourage and foster cross-phase and cross-curriculum developments.

**This job description may be amended at any time, following consultation between the Assistant Principal, the Principal and the Governing Body and will be reviewed annually.**

The Assistant Principal will undertake any other reasonable tasks or duties assigned by the Principal. These will be determined on an annual basis.

**Post holder signature:**

**Headteacher signature:**

**Date:**