

Assistant Principal

Job Description

Page 1 of 2

Issued: October 2021

Position: Assistant Principal

Overarching responsibility: Teaching and Learning across KS2

Grade and Salary: Leadership Pay points 4-8

Report to: Executive Principal

Core responsibilities: To actively support and lead the vision and values of Oxley Park Academy, the post holder will provide high quality leadership of teaching, effectively using the resources available and aiming to raise standards of learning and achievement for all children.

OUR VALUES

Caring: demonstrate a caring and nurturing nature when dealing with all stakeholders and external providers

Courteous: ensure all interactions are managed in a courteous manner

Courage: when needed, have inner courage to make the right decision for stakeholders and the Academy

Co-operative: work supportively with all colleagues and stakeholders to ensure goals and objectives are met

Curious: when appropriate, ask relevant questions in a courteous and professional manner, investigating issues to ensure solutions are found. Independently researching new and innovative developments within education.

Conscientious: always work to the best of your ability to ensure high levels of work standards are achieved at all time

The Assistant Principal is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document and under the reasonable direction of the Executive or Associate Principal.

In fulfilment of all responsibilities and duties, the Assistant Principal must show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The School Teachers' Pay and Conditions Document gives details of the role and professional responsibilities of the teacher. Within this framework and the values of the school, the Governing Body are seeking to emphasise the following:

JOB DESCRIPTION -ASSISTANT PRINCIPAL

JOB PURPOSE

- To work autonomously, use own initiative and strategic leadership skills to develop and lead a dedicated area of responsibility and manage a staff team – Key Stage 2
- To be a member of the Senior Leadership Team
- To accelerate both progress and attainment across the school
- The Executive and Associate Principal and the governing body are fully committed to ensuring the professional effectiveness of the teacher in this role through:
 - The provision of leadership and management time
 - Support for the provision of professional development opportunities e.g. NPQH/NPQSL
 - Personable person to person support and guidance

MAIN ACCOUNTABILITIES

- Lead the staff team in which you are allocated
- Attend Governing Body meetings as required
- Ensure the continued delivery of high quality teaching and learning throughout with support of the Middle Management and Senior Team
- Lead and manage all statutory requirements for end of Key Stage Statutory Assessments if appropriate to your portfolio
- Ensure high quality, consistent planning for your dedicated area of responsibility in line with school policy
- Ensure that there is accurate and effective provision across your portfolio to help all children achieve
- Use assessment to monitor pupils and ensure the most effective provision is in place for them to reach and exceed their potential.
- Deal with day to day issues of staff, pupils and stakeholders as and when necessary
- Ensure that high quality events take place and attend these
- Attend cluster meetings/ wider network meetings to enhance professional development opportunities
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To lead the whole school in the absence of the Executive and Associate Principal
- To manage the appraisal process within the dedicated area of responsibility
- To work with parents and carers in recognition of the equal partnership between home and school within a child's education
- To undertake such duties as may, from time to time, be reasonably assigned by the Executive or Associate Principal – operating within the provisions of the School Teachers' Pay and Conditions document and commensurate with the level of the post.

LEADERSHIP AND MANAGEMENT

- Assist the Leadership Team in shaping the vision for the school
- Advise on developmental needs of your portfolio
- Lead, coach and support staff and the Middle Leaders across the academy
- Inspire, motivate and influence staff, ensuring that your staff team works effectively and collaboratively
- Mentor any ECTs (Early Career Teachers) and Student teachers as and when necessary
- Ensure that the academy policies are followed
- Ensure that the Academy Development Plan and POD/Area plans are accurately implemented by yourself and staff team and reviewed
- Actively promote the aims, values, habits and promise of the academy

JOB DESCRIPTION -ASSISTANT PRINCIPAL

- Offer guidance and support to colleagues across the whole academy
- Lead and take an active role in the monitoring and improvement of teaching and learning across the academy
- Participate in recruitment and selection as required
- Regularly liaise with the Executive and Associate Principal to discuss breaking down any barriers hindering achievement
- Lead, liaise and support your Assistant Principal colleagues with academy-wide interventions
- Support the Executive and Associate Principal in the appraisal of staff within the academy

TEACHING AND LEARNING/PUPIL OUTCOMES

- Lead and inspire the Teaching and learning journey of KS 2, working closely with all other leaders across the academy.
- Regularly monitor progress of objectives and targets for pupils and feedback to Governors
- Provide in-class support for colleagues
- Support teams and individuals with planning
- Provide a model of excellence for colleagues, and team teach where necessary
- Provide strategies to enable vulnerable groups of children to have gaps in achievement closed
- Ensure provision supports the learning needs of all children, with a forensic focus on children who are not showing progression in their learning
- Mentoring and supporting vulnerable children across the academy

SAFEGUARDING

- To train and be an academy Deputy Designated safeguarding Lead (DDSL)
- To be the eyes and ears of the Safeguarding team of the academy
- To ensure CPOMS is accurately used, managed and updated
- Take an active role in discussing concerns with the Designated Safeguarding Lead (DSL)
- Ensure other staff record concerns accurately in line with academy policy
- Ensure actions are acted and followed through

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Please note:

This job description reflects the principle accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out after consultation with the post holder.

The post holder will be provided with a laptop and iPad to support them in their role and an appropriate level of non-contact time. He/she will also have weekly CPD activities to support personal and school improvement objectives. A staff incentive scheme package is offered to all staff members.

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Teacher	Date
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Principal	Date