

## JOB DESCRIPTION – Assistant Principal

Job title	<b>Assistant Principal</b>
Grade	<b>L13 – L17</b>
Responsible to	<b>Vice Principal: Provision &amp; Curriculum Vice Principal: Provision, Curriculum &amp; Assessment</b>
Reporting to	<b>Principal &amp; Lyndon Academy Council</b>
Liaising with	<b>Vice Principal: Pastoral Support and Achievement Vice Principal: Provision, Curriculum &amp; Assessment Assistant Principals &amp; DSL</b>
Line Management	<b>Curriculum Subject areas (to be confirmed)</b>
Supporting	<b>Pastoral Managers</b>
Effective from	<b>January 2022</b>

### SUMMIT LEARNING TRUST Mission Statement

Strength through diversity  
Ambition through challenge  
Excellence through curiosity

#### Purpose of Post:

- To work alongside the Principal at Lyndon School to ensure that effective leadership is provided to all staff; securing outstanding provision, experience and outcomes for all students.

#### Duties and Responsibilities.

##### Key responsibilities of this Assistant Principal:

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered.
- Be emblematic of our values – Trust, Respect, Success and be true to our Trust Mission Statement.
- Lead on the appropriate sections of the Academy Improvement Plan in relation to the substantive responsibilities.
- Take a leading role in developing and evaluating the effectiveness of formal assessments in both key stages. Ensuring they are rigorous, consistent across the trust and, crucially, support the tracking of student achievement across all years and both key stages.
- Take a leading role in developing the recording and reporting cycle. Ensuring it is fit for purpose, supporting student achievement, teacher planning and parental engagement.
- Work with the Examinations Officer to ensure all public and pre-public examinations are conducted appropriately and adhere to the statutory regulations as set by JCQ.
- Be accountable for the provision, experience and outcomes for all students with specified curriculum areas, securing outcomes which are consistently above the national benchmarks.
- Overseeing the school's website and ensuring it is consistently up to date and compliant

with legislation.

- Lead on parental engagement activities including overseeing the introduction of our Parent Academy in September 2022.
- Fulfil the role of a classroom teacher - equivalent to a 50% allocation.

#### **General Expectations.**

- Provide inspirational leadership that demonstrates an unequivocal commitment to students and families.
- Support the Principal in ensuring that all School and Trust policies are implemented effectively.
- Provide timely updates at Senior Leadership Team meetings on the impact of your leadership.
- Create a sense of capacity; being reliable, approachable and discreet.
- Have a profile around school before, during and after the school day.
- Be solution focused in your approach; taking ownership where necessary.
- With Senior Leadership Team (SLT) formulate and implement the School Development Plan (SDP).
- With the Principal and SLT, monitor and evaluate the schools progress against national criteria and the SDP.
- With the Principal and SLT develop the capacity of the school, specifically in leadership and management, CPD, accountability and self-evaluation.
- Communicate effectively with a wide range of stakeholders.
- Maintain appropriate and accurate records.
- Support, promote and attend extra-curricular events, concerts etc.
- Promote and monitor Health and Safety for all, including responding to emergency situations.

#### **As a member of the Principal's team:**

##### **- Work with the Principal and Vice Principals to develop teaching and learning.**

- To ensure a realistic consistent and continuous School-wide focus on student achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole School community.
- To support other Leaders to implement strategies which secure high standards of behaviour and attendance.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To support other Leaders in monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

##### **Work with the Principal to support the development of staff and working with others.**

- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive School culture.
- To build a collaborative learning culture within the School and actively engage with other schools to develop effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by

teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.

#### **Work with the Principal to manage the organisation**

- To create an organisational structure which reflects the School's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence based improvement plans and policies for the development of the School and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- To manage the School's financial and human resources effectively and efficiently to achieve the School's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the School.
- To implement successful performance management processes with all staff.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the School.
- To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc.

#### **- Work with the Principal to secure accountability**

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a School ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to School achievements and to take account of feedback from others.

#### **- Work with the Principal to strengthen cohesion between members of the school community**

- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for students are linked into and integrated with the wider community and to ensure that students have opportunities to take on leadership roles within the School and the wider community.

- To ensure a range of community based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- To create and maintain an effective partnership with parents and carers to support and improve student achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its values to the wider community.
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and colleges and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.

## Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	