



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title:	ASSISTANT PRINCIPAL
Purpose:	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and adapted curriculum to meet the needs of autistic pupils, those with Sever Learning Difficulties and Speech Language and Communication Needs.• To lead a designated curriculum area as required.• To drive, model and embed across the academy a wide range of evidence-based practices which meet the needs of all pupils ensuring they thrive.• To monitor the implementation of the curriculum, the progress and development of pupils.• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.• To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.
Reporting to:	The Principal/Deputy Principal.
Responsible for:	The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.
Liaising with:	The Trust Senior Leaders/Principal/Head of School/other leaders, teaching/support staff, external agencies and families.
MAIN (CORE) DUTIES:	To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document (STPCD) including the SEND Code of Practice and Safeguarding duties.
Operational/Strategic Planning	<ul style="list-style-type: none">• To lead in the development of an appropriate curriculum, planning, resources, schemes of work, marking policies and teaching strategies.• To contribute to the Academy's Improvement Plan and its implementation.• To plan, prepare and deliver lessons, teaching an agreed timetable allocation modelling best practice.• To carry out pre-school, break, lunchtime and after

school duties as assigned to you.

- Curriculum provision:
- To lead and support other curriculum leaders to ensure that all curriculum areas provide appropriate teaching, challenge and motivational subject matter to engage all pupils.
- Curriculum development:
- To lead in the process of ongoing curriculum development to ensure it remains appropriate for the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.
- Staff development:
- To contribute to the academy's professional development offer in line with areas of responsibility and the Academy Improvement Plan.
 - To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
 - To continue own personal development as relevant to the role.
 - To engage actively in the Performance Review process.
- Recruitment/deployment of staff:
- To ensure effective deployment of staff responding to changing needs.
 - To support in the recruitment of staff ensuring all safer recruitment practices are followed.
 - To work as a member of a team and to contribute positively to wider trust collaboration.
- Quality Assurance:
- To participate in the Trust's quality assurance processes.
 - To lead the process of monitoring and evaluation of the curriculum.
 - To lead the ongoing review of the appropriateness of teaching strategies.
- Management information:
- To maintain appropriate records and to provide relevant, accurate and up-to-date information.
 - To track student progress and use information to inform teaching and learning.
- Communications:
- To communicate effectively with the families of pupils as appropriate.
 - Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.
 - To follow agreed policies for communications in the Trust.

- Management of resources:
- To ensure that the organisation of the learning environment and teaching resources support the needs of the pupils.
 - To contribute to the process of the ordering and allocation of equipment and materials.
 - To assist the curriculum leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Pastoral system:
- To promote the general progress and well-being of individual pupils and of the academy as a whole.
 - To liaise with the staff team to ensure the implementation of the Trust and Academy policies and protocols.
 - To effectively contribute to the preparation of Individual Education Plans, Personal Behaviour Support Plans, Health Care Plans and individual risk assessments as required and ensure they are implemented appropriately.
 - To follow all safeguarding policy and practice including effective use of reporting systems.
- Other specific duties:
- To play a full part in the life of the Academy to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
 - To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
 - To undertake any other duty as specified by the STPCD not mentioned in the above.

Additional Specific Responsibilities

Deputy Principal/Headteacher and Assistant Principal/Headteacher posts

- All Deputy Principals/Headteachers and Assistant Principals/Headteachers will carry out the professional duties as detailed in part 7, section 48 in the STPCD 2024.

All adults employed by the Greenwood Academies Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

PERSON SPECIFICATION

Assistant Principal

	Essential	Desirable	How Assessed
Qualifications:			
Degree	✓		Application form
Higher Degree		✓	Application form
Qualified Teacher Status	✓		Application form
Teaching Experience:			
Evidence of current 'Excellent' classroom teaching	✓		From references
Experience as a high performing teacher with additional responsibilities		✓	Application form; at interview and from references
Experience of school leadership	✓		Application form; at interview and from references
Personal and Professional Skills and Attributes:			
Flexible and approachable . Able to deal sensitively with people	✓		At interview
Incisive and clear strategic thinker	✓		At interview
Resilient and calm under pressure	✓		At interview
Excellent communication skills	✓		Application form and at interview
High expectations of students in terms of behaviour and achievement	✓		Application form, at interview and from references
The ability to motivate staff and students	✓		Application form, at interview and from references

Solution focussed on approach	✓		At interview
Evidence of the ability to synthesise and evaluate data to support strategic planning	✓		At interview
A good understanding of the needs and management of pupils with SEND	✓		Application form and at interview
High professional standards	✓		Application form, at interview and from references
Enthusiasm for teaching	✓		Application form, at interview and from references
Willingness to offer a positive commitment to the life of the Academy	✓		Application form, at interview and from references
Ability to play the leading role in the further development of the Academy	✓		Application form, at interview and from references
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills, and abilities	✓
Positive recommendation from current employer	✓

In addition to the above selection criteria, the Greenwood Academies Trust will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines.