



Newton Abbot College

Imagine what's possible ...

Job Description

Post Title: Assistant Principal

Salary Scale: L13 – L17

Contract Type: Permanent

Responsible to: Principal

The responsibilities detailed below are in addition to the job description responsibilities for a Teacher.

Purpose

- To inspire and engage staff and students in the vision for the College
- To ensure an inspiring learning environment which is engaging and fulfilling for all the young people
- To contribute to the strategic development of the College to ensure the College continually aspires to the highest standards
- To secure excellent teaching and learning across the College that maximises outcomes for the students
- To inform plans, procedures, policies and practices with the latest and best evidence-based education research
- To strategically lead the organisation through change in order to drive improvement
- To communicate effectively and relate positively to all stakeholders
- To deputise for the Principal in his absence, as and when required

The following key areas are adapted from The National Standards for Head Teachers, available at www.education.gov.uk. The specific range of duties will be agreed annually.

Core Duties

- To ensure exceptionally high standards are maintained across the College with regard to basic expectations, e.g. behaviour and uniform
- To ensure a consistent and continuous College -wide focus on young people's achievement using data and benchmarks to monitor progress
- To ensure a culture and ethos of challenge and support where all young people can achieve success and be engaged in their own learning
- To monitor, evaluate and review classroom practice and promote improvement strategies

- To challenge underperformance at all levels and ensure effective corrective action and follow up
- To play a key role in devising and implementing strategies that will raise attainment across the College
- To work with Subject Team Leaders to ensure that students experience high quality teaching and are challenged and supported to achieve beyond normal expectation
- To deliver excellent education, care and support that ensures the whole child is supported, achieves, develops and succeeds
- To identify key drivers for success
- To provide challenge and support to ensure Team Leaders drive transformation across their subjects
- To identify and develop opportunities for community engagement with particular reference to the subject areas responsible for
- To take responsibility for the line management of identified staff, setting high standards and expectations and challenging underperformance
- To demonstrate and articulate high expectations and set stretching targets for the whole College community

All Teaching staff are expected to meet the relevant National Standards for Teachers in addition to the job description detailed above.

All senior leaders will have generic responsibilities, including active participation in the daily management of the College, e.g. maintaining a presence around the College throughout the day. All senior leaders will also:

- contribute to the strategic leadership and management of the College in order to develop an ethos and culture of high expectations
- model the ethos and vision for the College
- coach and develop the staff and students for which they are accountable
- continue personal professional development as required
- actively engage in the performance review process
- lead College assemblies
- attend College events (such as concerts and plays) and represent the College at wider community events

Many specific responsibilities will require collaborative working with other senior and middle leaders. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in this job description.

Leading College Ethos and Culture

- To ensure that the College's vision is clearly articulated, shared, understood and acted upon effectively by all

- To work within the College community to translate the vision into agreed objectives and operational plans which will promote and sustain College improvement
- To ensure creativity, innovation and other transformational activities to raise standards in all areas
- To promote the College's ethos and culture to the broader community to raise local expectations
- To conduct oneself in a manner befitting of a senior leader at all times, ensuring behaviours that display positivity in others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the college

Developing self and working with others

- To treat students, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive College culture
- To celebrate the achievements of individuals and teams
- To manage own workload and that of others to allow an appropriate work/life balance
- To regularly review own practice, set personal targets and take responsibilities for own personal development

Managing the Organisation

- To produce and implement clear, evidence based improvement plans and policies for the development of the College
- To contribute to an organisational structure which reflects the College's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- To implement successful performance management processes

Securing Accountability

- To develop a College 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 provide the Governing Body with any information, objective advice and support to enable it to meet its responsibilities
- To develop and present an accurate account of the College's performance to a range of audiences
- To ensure that there is a safe working and learning environment in which risks are properly assessed
- To set challenging targets and ensure good progress and outcomes for all students in relation to the designated subject areas
- To maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the College
- To monitor and evaluate the performance of all staff and students in the designated subject area

Strengthening Community

- To build a College culture that takes account of the richness and diversity of the College's communities
- To ensure learning experiences for the young people are linked into and integrated with the wider community
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of young people and their families
- To create and maintain an effective partnership with parents and carers to support and improve young people's achievement and personal development
- To extend such partnership to local, national and international business

Specific Responsibilities

The specific responsibilities of this role will be determined by the knowledge, skills and experience of the successful applicant – we are looking, first and foremost, for the right person. However, the role is likely to include leading on at least some of the following:

- Use of assessment and data to raise standards and outcomes
- Improving outcomes for disadvantaged students
- Reporting to Parents (reports, grades and parents evenings)
- Admissions
- Primary to Secondary transition

Line Management

- To line manage and hold accountable team leaders (and assistant team leaders) of some designated subject areas

Other Duties

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To follow the College's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake training and personal development as and when identified by Line Manager
- To undertake any other duties not detailed above commensurate with the level of the post or as deemed appropriate by the Principal.

The post is on the Leadership Spine and therefore comes under the leadership conditions of service.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed: _____

Date: _____

Signed: _____

Date: _____

Principal