



Job Description

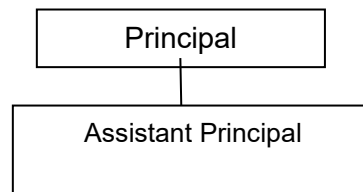
Job Title: Assistant Principal

Grade/Salary Scale: Leadership scale, points 14-18

Reports to (job title): Principal

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable? Standard ☐ Enhanced ☒ None ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☒ No ☐

Job Purpose: To support the Principal in transforming leadership at all levels of the Academy. To work as part of SLT in promoting the Academy's vision and aims, developing and implementing policy, and monitoring and evaluating progress.

Main Duties and Responsibilities:

These aspects of the job description will be negotiated through the recruitment process and on appointment and will be based on strengths and interests of the successful candidate and the needs of the Academy.

The holder of this post is expected to carry out the professional duties of an Assistant Principal as described below, and play a major role under the overall direction of the Principal in:

- formulating the aims and objectives of the academy
- establishing the policies through which they shall be achieved
- managing staff and resources to that end
- monitoring progress towards their achievement
- undertake to the extent required by the Principal, any professional duties delegated by the Principal

The Assistant Principal will:

- demonstrate outstanding teaching and act as a pace setter to other staff modelling innovative and effective learning and teaching strategies in own classroom practice
- secure outstanding teaching through coaching, peer support and leading demonstration lessons
- identify and promote innovative and effective teaching strategies across school to meet the needs of all pupils, planning and developing capacity in leading teaching and learning

LEADERSHIP**The Assistant Principal will:**

- be an active member of the Academy Senior Leadership Team
- work in partnership with the Principal and other members of the Senior Leadership Team, to create an achievement culture where all children receive a high quality education and there is continuous drive to improvement of standards and achievement
- lead a specific subject(s) or aspect(s) identified as a priority for improvement in the Academy Improvement Plan

STRATEGIC DIRECTION AND DEVELOPMENT OF THE ACADEMY**The Assistant Principal will:**

- contribute to the creation and implementation of the Academy Improvement Plan and to take responsibility for appropriately delegated aspects of it
- analyse data and use information together with information about pupils' prior attainment to establish benchmarks, set targets for improvement, devise and implement action plans
- monitor, evaluate and review academy policies and practices, taking account of national, local and academy data and inspection and research findings
- evaluate the impact of all improvement activities on the quality of teaching and learning

TEACHING AND LEARNING**The Assistant Principal will:**

- contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content
- participate in the monitoring and evaluating of the quality of teaching and standards of achievement of all pupils
- identify appropriate attainment and/or progress targets
- monitor pupil standards and progress against targets
- monitor planning, curriculum coverage and learning outcomes
- monitor standards of pupil behaviour and application
- lead evaluation strategies to contribute to overall academy self-evaluation
- plan and implement strategies where improvement needs are identified
- ensure that relevant attainment /progress targets are met
- maintain an effective partnership with parents to improve children's achievement and personal and social development
- identify and develop effective links with outside agencies to enhance teaching and learning

LEADING AND MANAGING STAFF**The Assistant Principal will:**

- maintain personal expertise and share this with other teachers
- act as a role model of outstanding classroom practice for other teachers, modelling effective strategies with them

- plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals
- monitor and evaluate standards of teaching, identifying areas for improvement
- plan and implement strategies to improve teaching where needs are identified
- induct, support and monitor new staff, mentoring newly qualified teachers and students as required
- contribute to the implementation of effective systems for the management of staff performance, incorporating appraisal targets for teachers, including those relating to pupil progress
- motivate and enable staff to develop expertise in their respective roles through continuing professional development

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

The Assistant Principal will:

- support the Principal in the appointment and deployment of staff and support those staff in their duties
- work with the Principal and the Leadership Team in establishing priorities for expenditure and in monitoring the effectiveness of spending and usage of resources

ACCOUNTABILITY

The Assistant Principal will:

- provide information, objective advice and support to the Governing body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement and for achieving efficiency and value for money
- contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the academy
- contribute to the presentation of regular reports on the academy's performance to governors, LA, local community, DfE and Ofsted
- contribute to the establishment and monitoring of systems which keep parents well-informed about the academy curriculum, children's attainment and progress and encourage parents and other family members to make a contribution to achieving challenging targets for their children.

Generic Responsibilities: To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

DATE: 25/01/2023

COMPLETED BY: Dennis Kirwan

Signed: **Employee**

Signed: **Line Manager**

Date: