



Assistant Principal

Part of

LEAP

Multi Academy Trust

Assistant Principal Job description (Q of E: Teaching and Learning)

Assistant Principal will:

- Promote a culture of Achieving Excellence in order to ensure that every student can realise their full potential.
- Work with the Principal to ensure the vision and values of the school and Trust are clearly and effectively communicated to staff, students, parents and the wider community.
- Work with the Principal to determine and implement the school improvement priorities and implement the Trust wide improvement priorities.
- Deliver the highest possible educational standards and create a culture of high expectation in which students feel safe, valued and motivated to succeed.
- Provide expert and committed support for the Principal and the Leadership Team
- Play a significant role, as directed by the Principal, in leading the school on a day-to-day basis providing the consistent leadership necessary to ensure staff are supported, have high expectations and are fully committed to their students achieving excellent outcomes.
- Uphold the school values at all times, in the leadership of staff and students and working with parents and the community.
- Keep abreast of the national and local agenda and statute for all areas relevant to responsibilities.

Key Responsibilities

Be accountable to the Principal, for significant leadership contribution to:

- Strategic leadership of Quality of Education – Teaching and Learning leading to an improved educational experience for students and good levels of progress
- Strategic leadership of the Teaching staff CPD programme, ensuring that it is research-led, responsive to need and tailored to address school priorities
- Strategic leadership of ECT framework, including responsibility for external liaison and reporting, programme design for ECT colleagues and an effective mentoring programme
- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- The setting of the strategic objectives for the school and leading key elements within the self-evaluation process
- The effective implementation of the vision, principles and policies of the LEAP Trust.
- The safety and well-being of all students in the school, providing a role model to other staff
- The preparation for Ofsted and other outside evaluations

Work closely with Principal to contribute to:

- Making a significant contribution to the assembly and wider curriculum enrichment programme, and to the school's pastoral programme, to uphold the school's vision and the wider development of students.
- Developing a rich partnership with families and community.
- Ensuring that the needs of Disadvantaged, SEND and vulnerable students are always kept in focus in all our work.
- Helping to ensure efficient and effective use of resources across the school.

- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders around school(s), the community and at school events and activities while sustaining the specific demands of the role.
- Developing strong productive relationships with a wide range of stakeholders.

Work closely with the Principal to drive Leadership and Management by:

- Providing excellent leadership within the school, ensuring the successful delivery of the vision, ethos, aims and objectives of the Trust.
- Contributing to the setting of high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the school's intended outcomes.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Leading and contributing to cross-Trust developments aimed at enhancing capacity and developing best practice.
- Building a culture of high commitment, standards and drive for success through coaching, mentoring and motivating staff.
- Maintaining open professional dialogue with the Principal and Chief Executive about the school's strengths and weaknesses.
- Reporting to the Local Governing Body / Board of Trustees on school performance and the implementation of policies.
- **Take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the school/Trust.**
- Acting in accordance with policies and legislation affecting the conduct of the school, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal.

Assisting in the development, implementation and maintenance of:

- Effective strategies to promote engagement of the whole school community.
- Having substantial knowledge of curriculum requirements and latest research into schools' curriculum offer.

Key Organisational Objectives

The postholder will contribute to the school's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring that the school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Promote the ethos, values and strategic objectives of the school and Trust
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Fulfilling the role of staff or student mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.
- This post may require deployment at, and therefore travel to, other academies within the Trust, as directed by the Chief Executive/Principal.

Assistant Principal Eckington School - Person Specification

Essential requirements are those without which an applicant will NOT be considered for appointment.

Personal attributes required based on Job Description	Essential E	Desirable D
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Qualifications

1. Qualified Teacher Status	E	
2. Qualified to degree level	E	
3. Relevant post-graduate qualification in education or management	E	
4. Relevant leadership experience and/or middle leadership qualification	E	
5. Senior leadership qualification (completed or underway)		D

Experience

1. Recent experience as a middle leader/senior leader of a secondary school.	E	
2. Track record of providing inspiration, strategic thinking, planning and strong leadership and achieving successful outcomes for students and staff.	E	
3. Track record of delivering and sustaining progressive improvements in achievement through leadership of teaching and learning.	E	
4. Evidence of leadership involvement in implementing a successful whole-school strategy that has benefited students.	E	
5. Experience of successful staff management.	E	
6. Experience of working in a multi-academy trust environment.		D

1. Detailed knowledge of current curriculum and assessment issues.	E	
2. Full knowledge of the current Ofsted framework.	E	
3. Knowledge of effective technologies to support teaching, learning and management.	E	
4. Excellent, up-to-date knowledge and understanding of research-led Teaching and Learning approaches designed to accelerate student engagement and progress	E	
5. Strong knowledge and understanding of the use of data and key performance indicators in assessing the effectiveness of provision.	E	
6. Knowledge and understanding of the role of the Governing Body and the significant successful experience of work with Governors		D
7. Knowledge of legislation and best practice in academy management and development.		D

Skills and Abilities

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| 1. Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively. | E | |
| 2. Strong ability to present to a wide range of audiences. | E | |
| 3. Excellent ability to make well-judged decisions based upon accurate analysis and interpretation of appropriate data or information. | E | |
| 4. High level pro-active and creative thinking to anticipate issues, address problems and pursue opportunities. | E | |
| 5. Strong resilience and mental toughness to operate in a challenging environment. | E | |
| 6. Readiness to seek and respond to advice and guidance. | E | |
| 7. Excellent collaborative working skills to perform effectively as part of the wider team of the Trust. | E | |
| 8. Expert people management and leadership skills; to lead by example. | E | |
| 9. Determination to promote equality of opportunity throughout all aspects of academy life. | E | |
| 10. Ability to set, expect and monitor excellent standards. | E | |
| 11. Strong ability and drive to achieve challenging personal and organisational goals. | E | |

Other Attributes

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| 1. Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in work practice. | E | |
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