

## **JOB DESCRIPTION**

**Job Title:** Assistant Principal – Quality of Education (Implementation)

**Salary:** L13 – L17

**Responsible to:** Principal

### **Strategic Leadership and Development**

- The Assistant Principal must be a driving force in the delivery of all Academy targets.
- To contribute to the setting and establishing of future strategy for the Academy.
- The Assistant Principal is expected to provide a significant school presence around school and act as an ambassador for their Academy.
- To provide a clear and aspirational vision and positive, incisive, and purposeful leadership and educational direction to all Academy staff in order to ensure all students achieve and progress.
- To provide a strong and empathetic approach in order to ensure an inclusive and supportive environment to enable students and staff to work creatively and successfully.
- To be the Senior Leader responsible for developing, implementing and monitoring all elements of progress and achievement in the Academy to ensure students have the best possible life chances.
- Work closely with the Senior team in dealing with difficult and sensitive issues in the Academy such as personnel, complaints, capability and HR where relevant.
- To challenge people and make brave decisions to take the Academy forward.
- Develop relationships with Academy Councillors, Shaw Education Trust, Bury Local Authority and external agencies.
- To promote and embed Academy school values.
- Co-ordinating and ensuring up to date relevant policies for all areas of the Academy.
- To be a strategic leader and thinker, able to successfully manage and implement change
- To have the highest expectations of all students and a continual belief that they will achieve outstanding outcomes and communicating this belief effectively to all stakeholders

### **Responsible for**

- Leading the strategic development of teaching and learning so that it is world-class.
- Developing a culture of pedagogical experimentation and advancement.
- Driving digital strategy so that implementation of the curriculum is cutting edge.
- Progressing practices of planning, delivery and feedback at all levels, including with early career framework teachers.
- Advancing the teaching of reading to continuously improve access to the curriculum.
- Engaging with the Shaw Education Trust institute of Education so that action research drives learning as an alteration in long-term memory.
- Promote always the role that expert teacher knowledge has in good learning.

### **General**

- The Assistant Principal will have a teaching timetable and will model best teaching practice.
- To promote equity and diversity in all aspects of the Academy.
- To engage with and build capacity within the performance management review process and in setting relevant and aspirational targets.
- To support staff and facilitate interventions or professional development to ensure success.
- To adhere to and promote the Academy's corporate policies.
- To hold an excellent attendance and punctuality record.
- To adhere to a professional code of dress.
- To manage any capability or disciplinary procedures in line with Shaw Education Trust Policy if required.
- To engage in the process of appointing new staff.
- Play a leading role at open evening events to market the Academy and speak to parents and prospective students.
- To undertake supervisory duties during break and lunch.
- To undertake any other duties as specified by School Teachers' Pay and Conditions Body not mentioned in the above.
- To collaborate as a member of the Strategic Leadership Team.
- To play a major role in settling and establishing a future strategy for the Academy.
- To attend leadership and Academy Councillor's meetings as appropriate.
- Members of the senior leadership team may, on occasion be required to support staff or activities outside of term time.

## **Experience**

- Experience of successful strategic management and development of local and national initiatives which have led to improved performance.
- Experience of operating at Middle or Senior Leadership lead.
- Experience of leading change at both a strategic and operational level, working with colleagues to ensure outstanding progress in all key stages.
- Experience of leading and managing team(s) in the development and successful implementation of strategic objectives.
- Experience of ensuring that strategies to ensure appropriate Safeguarding procedures are in place as a senior leader.
- Experience of effective management of resources in order to meet strategic objectives and the production of accurate statistical data to support these objectives.
- Demonstrable experience of delivering strategies and solutions which promote and ensure inclusiveness, progress and achievement for all students within the Academy.
- Experience of leading the preparation of areas for internal/external inspection.

## **Skills and Knowledge**

- A strong understanding of Learning and Teaching issues across all areas arising from a strong teaching background.
- An understanding of key Government initiatives and the impact they will have on the way we build our curriculum and provision.
- Demonstrable skills of diplomacy and negotiation both within an organisation and with external partners and stakeholders.
- An understanding of the systems which allow the effective use of staff for inclusion in learning

- The ability to implement Academy systems for the production and analysis of accurate and accessible statistical data.
- A thorough understanding of the latest audit requirements.
- The ability to represent the Academy as appropriate both locally and nationally and to influence strategy.
- An understanding of and the ability to implement Equality and Diversity Policies and Procedures, Safeguarding Procedures and Quality Assurance Improvements in the curriculum.
- Effective oral and written communication skills, the ability to produce clear analytical reports and make recommendations for actions to move forward.

**Additional Responsibilities:**

- All SLT will be expected to carry out a share of supervisory duties in accordance with published duty rosters.
- Job Descriptions for all posts in the academy will be subject to review and may be modified after consultation with the holder of the post.
- In addition to the responsibilities that are specified in the Job Description, a member of Senior Leadership Team may be asked to undertake such responsibilities as the Principal, and/or Academy Councillors may reasonably require, that are consistent with the statutory and contractual duties of SLT.
- To ensure a rigorous approach towards the commitment to protect students, giving clear signals that the academy takes the safeguarding of students seriously in all aspects of its practice.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

### Person Specification

Minimum Criteria for Two Ticks *	Essential Criteria	Desirable	Measured by APP/I/ASS
	<b>Qualifications &amp; Training</b> <ul style="list-style-type: none"> <li>• Qualified teaching status</li> <li>• Evidence of continuous professional development</li> <li>• A degree qualification – with good honours.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Degree</li> <li>• NPQSL</li> <li>• Post-graduate qualification</li> </ul>	APP/I
	<b>Teaching Experience</b> <ul style="list-style-type: none"> <li>• Successful leadership within a substantial senior management role.</li> <li>• Experience in developing whole-school policies and practices.</li> <li>• Experience of middle leadership including building relationships with students and parents. Implementing strategies to maximise progress and leading interventions.</li> <li>• Minimum of five years' current continuous experience in a secondary setting</li> <li>• Proven record of outstanding practice as a classroom teacher</li> <li>• A record of raising standards in pedagogy, provision and outcomes</li> <li>• Successful record of having a significant impact on outcomes for all students</li> <li>• Successful record of implementing strategies that have had a positive impact on the quality of education, achievement and outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Leadership in a secondary setting</li> <li>• Experience of learning in challenging settings</li> <li>• Experience of curriculum development</li> <li>• Leading change management processes to ensure school improvement within the Ofsted inspection framework</li> <li>• Evidence of a contribution to wider educational issues.</li> </ul>	APP/I
	<b>Education &amp; Organisational Leadership</b> <ul style="list-style-type: none"> <li>• Evidence of excellent leadership and management skills</li> <li>• Ability to build good relationships with all stakeholders</li> <li>• Understanding of whole school resources</li> <li>• Current involvement in implementing School Improvement Planning</li> <li>• Ability to use ICT as a management tool</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to communicate a clear vision for improving standards</li> <li>• Tangible evidence of driving performance upwards: staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to build and maintain positive links and relationships with Academy Councillors, parents and other stakeholders</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to demonstrate a pragmatic approach that is focused on delivering objectives, managing diverse priorities and workload</li> <li>• Able to demonstrate a commitment to the principles of diversity</li> <li>• Ability to innovate and manage change.</li> <li>• Ability to work under pressure and priorities effectively.</li> </ul>		
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Skills, experience and ability to deputise for the Principal where necessary</li> <li>• Ability to teach up to GCSE level</li> <li>• Comprehensive understanding both of national performance measures for schools and the OFSTED framework for inspections</li> <li>• Ability to analyse and report on key data documents</li> <li>• Ability to use data to evaluate performance and take effective action in response.</li> <li>• The ability to streamline data processes, set targets, identify weakness and pursue improvements</li> <li>• Ability to coach and motivate</li> <li>• Excellent Record Keeping skills</li> <li>• Ability to document safeguarding concerns appropriately.</li> <li>• Excellent oral and written communication skills</li> <li>• Ability to manage, motivate and inspire others.</li> <li>• Good ICT Skills</li> <li>• Ability to lead INSET, Professional Development, assemblies and presenting to parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of education beyond one school</li> </ul>	APP/I
	<b>Philosophy &amp; Ethos</b> <ul style="list-style-type: none"> <li>• An understanding of how students learn and an indication of how to meet their needs</li> <li>• Commitment to high standards and continuing improvement</li> <li>• An understanding and commitment to equality and inclusion principles and practice</li> <li>• High expectations of student progress, personal development and conduct</li> <li>• Relentless personal drive and ambition anchored in success</li> <li>• Strong support for the ethos and values of Shaw Education Trust</li> </ul>		APP/I
	<b>Community</b> <ul style="list-style-type: none"> <li>• Ability to work and gain the support of external agencies and community organisations.</li> <li>• Commitment to working closely with Academy Councillors to action the vision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in building wider relationships in a diverse community</li> </ul>	APP/I

	<ul style="list-style-type: none"> <li>• Ability to promote the school within a diverse community</li> <li>• Commitment to be involved in the school as part of the wider community.</li> <li>• Commitment to the aims and ethos of the school and its values.</li> <li>• Commitment to equality, diversity and inclusion.</li> <li>• Good Humour</li> <li>• Being prepared to work outside of the school hours including results days, holidays where possible to support activities such as revision or summer school and other events.</li> </ul>		
	<b>Our Values</b> <ul style="list-style-type: none"> <li>• Commitment to the Academy values and ability to nurture them in others</li> </ul>		APP / I

#### MEASURED BY KEY:

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval

SW – 20/03/2023