



## JOB DESCRIPTION

Job Title:	<b>Assistant Principal</b>
School:	<b>The Cornerstone Academy</b>
Responsible to:	<b>Principal</b>
Responsible for:	<b>Raising Standards</b>

### **Purpose:**

To assist the Principal in the strategic and operational leadership of the school. The Assistant Principal will be an inspiring and transformational leader responsible for leading on Raising Standards, data and timetabling. All senior leaders are responsible for the culture and ethos of the school, teaching and learning and achievement. The Assistant Principal will work collaboratively and closely with the other members of the Senior Leadership Team to lead on central aspects of the leadership and management of the academy.

### **Leadership**

- Support the Principal in the day-to-day management of the school
- Support the school vision and values and the Principal's strategic leadership
- Be a constant presence and a visible leader around the school and be persistent and insistent in the pursuit of high standards for students and staff.
- Quality assure and monitor student progress, using assessment data to drive improvement and close achievement gaps
- Contribute to raising standards of achievement and maximising student attainment in all subjects across and all year groups, but with a strong focus on Year 11.
- Design and implement a cohesive school timetable.
- Lead on the schools options process in year 9.
- Line management of the data and exams manager.
- Monitor and evaluate the quality of teaching and learning across the school and devise and implement strategies for improvement as appropriate
- Promote and support high standards
- Build positive and respectful relationships across the school community including with parents/carers
- Report to stakeholders e.g. governors or parents on successes, achievements as required

### **Leading and Managing staff**

- Lead staff in line with School's high expectations.
- Monitor performance of all staff and act to ensure high standards of performance and professionalism.
- Ensure that effective formal and informal communication channels are maintained.
- Work with others to create a positive climate and shared culture of mutual support.
- Hold regular team meetings, twilights and other support meetings.
- Monitor the effectiveness of other members of the team including performance development and negotiating and implementing an improvement plan where appropriate.
- Build an effective team through effective delegation of appropriate tasks, department responsibilities and duties.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure all team members are treated with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members.
- Celebrate successes of team members – both work related achievements and life events.

## **Strategic Direction & Development**

- Drive continual improvement in the school through rigorous self-evaluation
- Work with the governing body and multi academy trust as appropriate
- Support and promote the school and United Learning's ethos and values, playing a part in strengthening relationships between academies within the cluster and between the academy and central office.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Drive the raising of attendance through high expectations for staff and students.
- To develop, maintain and be the specific point of contact for outside agencies to ensure ongoing effective partnership relationships.
- Identify priorities for development of progress and ensure plans are developed, implemented, have impact and are reviewed.
- Review, develop and promote the positive behaviour ethos across the school through high expectations for staff and students.
- Ensure that whole-school policies are incorporated into relevant documentation, implemented and reviewed.
- Be responsible for Quality Assurance processes and procedures across the team and responsibility for driving improvements that ensue from findings.

## **Efficient & Effective deployment of resources**

- Keep the team's spending within budget and ensuring that stock and equipment are well cared for and economically used.
- Supervise the work of support staff and delegating administrative tasks where appropriate.

## **Accountability**

- Oversee the health & safety of students and staff.
- Liaise with and lead key staff through Raising Attainment and Progress.
- Direct efforts towards improvement as well as day-to-day maintenance; take appropriate action when performance is unsatisfactory.
- Accept responsibility for problems that may arise and actively seek solutions.

## **Safeguarding**

- Uphold the school's safeguarding policies to ensure a safe and supportive learning environment for all students.
- Build positive relationships with students to foster respect, confidence, and a love for learning.

## **Duties**

- To carry out duties as part of the senior leadership team in accordance with published schedules and in response to the daily requirements of the school.

## **ADDITIONAL SPECIFIC RESPONSIBILITIES**

- To undertake whole school Leadership responsibilities such as assemblies, duties.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's policies.
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate.
- To represent the academy at events as appropriate.
- To support and promote the school and United Learning's ethos and values, playing a part in strengthening relationships between academies within the cluster and between the academy and central office.
- To carry out any other reasonable duty that are directed by the Principal.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the Academy, always in consultation with the post-holder.

Every member of staff at The Cornerstone Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

**We take the safeguarding of students and staff seriously at The Cornerstone Academy  
All staff are expected to support this ethos.**

**Prepared by:** The Cornerstone Academy

**Date:** March 2026

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it*

<b>Signed</b>  <b>Print Name</b>	
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<b>Dated</b>	
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## PERSON SPECIFICATION

### Job Title: Assistant Principal – Raising Standards

<b>Qualifications measured by application</b>	<b>Desirable</b>	<b>Essential</b>
Degree or equivalent		
Qualified Teacher Status		
Engagement with formal professional development courses		

<b>Experience measured by teaching, application &amp; interview</b>	<b>Desirable</b>	<b>Essential</b>
Evidence of successful classroom practice		
Effective performance management		
Experience of leading whole school development		
Evidence of work which has led directly to positive outcomes for students at year group or whole school level.		
Effective understanding of school improvement planning		
Experience of contributing to staff development		
The ability to role model high quality teaching and support others to improve.		
Involvement in school self-evaluation and improvement planning.		
Knowledge of Arbor and spreadsheets		

<b>Leadership and Personal Qualities</b>	<b>Desirable</b>	<b>Essential</b>
Excellent communication and organisation skills		
Successful leadership experience (middle or senior level)		
Committed to an ethos of high standards, personal fulfilment, and academic success.		
A forward-thinking strategist		
Have strong behaviour management and can deconstruct strategies to support others.		
Capacity to inspire through leadership, energy, and vision.		
An ability to relate well to our whole community.		
Able to react positively to challenges seeing them as opportunities rather than barriers.		
Committed to always maintaining confidentiality.		
Committed to safeguarding and equality.		
An ability to engage with and evaluate data to identify trends, narratives and actions.		
A willingness to engage in reflection to improve practice.		
Eager to acquire further skills.		
A sense of humour and an ability to remain calm under pressure.		

<b>Professional Development measured by application &amp; interview</b>	<b>Desirable</b>	<b>Essential</b>
Evidence of relevant professional development,		
A commitment to developing professional skills		

<b>Teaching &amp; Learning measured by application &amp; interview</b>	<b>Desirable</b>	<b>Essential</b>
Understanding key issues relating to Teaching and Learning		
Understanding of the impact of rewards and sanctions		

<b>Organisation measured by application &amp; interview</b>	<b>Desirable</b>	<b>Essential</b>
Well organised and able to work to deadlines.		
An ability to work under pressure and multitask effectively whilst maintaining a strategic outlook		

<b>Management Skills measured by interview</b>	<b>Desirable</b>	<b>Essential</b>
An ability to establish positive and sensitive interpersonal relationships within the community.		
An ability to lead a team, involving people and delegating appropriately.		
An ability to work under pressure, plan time effectively and meet required deadlines.		
A clear awareness of whole school management issues		
An understanding of the management of change		
An understanding of people management		
Experience of effective self-evaluation methodology		
Able to articulate/evaluate impact to both internal and external professional		

<b>Safeguarding measured by interview</b>	<b>Desirable</b>	<b>Essential</b>
Ability to safeguard and promote the welfare of young people		
Has a good understanding of safeguarding		
Can contribute towards a safe environment		

<b>Skills / Abilities measured by application &amp; interview</b>	<b>Desirable</b>	<b>Essential</b>
Able to communicate with a variety of stakeholders (e.g. governors, colleagues, parents, external agencies)		
Able to use IT to support both the curriculum and work organisation.		
Able to work as part of, and contribute to, a whole school multi-disciplinary team.		
Able to monitor and evaluate provision quality and school policy		
Able to assess the needs of individuals to inform the targeting of individual needs		
Able to communicate with a variety of stakeholders (e.g. governors, colleagues, parents, external agencies)		