

Job Description **Assistant Principal**

Reports to:	Principal
Core Purpose	<ul style="list-style-type: none"> • The Assistant Principal will work with the Vice Principals and Principal to provide professional leadership and management across the school • To be responsible for the development of teaching standards across KS2. • To help oversee the training of ECT's and any university or SCITT students. • To work in conjunction with the senior leadership team to strategically develop teachers expertise through a detailed CPD programme. • To deploy resources effectively to assist in achieving the schools aims and values and to support the distinctive ethos of the school and The Elliot Foundation Academies Trust
Line Management Responsibility:	<ul style="list-style-type: none"> • Staff within KS2 • ECT and Trainee Teacher Mentor (as required) • In conjunction with the Vice Principal to oversee the subject leaders in KS2
Salary Range	Leadership Pay Scale Outer London (L6 – L10)
Key Responsibilities EYFS Leader Phonics/Early Reading Leader ECT Mentor	Strategic Leadership <ul style="list-style-type: none"> • To work in partnership with the Principal to foster good relationships throughout the school community, maintain the ethos of the school including positive behaviour for learning and promote high aspirations for all • Develop a nurturing environment where every child is supported and challenged to be successful in all aspects of learning and development • Promote the school's vision and values in all aspects of school provision • Lead and develop colleagues learning, development and performance to maximise progress for all • Create, maintain and enhance effective working relationships amongst all members of the school community • Set targets, monitor performance and reviews the progress of staff according to the appraisal process and school improvement plan • Provide learning and development through modelling best practice, coaching, mentoring and learning and development/INSET opportunities for all

	<p>Leadership and Management of Agreed Area of School Leadership</p> <ul style="list-style-type: none"> • Improve, develop and sustain good/outstanding practice in all areas of the curriculum with a particular focus on an agreed area of leadership • Take the lead on areas of improvement that relate to curriculum development within your phase responsibility liaising with subject leaders and year group leaders accordingly <p>Teaching and Learning</p> <ul style="list-style-type: none"> • Working with the Senior Leadership team, ensure there are clear links between teaching and learning, curriculum provision, assessment and inclusion • To support sustainability and further development of the school's approach to adaptive teaching and learning access for all groups of learners • Lead the KS2 team ensuring consistency of pedagogy, intent and classroom environment. • To ensure that assessment systems in KS2 are robust and used effectively. • Implement and support strategies that secure high levels of behaviour for learning and attendance • Act as a mentor for Early Career Teachers and/or teacher trainees • Be a role model for class teaching with teaching responsibilities three days a week • Implement and monitor behaviour for learning, ensuring the social, emotional and mental health needs of all pupils enable a successful foundation for learning • Monitor, evaluate and review teaching and learning with a focus on curriculum provision and pupil progress • Work with parents, outside agencies and community partners to continue to develop excellent home/school partnerships as required
Leadership Time	Two days a week

Additional Comments:

Signed: _____ Assistant Principal

Signed: _____ Principal

Date: _____

PERSON SPECIFICATION

ASSISTANT PRINCIPAL

	<u>Essential</u>	<u>Desirable</u>
Education and Qualifications		
Honours Degree or Equivalent	X	
Qualified Teacher Status	X	
NPQSL (or equivalent or willing to undertake training)		X
Evidence of commitment to continuing professional development and lifelong learning	X	
Professional Experience and Knowledge		
At least 5 years successful teaching experience in a primary school	X	
Experience of leadership and management at senior level including leadership of whole school improvement		X
Recent and relevant leadership experience in either EYFS/KS1 OR KS2	X	
Recent and relevant leadership experience in an area of inclusion specifically leading the progress and achievements of children eligible for the Pupil Premium Grant (PPG) or those with No Recourse to Public Funds (NRTPF)		X
Knowledge of primary principles and practice		
A sound understanding of child development as it relates to primary schools	X	
Successful experience of raising standards for all with measurable outcomes	X	
Experience of working in collaboration with professional partners, parents/carers and the wider community to promote positive relationships	X	
Evidence of coaching and mentoring of teachers	X	
Understanding of high quality teaching and learning as it applies across the curriculum (including adaptive teaching)	X	
Knowledge of key considerations in the effective management and deployment of people and resourcing	X	

Experience of leading statutory assessment in either EYFS, KS1 and/or KS2		X
In depth knowledge of child protection and safeguarding	X	
Experience of being a Designated Safeguarding Leader (DSL or DDSL)		X
Skills		
Ability to lead change and take people with you on a journey to excellence	X	
Ability to communicate effectively orally and in writing to a range of audiences	X	
Ability to think creatively and problem solve with confidence and credibility	X	
Ability to formulate a vision for school improvement and secure commitment from others	X	
Ability to drive whole school improvement across a phase and/or across the school	X	
Ability to establish and sustain effective and successful monitoring systems which aim for excellence in all aspects of provision	X	
Personal Attributes		
Upholds the school values of Resilience, Respect, Collaboration and Empathy.	X	
Flexible, Adaptive and Creative	X	
Resilient and positive in the face of adversity	X	
Respectful and empathetic towards others	X	
Committed to equal opportunities and a collaborative school vision of success for all	X	