

Job Description for Assistant Principal

Hours of work:	Full-time Mon to Fri, 8am – 4pm	Contracted weeks:	52 weeks per annum
Supporting work/life balance:	9 INSET days per year Centrally prepared United Learning resources available which significantly reduce workload Bespoke Seahaven Wellbeing Charter , promoting wellbeing		
Reporting to:	Vice Principal	Direct reports:	None
Remuneration Package: Job Family: Pastoral and Student Welfare & Pay Band: Vocational, 2.			
Salary:	£63,429 to £68,400 per annum	Employer pension:	Teachers Pension Scheme

Role Purpose:

This key role is within the Senior Leadership Team under the leadership of the Vice Principal. This role will be in addition to existing responsibilities for teaching, learning and leadership.

The key aspect to this role is to be an excellent classroom practitioner, and to lead significant areas of school improvement.

In conjunction with the expectations of The Teachers' Standards, the post holder will be expected to undertake the following:

Main Duties and Responsibilities:

As an Assistant Principal

- To undertake duties specified in the absence of the Principal
- To undertake the leadership of key tasks as may be required by the Principal
- To serve as a member of the Senior Leadership Group and assist with the implementation, monitoring and evaluation of the school strategic plan and policies
- To assist with the setting, monitoring, evaluation and professional standards in the work of both teaching and non-teaching staff
- To analyse and evaluate student attendance data accurately and concisely, identify intervention needs, and to design and implement action plans which are regularly evaluated
- To undertake responsibilities of current substantive role
- To support the delivery of whole school assemblies
- To contribute to the maintenance of an effective learning environment by supporting colleagues in implementing the school's policies on behaviour management and rewards
- To promote the health, safety and welfare of all students
- To promote effective links with parents, governors, the local community, local schools and local industry
- To attend and contribute to the Full Governing Body meetings and agreed sub-committees
- To set high standards by personal example

As a Classroom Teacher

- To set and maintain the highest of expectations for all students
- To prepare and lead challenging lessons which follow department schemes of work
- To provide a clear structure for lessons incorporating pace, motivation and challenge
- To identify and meet the learning needs of individual students



- To effectively plan for and deploy other adults in the classroom
- To record and use data on students' prior and ongoing performance/learning characteristics so as to inform effective target setting and lesson planning, and to ensure excellent outcomes for all students
- To effectively assess, monitor and report on students' progress according to department and school policy
- To effectively set and monitor homework and extension learning opportunities
- To contribute to all developmental and organisational priorities
- To contribute to the development and review of schemes of work
- To contribute to the review and updating of department policies and the
- To share and support whole school responsibilities for the personal and social development of students
- To create a safe working environment and to promote healthy living amongst the students
- To engage with parents/carers in matters pertaining to the progress and well-being of students
- To contribute to the school's enrichment and supported study programmes

As a Tutor

- To use all data and information received to monitor and support the overall progress, development and well-being of students
- To listen to student concerns and take action on safeguarding and pastoral issues as they arise
- To support the personal and social development of students
- To engage with parents/carers in matters pertaining to the progress and welfare of the students
- To monitor and respond to issues regarding the punctuality and attendance of students
- To keep the Key Stage Director informed of issues which might affect student welfare or achievement
- To undertake report writing and target-setting according to school policy
- To encourage students to participate in related enrichment and extension activities

As a member of the Seahaven Academy staff:

- To promote the ethos of the school and the United Learning group: the best in everyone
- To adopt a positive 'can-do', no-moaning attitude when faced with difficulties, working with line managers and teams to find solutions and strategies
- To develop positive working relationships with and between students and staff
- To play a full part in the Performance Development and Review process
- To engage with appropriate training opportunities to promote professional excellence in this role
- To implement all department and school policies and to contribute to their review as appropriate
- To support the school's self-evaluation process
- To undertake/ attend all directed time meetings/parents' evenings/ events and duties

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants for people working with children and vulnerable adults will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance for this authority.

Person Specification

Qualifications		
Degree/equivalent	Essential	Application/Interview
PGCE/equivalent	Essential	Application/Interview
A higher-level degree	Desirable	Application/Interview
An understanding of current curriculum priorities at each key stage	Essential	Application/Interview
Excellent subject knowledge	Essential	Application/Interview
Experience		
Relevant teaching experience	Essential	Application/Interview
A track- record of contributing to excellent outcomes for students	Essential	Application/Interview
Evidence of raising achievement within the classroom	Essential	Application/Interview
Teaching experience in a range of settings	Desirable	Application/Interview
A track- record of contributing to excellent outcomes for students	Desirable	Application/Interview
Skills and Ability		
Positive behaviour management skills	Essential	Application/Interview
The ability to inspire and enthuse students with a love for the subject	Essential	Application/Interview
The ability to work as part of a team	Essential	Application/Interview
The highest professional standards and integrity	Essential	Application/Interview
A positive and cheerful personality and a 'can do', flexible attitude	Essential	Application/Interview
Sound organisational skills and the ability to work under pressure and meet deadlines	Essential	Application/Interview
A creative and innovative outlook	Essential	Application/Interview
Excellent written and oral communication	Essential	Application/Interview
Excellent interpersonal and listening skills	Essential	Application/Interview
Personal Characteristics		
Have a clear vision of successful education	Essential	Application/Interview
Lead teams: inspire staff and students to achieve only the very best	Essential	Application/Interview
Know what excellence looks like and be uncompromising in achieving this	Essential	Application/Interview
Set high standards and expect only the very best	Essential	Application/Interview
Other	Essential	Application/Interview
Be innovative, creative, hardworking and solution-focussed	Essential	Application/Interview
Know how to manage change effectively	Essential	Application/Interview
Be strategic and also able to make strategy into reality	Essential	Application/Interview
Have a positive 'glass half-full' outlook	Essential	Application/Interview
Be inspired by, and not afraid of, challenge	Essential	Application/Interview

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. It outlines the main duties and responsibilities of the post, but not every detail. Broad headings imply the inclusion of all the usual associated duties. This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

We want the very best person for this position. If you are dynamic, hard- working, believe in holding the highest standards and subscribe to our view that all students and young people should be encouraged to ‘be ambitious, be determined, be the best’ we would love you to come and join us on our journey to be excellent in all that we do!

The successful candidates will be able to:

- Demonstrate the ability to be an excellent teacher or support staff member, with clear capacity to continue to improve and develop
- Show clear potential to progress in their career
- Possess a wide range of skills to support staff, students, parents and community on our journey towards excellence in all we do
- Display the skills, experience and ability to gain the confidence of students and staff
- Show professional presence, capability and clarity of expectations which will motivate and inspire others
- Share with us a clear sense of fun, energy, drive and passion
- Demonstrate a willingness to innovate and operate outside of the ‘normal’ expectations of a school and think beyond role and responsibility
- Communicate a desire to be ‘the best’ and they have the drive to pursue this
- Demonstrate a constantly positive engagement with students, challenge and manage their behaviour, encourage their attitudes and aspirations, whilst maintaining un-erring high expectation and focus upon mutually respectful positive relationships
- Show excellent knowledge of effective strategies to raise achievement and excellence in a teaching and learning or support staff role

