



JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer

POST: Assistant Principal
SCALE: L13 (range L13 to L19)
COMMENCING: Easter 2022
TYPE: Permanent

This job description is additional to the basic duties of teachers as outlined in the School Teachers Pay and Conditions document (latest edition).

In undertaking a whole College management responsibility, this role will involve a major leadership function including policy development, planning and organisational tasks. Aspects of the job description will be negotiated through the recruitment process and on appointment and will be based on strengths and interests of the successful candidate and the needs of the College.

Main Purpose

The Assistant Principal will support the Principal and Deputy Principals in:

- Communicating the College's vision compellingly and supporting the Principal's strategic leadership.
- The day-to-day management of the school.
- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.
- To build leadership capacity within the Middle Leadership Team and provide opportunities for them to flourish.
- To take the initiative and be accountable for your decisions and your areas of responsibility and for those you line manage.



- To monitor and evaluate the relevance and effectiveness of aspects of College processes and their impact on improving achievement and attainment of all groups of students and to develop strategy accordingly.
- To use quality assurance systems to monitor, track, evaluate and improve aspects of College Improvement linked to your role.
- To advise on and provide INSET for all staff on strategies for promoting the areas of your responsibility.
- To lead on aspects of College self-evaluation and preparation for inspection.

The Assistant Principal will also have a timetabled teaching commitment of a minimum of 40%, complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Principal.

Qualities

The Assistant Principal will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's students.
- To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion.
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be, including through meeting formally regularly (at least once per fortnight).

Duties and Responsibilities

College culture and behaviour

Under the direction of the Principal or Deputy Principals, the Assistant Principal will:

- Create a culture where students experience a positive and enriching school life.
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the College Behaviour Policy.
- To lead a staff Duty Team on one day a week, being responsible for allocation and supervision of duties.
- To contribute to the SLT duty rota, providing support for students and staff in appropriate circumstances.

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- To be associated with, and have attendance rights, at Local Governing Body meetings.

Teaching, Curriculum and Assessment

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum.

Additional and Special Educational Needs and Disabilities

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Promote a culture and practices that enables all students to access the curriculum.
- Have ambitious expectations for all students with SEN and disabilities.
- Make sure the College works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational Management and School Improvement

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Establish and oversee systems, processes and policies so the College can operate effectively.
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure effective use of budgets and resources.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- To design, develop, implement and embed outstanding policy and consistent practice in your areas of responsibility.
- To write improvement plans for your areas of responsibility which demonstrate how you plan to bring about change and improvement over time, moving towards an agreed vision with clear success criteria and outcomes and contribute to College Improvement Planning.

Staff Management and Professional Development

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance.
- Manage staff well with due attention to workload.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.
- To work with the staff that you line manage to make sure that they are able to fulfil their roles to the best of their ability because of the support and challenge you offer, including through meeting formally regularly.

Governance, Accountability and Working in Partnership

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Work with the governing board as appropriate.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.
- To represent the College at appropriate external meetings, as delegated, and take responsibility for planning and chairing a major school meeting/event.
- To liaise with appropriate staff and external agencies, as necessitated by the role.
- To lead, and be associated with, appropriate College working groups and special projects.

This list is not comprehensive and gives an indication of the responsibilities entailed.

This job description was revised in January 2022. It is not a finalised definition of the post. It will be reviewed at key points based on your skills, experience and interests and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post. It will be part of the College Performance Management process.

