



JOB DESCRIPTION

JOB TITLE	Assistant Principal
DEPARTMENT/SECTION	SS Mary and John's Catholic Primary Academy
RESPONSIBLE FOR WHICH OTHER POSTS	RE & SENCO
RESPONSIBLE TO	Head of School Acting Executive Principal

Introduction

This appointment is with SS Mary and John's Academy Committee within the St Francis and St Clare MAC under the terms of the Catholic Education Service contract. The Academy will appoint a person who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Assistant Principals contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties under the direction of the Principal, the Associate Assistant Principal shall consult, where appropriate, the following: the Academy Committee, the Board of Directors of the Multi Academy Company, the Diocese, the Local Authority, the staff of the schools, the parents of its pupils and the parishes served by the schools.

This job description may be amended at any time, following consultation between the Principal and the Associate Assistant Principal and will be reviewed annually.

Key Duties and responsibilities

To assist school Leaders with the management and organisation of the school in seeking to achieve the highest standards of learning, teaching, pupil achievement and school efficiency. To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

To lead by example as a teacher and a manager.

Specific tasks:

The Assistant Principal will:

- Maintain the strong Catholic ethos and tradition across the school and Academy.

- Have a 'core' role in shaping high quality teaching and learning across the school. Assist the Principal closely in monitoring the quality of teaching and learning across the school, setting targets to improve this and ensuring improvements are made.
- In partnership with the Head of School and governors, provide the leadership and management which enables the school to give every pupil high quality education and which promotes the highest possible standards of achievement and wellbeing.

Shaping the future

The strategic direction and development of the school stem from the educational mission of the Church. The Assistant Principal will demonstrate commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of its work.

Main tasks / actions

- Deputise for the Head of School in their absence, ensuring continuity in the expression of the school's Catholic mission, vision and values.
- Work with the Head of School to articulate and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the communities it serves.
- Demonstrate commitment to this vision in her daily work, sharing the vision and its related values with all members of the school community.
- Model the vision and values in everyday work and practice.
- Work with the Head of School and colleagues to translate the vision and values into agreed objectives and to ensure that the school's planning, policies and procedures promote sustained school improvement.
- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
- Support the Head of School and colleagues to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

LEADING LEARNING AND TEACHING

A Catholic school is a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Assistant Principal will promote positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

Main tasks / actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Maintain a consistent and continuous school-wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Support and facilitate colleagues in this.

- Lead colleagues in accessing, analysing and interpreting information to inform planning for improvement.
- Alongside the Head of School, initiate and support research and debate about effective teaching and learning.
- Work with the Head of School to develop relevant strategies for improvement, facilitating colleagues in their implementation.
- Offer creative, responsive, and effective approaches to learning and teaching in line with the school's agreed educational vision and values.
- Demonstrate commitment to a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success
- Demonstrate and articulate high expectations for all aspects of the school's work.
- Support the Head of School in promoting individual and community aspirations and in the establishment of stretching targets for the whole school community.
- Work with the Head of School to lead colleagues in implementing strategies which secure high standards of behaviour and attendance and which reflect the schools agreed values in their response to the needs of vulnerable individuals.
- Implement and where appropriate organise a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Provide professional leadership in school-wide implementation of an effective assessment framework.
- Participate in the monitoring, evaluation and review of classroom practice and promote improvement strategies.
- Work with the Head of School to challenge underperformance at all levels and to implement effective corrective action and follow-up.

Developing self and working with others

The leadership of a Catholic school should take Christ as its inspiration. The Assistant Principal's relationships with pupils, parents/carers, governors, staff and the Head of School should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/She will recognise and act upon his/her own potential for growth and that of others.

Main tasks / actions

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's agreed vision and values.
- Manage conflict effectively, seeking positive outcomes.
- Work with the Head of School to build a collaborative learning culture and to actively engage with other schools, especially other Catholic institutions, in order to build effective learning communities.

- Fulfil effectively her agreed responsibilities for effective staff induction, professional development and performance review.
- Participate in planning, allocation, support and evaluation of work undertaken by teams and individuals, giving professional leadership and delegating tasks and as appropriate.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Provide professional leadership in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
- Regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development.
- Give and accept support from colleagues, the Head of School, governors, the Diocese and the Local Authority.
- Have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and, where possible, enabling others to do likewise.

Managing the organisation

The management of a Catholic school should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. With the Principal, the Assistant Principal is responsible for ensuring that these principles are priorities for the school and are evident in its organisation and management.

Main tasks/actions

- Work with the Head of School to achieve an organisational structure which reflects the school's Catholic values and which enables the management systems, structures and processes to work effectively in line with legal requirements.
- Work with the Head of School and colleagues to produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Where appropriate, work with the Head of School to implement successful staff performance management processes.
- Work with the Head of School to ensure that the school environment is managed efficiently and effectively to meet the needs of the curriculum, health and safety regulations and to reflect the distinctive characteristics of Catholic education.
- Use and integrate a range of technologies effectively and efficiently in his/her management role.

Securing Accountability

Leaders of a Catholic school fulfil their responsibilities in accordance with the Instrument of Government. They support the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The Assistant Principal works with the Head of School to account to the governing body, parents/carers and the school community for the fulfilment of the school's Catholic mission and its educational success.

Main tasks / actions

- Work with the Head of School and governing body, enabling statutory responsibilities to be met by giving objective professional advice and regular accounts of the school's progress in his/her areas of responsibility.
- Work with the Head of School to develop systematic and rigorous procedures for school self-evaluation which are appropriate for a Catholic school and enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Use all available data to identify strengths and weaknesses of the school and to inform planning for improvement.
- As appropriate, alongside the Head of School, develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Participate in arrangements for review of her performance, reflecting on her personal contribution to school achievements and taking account of feedback from others.

Strengthening Community

Leaders of a Catholic school are responsible for its mission to the local and wider Catholic community and beyond. The Assistant Principal will alongside the Head of School, collaborate with the parish and other Catholic organisations, as well as with the wider educational system. They will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

Signature of Post Holder _____

Signature of Hed of School _____

Date _____

Person Specification

Key Area	Essential	Desirable
Qualifications	Qualified teacher status	<ul style="list-style-type: none">• Good Honours Degree

		<ul style="list-style-type: none"> Any other qualifications relevant to primary teaching and a leadership role.
Experience and Skills	<ul style="list-style-type: none"> Excellent interpersonal, communication and organisational skills. An understanding of the role of Assistant Head teacher as described with the potential to be successful in the role. Experience and training related to an aspect of leadership and management. Is able to demonstrate vision and strategic leadership of a school. Ability to lead and support other staff within the school which impacts on standards and achievements. Proven success in raising standards at the end of a Key Stage. High expectations and standards of achievement and behaviour. Good knowledge of the New National Curriculum Thorough understanding of safeguarding children. Ability to use ICT to develop children's learning. An ability to undertake the responsibility of the day to day management of the school, in the absence of the Head/Deputy Head teacher. 	<ul style="list-style-type: none"> Success in teaching across the whole primary range. Experience of leading staff development/training. Experience as a School Leadership Team member. Experience as a team leader in the performance management of staff. Experience in the line management of staff. Proven successful experience of leadership within primary school. Detailed knowledge of Health and Safety requirements in schools Experience in monitoring and evaluating curriculum delivery. Experience of budget management.
Relationships	<ul style="list-style-type: none"> An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment. 	

	<ul style="list-style-type: none"> • An understanding of the need for confidentiality. • An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary 	
Other attributes	<ul style="list-style-type: none"> • Positive attitude to teaching and leadership roles and all aspects of school life. • Be proactive in areas of responsibility and have an awareness of whole school issues. • A commitment to school improvement and to developing own professional skills • A willingness to take on appropriate delegated tasks relevant to the post. • Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times • A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of children. • Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan. 	<ul style="list-style-type: none"> • Practicing Catholic and previous experience of working in a Catholic School
Health and Appearance	<ul style="list-style-type: none"> • A proven good attendance record • Smart appearance 	

