

Job Description

Job Title:	Assistant Principal
Responsible to:	Principal
Salary:	L15 to L19 (£59,581 to £65,735)

Job Purpose:

To be a member of the Senior Leadership Team:

- Promoting the Catholic ethos, Mission, Aims and objectives of the school
- Taking a leadership role in the formulation of the school's aims and objectives
- Establishing the policies through which those aims and objectives might be realised
- Managing staff resources to this end
- Monitoring and evaluating progress towards the achievement of the School's Priorities
- Participating in all aspects of school improvement planning
- Raising student and staff levels of attainment and achievement
- Teaching up to A2 level as required
- Undertake daily duties before, during and after school, including On Call and Inclusion Centre and Lunchtime Duty Team
- Attending and contributing to the daily SLT meeting and weekly strategic meeting

Specific Responsibilities:

- To be decided upon appointment

General Responsibilities:

- Raising standards including leading CPD, mentoring and supporting staff in line with school policies
- Communication for the parental bulletin/newsletter/website/social media/staff briefings

Oversight of Link Departments to include:

- Attendance at agreed departmental meetings
- Supporting departments in self evaluation processes
- Ensuring departmental practice reflects school policy and practice
- Keeping up to date with developments in your areas of responsibility and ensuring staff are informed
- Appraisal of designated HODs

Monitoring and Evaluation to include:

- Involvement in lesson observations and learning walks
- Working with other Assistant Principals to coordinate Teaching and Learning in the school
- Monitoring of students' work, talking to students
- Contribution to SDP and SEF (with particular responsibility for those parts related to Teaching and Learning / Literacy and Outcomes and Standards)
- Attendance and reporting at designated Governor committee

Recruitment to include:

- Involvement in short listing and interview process

Attendance at Special Events:

- Transition events

- Curriculum evenings
- Revision events
- Open evenings
- Parent evenings
- Awards evenings

Responsible for:

- HODs and staff of designated areas
- Link departments

Responsible for the following budgets:

- To be confirmed upon appointment

Responsible to:

- The Principal

Other:

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- To work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice across the Multi Academy school sites.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.