

**Position:** Assistant Principal  
**Salary Scale:** L5 – L10  
**Contract type:** Full time (teaching commitment will be required)  
**Line Manager:** Academy Principal  
**Issued:** September 2022

### **Main purpose**

The Assistant Principal, under the direction of the Academy Principal, will take a role in:

- 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

The Assistant Principal will also have a timetabled teaching commitment which may be 40% -60%. This is in line with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Academy Principal.

### **Duties and responsibilities**

Under the direction of the Academy Principal:

#### **Leadership**

- Support the in the day-to-day management of the school
- Communicate the school's vision compellingly and support the strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Maintain and support the Christian ethos of the school
- May be required at the request of the Academy Principal to cover staff absence, PPA and/or management time

#### **Managing staff**

- May need to assist with the selection and recruitment of new teaching staff
- Performance management of staff, to ensure a consistent approach and adherence to Trust policies and procedures.
- Ensuring consistent approach and adherence to all HR policies and procedures in relation to managing new staff and ongoing.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

#### **Model Best Practice**

- Demonstrate excellent performance against the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Ability to demonstrate outstanding teaching across the key stages

### **Systems and processes**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Follow Trust systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the Local Governing Body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### **Assessment**

- Support the School Leadership team in delivering the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Be responsible for coordinating and collecting data from staff
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Support staff to plan and implement interventions for those pupils who are not progressing
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Providing training and support for teachers and support staff on administering the assessment system effectively

### **Pastoral**

- Support the School Leadership ensuring that young people are supported and that their wellbeing is a priority.
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

### **Other responsibilities**

The Assistant Principal will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful candidate will carry out. The successful candidate may be required to do other duties appropriate to the level of the role, as directed by the Academy Principal or Trust Leadership Team.

Date: .....

Signed: ..... Successful candidate

## Person specification

[illegible]

[illegible]