

**Role Profile:** Assistant Principal  
**Salary:** L5 – L10  
**Reporting to:** Principal  
**Responsible for:** Support Staff

**Important Functional Relationships:**

**Internal** - Staff within Wave Mat Academy; Staff within the in-patient Unit

**External** - Principals and other academy-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non statutory

**Our Values:**

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

**Responsible for:**

The provision of education to children referred to the Multi Academy Trust (MAT) in accordance with local and statutory policies and guidance

**Main Duties and Responsibilities:**

- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for deputy head teachers and the Academy's own policy
- Carry out the professional duties of a teacher as required



- To assist the Principal in managing specific areas of responsibility as designated by the Principal, in formulating the aims, objectives of the Academy and establishing the policies through which they are to be achieved
- To ensure with the Principal the delivery of outstanding lessons by all staff, leading to significant progression and attainment for all pupils.
- To maintain and manage a purposeful learning environment.
- Work with the Principal to raise standards through staff performance management by proactively managing staff and resources and lead the development and delivery of training and support for staff
- be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
- Take full responsibility for the Academy in the absence of the Principal
- Take responsibility for child protection issues as appropriate
- Pro-actively plan, organise and manage workload
- Undertake analysis and synthesis of complex information
- Display an ability to develop and maintain relationships with stakeholders built on honesty and integrity.
- Be a proactive and effective member of the senior leadership team and undertake any professional duties, reasonably delegated by the Principal
- To assist in the maintenance of an appropriate data recording system.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust;
- Complete Team Teach training and support the principals of Team Teach during Academy hours, both in and out of the Academy

### **Shaping the future**

- In partnership with the Principal and governors drive the vision and ethos for the future of the Academy
- Play a leading role in the Academy improvement and the self-evaluation planning process
- Devise, implement and monitor action plans and other policy developments
- Lead by example
- In partnership with the Principal, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the Academy community where all views are valued and taken in to account

### **Strengthening community**



- Work with the Principal in developing and delivering the policies and practice which promote inclusion, equality and the extended services that the Academy offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in Academy life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcome for all parties.
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in your and other acadamys, and external agencies

**Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the Academy's performance and standards
- Support the Principal in reporting the Academy's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy

**Leading teaching and learning:**

- Take care in the planning of work, taking into consideration the correct and appropriate use of teaching materials, practical apparatus, ICT A.V. aids etc.
- Ensure that the curriculum coverage is appropriate and balanced, and that continuity, progression and breadth of experience are present throughout the planning and implementation processes
- Take a lead in developing the Curriculum in all aspects.
- To assist in the preparation, monitoring and revision of individual education and behaviour plans
- Be responsible for the maintenance of a good working atmosphere within lessons.
- Ensure that the learning experiences planned for children adequately match their abilities.
- Ensure that sound relationships are fostered between children, their peers and adults alike
- Act as a confidante to the children whilst being aware of and following current safeguarding/child protection guidelines;
- Use a variety of teaching methodologies taking into account mixed abilities and the size of groups.
- Ensure that equality of opportunity exists in all areas.

- Ensure that the marking of pupil's work is undertaken at appropriate and regular intervals, and that marking follows agreed Academy policy.
- Ensure that the presentation of work is of the highest quality, adhering to agreed Academy policy.
- Ensure that adequate weight is given to both the forecasting of work and assessment and recording of progress.
- Ensure that the forecasting of work forms an important part of the teaching process, being completed on a termly, half-termly or weekly basis as appropriate.
- Ensure that any such forecasts are available to the CEO, Principal, Advisory Staff, and Inspectors etc.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the Academy community

#### **Developing self and others**

- Organise and support the induction of staff new to the Academy and those being trained within the Academy
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the Academy in the absence of the Principal
- Review present practice regularly and attend courses as appropriate to further professional development.
- The post holder is responsible for his/her own self-development on a continuous basis
- Feedback to staff at in-service sessions the outcome of such courses
- Working with the Principal, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standard of behaviour, attendance and punctuality are implemented across the Academy
- Lead the annual appraisal process for all identified support staff
- Liaise with appropriate advisory staff

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals



- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

#### **Whole-academy organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the academy's Five Year Plan, policies, practices and procedures, so as to support the academy's values and vision

#### **Health and safety**

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

#### **Professional development**

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the academy's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity

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 carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager



**To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);**

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements

#### **Person Specification**

| <b>ATTRIBUTES</b>    | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>DESIRABLE</b>                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Relevant Experience  | <ul style="list-style-type: none"> <li>• Substantial experience in main stream/special academy;</li> <li>• Display personal and interpersonal development and team-working skills;</li> <li>• ability to develop and maintain relationships with stakeholders built on honesty and integrity;</li> <li>• Pro-actively plan, organise and manage workload;</li> <li>• Display reflective practice and reflexivity;</li> <li>• Knowledge and understanding of appropriate use of ICT in an education setting;</li> <li>• Display regular evidence of initiative taking;</li> <li>• Effective problem solving;</li> <li>• Successfully working with children with SEMH;</li> <li>• Behaviour management experience;</li> <li>• Working with disaffected children either in a special or main-stream setting;</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in SEN;</li> <li>• Knowledge and understanding of children with medical difficulties</li> </ul> |
| Education & Training | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Further qualification relevant to post</li> </ul>                                                          |

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| Special Knowledge & Skills | <ul style="list-style-type: none"> <li>• Robust self-management skill;</li> <li>• Proven ability to successfully teach a range of subjects at different key stages;</li> <li>• Proven ability to lead on a core subject area;</li> </ul> |  |
| Any Additional Factors     | <ul style="list-style-type: none"> <li>• Regular access to a car;</li> <li>• Current driving licence;</li> <li>• Motor insurance certificate with Business use;</li> <li>• Strong team player</li> </ul>                                 |  |

