

## Assistant Principal Job Description

<b>Post Title:</b>	<b>Assistant Principal</b>
<b>Main job purpose including main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Working with Governors, senior leadership team and staff to provide leadership which enables Beacon View to give every pupil high quality education, and which promotes the highest possible standards of achievement</li> <li>To contribute to the Senior Leadership Team, providing professional leadership and management for the Academy, securing its success and development and ensuring high quality education for all our primary pupils and improved standards of learning and achievement in comparison to National</li> <li>To assist in the setting of the Academy goals and targets and the production and implementation of the Academy Improvement Plan, ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement</li> </ul>
<b>Specific Purpose of the Assistant Principal</b>	<ul style="list-style-type: none"> <li>Take on specific areas of responsibility depending on the needs of the Academy and the skills and experience of other members of the senior leadership team</li> <li>These will be agreed and then reviewed on an annual basis to ensure that all member of SLT also get to develop through appropriate CPD</li> <li>In the current planning, this role will lead the work on teaching and learning</li> </ul>
<b>Reporting to:</b>	Principal

<b>MAIN (CORE) DUTIES</b>	
<b>Creating the future of Beacon View</b>	<ul style="list-style-type: none"> <li>Work with the governors, and senior leadership team to create the strategic vision for the academy and to promote its values and ethos both within the academy and the wider community</li> <li>Motivate others to create a shared learning culture and positive climate using distributive leadership through teams and individuals in the school</li> <li>Translate the vision into agreed objectives and operational plans for a specific leadership focus area</li> <li>Work with the key stakeholders to maintain a shared vision and future strategic plans which will inspire and motivate pupils, staff, parents and the wider community</li> </ul>
<b>Securing accountability</b>	<ul style="list-style-type: none"> <li>Develop a collaborative ethos which enables everyone to work to achieve common goals</li> <li>Ensure individual staff accountability is clearly defined, understood and agreed. This includes planning, feedback and assessment.</li> <li>Ensure every child has access to high quality teaching and learning</li> <li>To use prior attainment data to agree targets with senior and middle leaders for raising pupil's attainment in the context of the academy targets</li> </ul>

	<ul style="list-style-type: none"> <li>• To have a detailed professional knowledge of the primary curriculum, including an understanding of the knowledge, progression and development of subjects</li> <li>• To work with key stage phase leaders to develop and improve subject knowledge and pedagogy</li> <li>• To make secure judgements about the standards of students' attainment, rate of progress and personal development in all key stages, based on evidence.</li> <li>• To compare the performance of different groups of pupils in assessments with; prior attainment information and other subjects, within the academy and against local and national expectations</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Work with the principal and other staff to develop effective ways of bridging barriers to learning through assessment of needs, target setting and developing a recording system for progress.</li> <li>• Support teachers and learning support staff in the identification of the most effective teaching approaches for all pupils</li> <li>• Work with the teachers to promote best and innovative practice to enrich the range of teaching using the Rosenshine Principles</li> <li>• Be a role model within the class room, teaching for at least three days a week</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Various related directly to the areas of responsibility; including but not limited to; <ul style="list-style-type: none"> <li>○ Performance management</li> <li>○ Monitoring of teaching and learning</li> <li>○ Have an active presence around the academy, especially at break, lunchtime, before and after the day</li> <li>○ Providing training</li> <li>○ Disseminate good practice</li> <li>○ Attend Senior Leadership and Pupil Progress meetings.</li> <li>○ Hold regular meetings with direct reports</li> <li>○ Develop links with other professionals, agencies and neighbouring schools.</li> </ul> </li> </ul>
<b>Recording and Assessment</b>	<ul style="list-style-type: none"> <li>• Set targets for raising achievement among pupils</li> <li>• Collect and interpret data.</li> <li>• Develop understanding of learning needs and the importance of raising achievement among pupils.</li> <li>• Keep parents and carers informed about their child's progress.</li> </ul>
<b>Behaviour for Learning</b>	<ul style="list-style-type: none"> <li>• Promote and champion the academy's policies and practice for effective behaviour for learning</li> <li>• Support the implementation of the academy's relevant policies</li> </ul>
<b>Safeguarding, attendance and punctuality</b>	<ul style="list-style-type: none"> <li>• Work closely with the Designated Safeguarding Leads (DSLs) on safeguarding issues and co-ordinate safeguarding for looked-after children</li> <li>• Ensure that pupil attendance and punctuality is continuously improving</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure that all teachers in the Academy are familiar with the Improvement Plan, its aims and objectives and targets</li> <li>• To ensure effective communication/consultation as appropriate with the parents of pupils.</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases, newsletters or the website.</li> <li>• To promote the work and successes of the Academy at open days/evenings and other events.</li> </ul>

	<ul style="list-style-type: none"> <li>• To lead the development of effective links with secondary schools, in particular Castle View, and the community</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, budget and equipment efficiently within the limits, guidelines and procedures of the Academy, requisitioning, organising and maintaining equipment and stock and keeping inventories and appropriate records up to date.</li> <li>• To ensure that all equipment is appropriately marked and logged for security purposes. <ul style="list-style-type: none"> <li>• To ensure the security, safe-keeping and correct and appropriate use of equipment and resources at all times.</li> </ul> </li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description.</li> </ul>
<b>Other specific duties</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li> <li>• To support the Academy in meeting its legal requirements for worship.</li> <li>• To promote actively the Academy's policies.</li> <li>• To continue personal professional development.</li> <li>• To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>• To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils.</p>	
<p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academy and their implications.</p>	