

## Job Description and Person Specification

### JOB DESCRIPTION

<b>JOB TITLE</b>	Assistant Principal
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION</b>	The Baird Primary Academy
<b>SALARY</b>	
<b>RESPONSIBLE TO</b>	Principal
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>To contribute to the leadership and development across all aspects of the Academy</li> <li>To lead specific areas of responsibility across the Academy enabling the Academy to meet its targets for improvement and success</li> <li>As a member of the Academy Leadership Team, provide support, supervision and direction in the day-to-day operational running of the Academy</li> </ul>
<b>MAIN TASKS / KEY ACCOUNTABILITIES</b>	
<b>Leadership</b>	
<b>1</b>	Work as a member of the Senior Leadership Team to ensure that the aspirational aims and objectives of the academy are realised and that policies are consistently applied;
<b>2</b>	Gain and maintain the commitment of all stakeholders, inspiring individuals to contribute positively to shared ideas;
<b>3</b>	Provide challenge and support to develop capacity and drive to ensure high and consistent standards of work and behaviour from staff and pupils within the Academy community;
<b>4</b>	Establish and maintain an excellent learning environment, demonstrated by regular and robust evidence, that encapsulates the overall vision for the Academy;
<b>5</b>	Ensure that day-to-day operational aspects of the Academy community run smoothly and efficiently;
<b>6</b>	Ensure that expectations are high and academy policies are delivered consistently;
<b>7</b>	Be a role-model for pupils and staff through personal presentation and professional conduct;
<b>8</b>	Ensure high quality of guidance and support for pupils within the Academy through effective leadership and management;
<b>9</b>	Provide leadership, professional support and guidance for staff, ensuring that all are treated fairly, equitably and with dignity and respect to create and maintain a positive culture;
<b>10</b>	Participate in the development and delivery of extended enrichment provision using the widest range of resources within the Academy and the wider community;

11	Demonstrate and model outstanding classroom practice to establish and maintain high expectations for staff
12	Support and facilitate professional development for staff, in line with the strategic improvement plan, to ensure consistently high standards of teaching and learning.
13	Act as a named Deputy DSL for the academy and be responsible for the safeguarding and wellbeing of pupils. To keep up to date with current relevant legislation.
14	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with membership of the Senior Leadership Team;
15	Deputise for the Vice Principal and Principal, when necessary, and offer strategic Leadership and Management support/guidance;
<b>Teaching &amp; Learning</b>	
16	Secure the best possible standards of teaching and learning that are never less than 'good' and frequently 'outstanding' through coaching and mentoring for staff;
17	Implement the use of new technologies that enhance teaching and learning;
18	Ensure that pupils acquire the skills they need to secure their well-being, evidenced in improved pupil outcomes;
19	Provide high standards of pastoral support to actively promote healthy lifestyles for
<b>Leading and Managing Staff</b>	
20	Establish effective working relationships with professional colleagues and promote and create a positive climate for learning for pupils and staff;
21	Support colleagues to be successful in their roles through mentoring, coaching and line management;
22	Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem;
23	Support colleagues to be successful in their roles through thoughtful and careful planning of CPD opportunities
24	Lead a subject curriculum area to ensure effective teaching and learning across this subject, to actively raise attainment.
<b>General</b>	
25	Maintain confidentiality inside and outside the Academy;
26	To carry out all activities in such a manner that data protection requirements are met and are in line with the Trust and Academy's policies for Health & Safety, and Equal Opportunities;
27	Take on specific or additional tasks related to the day to day administration and organisation of the academy as requested by the Principal;
28	Engage with appropriate training opportunities to promote professional effectiveness in this role;
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.	

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

**Date: April 2021**

**Additional Information**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and their evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

### Essential Criteria:

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of further professional development</li> </ul>	
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of teaching to a high standard as demonstrated by an analysis of outcomes.</li> <li>• Experience of development planning which has contributed to whole academy achievement.</li> <li>• Good knowledge and thorough understanding of policy and practice in an academy or school setting.</li> <li>• Clear understanding of the standards and outputs required for a successful academy.</li> <li>• Knowledge of the policy and strategic context of academies by central and local Government, the University of Brighton Academies Trust and the sponsors.</li> <li>• Knowledge of Child Protection Law, practice and processes.</li> <li>• Child centred philosophy.</li> <li>• Abreast of current educational thinking, research and initiatives, nationally and locally.</li> <li>• Proven accountability of pupil progress beyond assigned groups and enhancing the teaching of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a variety of leadership posts in an academy or school setting.</li> <li>• Experience of undertaking the implementation of academy developments which have improved the lives and attainment of pupils.</li> <li>• </li> </ul>
SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> <li>• The skills of a high performing classroom teacher in order to be able to lead by example.</li> <li>• Highly developed interpersonal skills including presence and approachability in order to relate effectively to pupils, parents and colleagues.</li> <li>• Highly developed range of communication skills; listening as well as speaking, presenting and writing.</li> <li>• Ability to effectively work with, and lead a team and manage others, so that education and welfare outcomes are optimised.</li> <li>• Ability to use leadership skills to improve pupil progress and raise attainment.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop a strategic approach to meet academy objectives, especially pupil wellbeing and achievement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to adopt a flexible approach to meet the constantly changing challenges of academy life.</li> <li>• An analytical and questioning mind, able to contribute to develop academy success.</li> <li>• A proactive style which is positive, solution focused and decisive.</li> <li>• Commitment to the aims of the academy.</li> <li>• Self-motivated with drive, resilience, initiative and high degree of proactivity.</li> <li>• Commitment to Equal Opportunities.</li> </ul>	
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