

Assistant Principal Job Description

Reporting To: Executive Principal (EP)

Job Purpose: The post holder will work strategically, actively supporting the vision and values of The Education Alliance, providing support to Trust schools with the aim of raising standards of learning and achievement for all students. As a key member of the TEAL SLT, they will work collaboratively with other senior and middle leaders to deliver strategic priorities through collaboration, maximising economies of scale and reducing the duplication of effort.

Key Responsibilities

General:

1. To live and model the 'Ethical Leadership Qualities, Competencies and Behaviours' in all that you do, and with all our staff.
2. Lead in the formulation of the trust's educational aims, objectives and improvement plans, playing a major role in driving our schools, staff and students towards these goals, and thereby raising standards and improving outcomes.
3. Skilfully, swiftly and accurately analyse data and information, reflecting on research and evidence, triangulating information and developing, implementing, monitoring and evaluating action plans and impact.
4. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff, parents, governors, trustees and the wider community.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue CPD.
6. Collaborate with others in influencing strategic and operational change in a systematic, meaningful, effective way.
7. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the students and the wider communities you serve.
8. Provide support and challenge to ensure the raising of standards of teaching and learning across the trust, leading by example, and providing coaching, mentoring and high quality training as appropriate.
9. Strive to maximise student progress, including that of our most vulnerable and those educationally disadvantaged, to provide all with the best possible provision.
10. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research and provide guidance on successful implementation to bring about lasting positive change.
11. Effectively lead and manage teams of staff from across the trust as required.
12. Encourage staff to foster a nurturing culture and to take an active part in the safeguarding of students, ensuring it is given the highest priority and is firmly embedded within all our work.
13. Make management and organisational decisions commensurate with the role, referring as appropriate to the Executive Principal.
14. Engage effectively with parents and other members of the community to resolve complaints and develop constructive relationships that support the work of our schools.
15. Have high aspirations, striving to maintain and enhance the reputation of the trust and each of its schools as a safe, innovative and forward-thinking learning environment where children and young people thrive and maximise their potential.
16. Help build leadership capacity, knowledge and skills across our schools, ensuring long term, sustainable improvements are made by using a collaborative, coaching approach with our school leaders.
17. Demonstrate loyalty, professionalism, optimism, high standards of integrity and confidentiality across the trust and the wider community.
18. Form part of both the TEAL and your base school's Leadership Team, attending senior leadership meetings, trust and local governing body meetings and other meetings commensurate with the role.
19. Support our schools operationally, standing shoulder to shoulder with all colleagues, in particular in times of greater need and doing the 'heavy lifting' as much as possible.
20. Undertake any other reasonable tasks or duties assigned by the Executive Principal.

Specific:

The specific duties of Assistant Principal will be reviewed on a regular basis and will change as the aims and objectives of the trust change, and as and when the EP deems it appropriate.

The key competencies and behaviours commensurate with this post are identified overleaf.

General Information:

The job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the EP, appropriate to the remit.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).