



## Job Description - Leigh Academies Trust

---

**Role:** Assistant Principal  
**Responsible to:** Vice Principal (Head of College)

### Job Purpose

- To ensure outcomes for students are exceptionally high in relation to their starting points, showing high rates of progress in all areas of their studies and personal development.
- To assist the Vice Principal with the leadership across the academy, creating a thirst for learning where expectations are aspirational, clearly communicated and consistently reinforced.
- To support the development of the whole child, within a safe and healthy environment, fostering positive community values and building strong relationships with families and other stakeholders.
- To promote a culture where students are tolerant, empathetic, and have the determination to succeed.
- To effectively promote the educational vision associated with the Leigh Academies Trust.

### Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. They may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal and Vice Principal may from time to time ask the post-holder to perform.

*In addition to standard leadership expectations, the main focus of the role will be:*

- The monitoring and supporting of college students to maximise progress, ensuring that all groups are challenged and support to make progress.
- To be a full and active member of the appropriate college leadership.
- To line manage and hold account allocated Learning Areas.
- To undertake specific whole academy responsibilities that will lead to the progress of students and the safe, efficient, smooth running of the academy.

### Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised academy activities elsewhere.
- To contribute to the effective running of the academy

## Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.