



ASSISTANT PRINCIPAL: JOB DESCRIPTION

Job title	ASSISTANT PRINCIPAL
Grade	Leadership Scale L5 –L10
Responsible to	Principal
Responsible for	The learning of pupils, their well-being and their annual achievement in all teaching groups.
Effective from	January 2022 or sooner

SUMMIT LEARNING TRUST Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Job Purpose:

- To make strategic evaluations of teaching, learning, and personal development as a supportive and well-motivated team member.
- To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document 2009

Main responsibilities include:

Learning, Teaching and Assessment:

- Monitor and evaluate pupil achievement, attainment and behaviour throughout the school.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching;
- Support Curriculum Team and Aspect Leaders in the development and implementation of curricular initiatives;
- Monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, pupil interviews, monitoring of short and medium term planning and scrutiny of pupils work;
- Review long term planning to ensure coverage, progression and a range of learning experiences throughout the school;
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered;
- Take responsibility for the pastoral care of pupils;
- Co-ordinate and oversee the organisation of out of school learning activities;

- Liaise closely with all staff to ensure continuity and progression across the age and ability range;
- Monitor the standards of behaviour and achievement across each key stage;
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines;
- Supporting staff to meet personal and professional targets;
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom;
- Co-ordinate and evaluate interventions across the school and lead the work of the intervention team;
- Lead Pupil Progress Meetings;
- Update the Principal, other senior managers and governing body on the effectiveness of provision for pupils throughout the school;
- Have input into the target setting process for raising achievement for pupils and feedback to the Principal ;
- Monitor progress and ensure appropriate action plans are in place where issues are identified;
- Ensure planning is effectively carried out and ensure individual needs are being met.

Leadership:

- Support the Principal in providing a clear direction for the development of the school;
- Contribute to establishing the core values of the leadership team and their practical expression;
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan and Raising Attainment Plan;
- Support the Principal and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives;
- Assume responsibility for the management of the school in the absence of the Principal/Vice Principal
- Attend SLT meetings, and report back to staff when necessary;
- Establish good relationships, encourage good working practices and support and lead teachers;
- Plan, organise and chair meetings as appropriate;
- Lead, support, motivate and direct support staff working within the key stages;
- Liaise with teaching assistants and outside agencies;
- Support the aims and ethos of the school;
- Liaise with the Academy council, when appropriate, to facilitate their overview of school management;
- Attend and participate in open/parent evenings;
- Uphold the school's behaviour code and uniform regulations;
- Participate in and lead Professional Development opportunities;
- Attend team and staff meetings;
- Maintain links with Governors, Extended Schools Cluster, LA and neighbouring schools;
- Contribute to the School Profile;
- Lead the development of Community Cohesion.

People and relationships:

- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community;
- Support Curriculum Team Leaders within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude;
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils;
- Managing innovation and change;
- Manage and develop effective working relationships with Principal and senior managers in the school.

Human and material resources and their development and deployment:

- Lead the professional development of all staff through example, coaching peer support and target setting;
- Act as Performance Management Team Leader;
- Contribute to the audit of staffs' development and training needs and the provision of effective INSET;
- Ensure support and training during the induction of new staff and for trainee teachers;
- Support the establishment of priorities for expenditure across the whole school;
- Maintain effective and efficient management and organisation of the accommodation and resources of the school;
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development;
- Manage the resources for a specific subject area or a whole school aspect;

Area of responsibility Leader:

- Have particular responsibility for providing guidance and support on all matters related to area of responsibility and ensure that assessment procedures are clear to all staff;
- Provide training and information about training to staff on all matters relating to area of responsibility;
- Organise and lead school-based Inset activities on aspects of area of responsibility including coaching, mentoring class teachers;
- Co-ordinate the production and review of school policy and guidelines on area of responsibility;
- Ensure that classroom procedures are coherent, manageable and improve learning and inform teaching;
- Support staff with areas of responsibility
- Contribute to the formulation, monitoring and review of the school development plan on area of responsibility related priorities;
- Advise on the implementation of statutory assessment on entry, and at the end of Key Stages including special arrangements and test security;
- Liaise with other co-ordinators, senior staff, schools, outside agencies and support services on area of responsibility matters including the transfer of information between schools at points of transition;
- Monitor standards of attainment at end of Foundation Stage, as well as within and at the end of Key Stages;
- Monitor the effectiveness of record-keeping including curriculum planning, pupil records and reports on pupil achievement;

- Inform the senior management and Local Governing Body on developments in area of responsibility;
- Monitor and review the area of responsibility policy and practice including feedback to pupils;
- Co-ordinate the collation and analysis of attainment and progress data and advise on its use for pupil and school level target setting and school self-review;
- Evaluate the quality and appropriateness of existing resources;
- Keep up-to-date with national and local developments on area of responsibility;
- Attend appropriate Inset and disseminate information to staff.

Other Duties and Responsibilities:

- Complete annual timetabling and rotas;
- Be responsible for promoting and safeguarding the welfare of children for whom he/she is responsible or comes into contact;
- To act as DDSL for Child Protection in collaboration with the Principal and Learning Mentors where required.
- Any other reasonable duties and responsibilities commensurate with the post that the Principal directs.

Line Management Responsibility

The AP will be responsible for managing:

- All staff in collaboration with the Principal and Vice Principal
- Curriculum Team Leaders

To be accountable at all times to the Principal

The AP would also be expected to adhere to the responsibilities of a class teacher as described in the Class Teacher job description.

Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	