



The de Ferrers Trust

Work **hard**, Be **kind**, Choose **wisely**

Job Description and Person Specification

Post Title:	Assistant Principal (Secondary)
Grade:	
Accountable to:	Vice Principal



ROLE OVERVIEW:

The Assistant Principal should be prepared to lead on aspects of areas such as curriculum development, personal development, monitoring of standards and teacher effectiveness, tracking and analysis of results/data, behaviour management, staff development, training and induction. As a member of the senior leadership team, the Assistant Principal will also be centrally involved in the overall leadership and management of the academy and will help to establish an academy culture that is both nurturing and rigorous.

KEY ACCOUNTABILITIES:

LEADERSHIP AND MANAGEMENT

- To contribute to the development of the curriculum across the academy. Taking responsibility for specific aspects of the academy curriculum.
- Support the training and development of teaching staff so as to improve the quality of teaching.
- To contribute to the continual improvement of the academy culture curriculum and student personal development.
- To lead on strategies at Key Stage 3 to ensure all students make the necessary progress in line with their starting point.
- To contribute to the Academy's CPD programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
- To line manage a faculty and Year Team within the academy in order to raise standards.
- To oversee the coordination and verification of external visits and act as part of the Educational Visits team.
- To play a major role in setting and establishing future strategy for the academy.
- To share responsibility for the management of the academy and to contribute to the consultative and decision-making process.
- To fully support whole academy policy decisions, contribute to their initiation and sustain their implementation and review.
- To inspire, motivate and influence staff and students, taking a leading role in maintaining the highest standards of teaching, learning and student discipline.
- To provide an excellent role model for all members of staff and students in all aspects of academy life.
- To be an exemplar of all academy policies and practices.
- To actively promote the aims of the Academy and to offer support and guidance to colleagues.
- To assist the Principal in academy self-review and evaluation and in the effective planning and management of academy resources to secure improvements.
- To maintain an informed view of standards and the quality of education across the Academy.

- To ensure that the academy QA policy and calendar are implemented and any subsequent follow up is actioned.
- To provide a strong and empathetic approach in order to ensure an inclusive and supportive environment to enable students and staff to work creatively and successfully.
- To be mindful of the wellbeing and mental health of students and staff.

ACADEMY ETHOS AND CULTURE

- To maintain a presence around the Academy to ensure the highest standards of behaviour and to contribute to the overview and review of student behaviour.
- To be active in issues of staff and student welfare and support.
- To maintain the Academy culture and ethos that is utterly committed to delivering high standards of education.
- To develop and maintain strong partnerships and ensure regular and productive communication with parents and carers.

OTHER DUTIES AND RESPONSIBILITIES

- To attend daily and weekly meetings, in accordance with academy policy and to lead such meetings as required.
- To support year team assemblies.
- To prepare and present reports as required e.g., governors, parents and outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays as required.
- To demonstrate commitment to equality of opportunity and the safeguarding and welfare of all students.
- To have a willingness to be reflective and undertake development opportunities.
- To be personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.

- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: VICE PRINCIPAL (SECONDARY)

Education & Qualifications	Essential	Desirable
To hold Qualified Teacher Status.	✓	
Eligible to work in the UK.	✓	
To have evidence of continuing and recent professional development relevant to the post, including management.	✓	
Commitment to CPD.	✓	
Experience		
Experience of prior successful leadership at a middle or senior level.	✓	
Experience of having led, or significantly contributed to, the success of a school/academy through its leadership, ethos, teaching and learning and results.	✓	
Experience of having improved and sustained an effective behaviour management policy.	✓	
Significant and successful experience of leading aspects of the curriculum at whole academy level.	✓	
Knowledge & Skills		
Excellent teaching practice across the key stage, and ability to provide a model of best practice.	✓	
The ability to plan, monitor and evaluate academy effectiveness and lead by example.	✓	
Proven ability to manage and implement change.	✓	
Knowledge and understanding of strategies to promote Inclusion and Equality provision within the Academy.	✓	
Understand the legal issues relating to managing an academy including safeguarding.	✓	
A proven ability to raise standards and improve progress of all students.	✓	
Promotion and implementation of positive behaviour strategies.	✓	
Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all students.	✓	
A commitment to community cohesion.	✓	
Ability to lead and work as part of an effective team.	✓	
High level of written and oral communication skills for communicating within and beyond the Academy.	✓	
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the students, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	

Is committed to the provision and improvement of quality-of-service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.	✓	
Ability to develop the leadership skills of others.	✓	
Strong interpersonal, written and oral communication skills.	✓	
Takes personal responsibility for their own actions.	✓	
Resilience and motivation to lead the Academy through day-to-day challenges while maintaining a clear strategic vision and direction.	✓	
Genuine passion and belief in the potential of every student.	✓	
Commitment to the safeguarding and welfare of all students.	✓	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	