

Job Description	
Job Title:	Assistant Principal
Hours of Work:	Full Time
	Grade: Leadership salary range 12-17
Responsible to:	Principal
Functional Links with:	Pupils, Teaching and non-Teaching staff, Parents and Carers, External Agencies, Senior Leaders and Trustees from the Trust.
Main Purpose of the Job:	
To Play a leading role in the day-to-day operations and life of the school, supporting the Principal to promote and lead the vision and direction of the school To work with the Senior Leadership Team to ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.	
Major Duties & Responsibilities:	
• Exercise a key role in assisting the Principal with the strategic development across the school • To be the strategic lead for performance in behaviour as directed by the Principal • To lead on the strategic vision for behaviour, communicating this effectively to all stakeholders • To provide specialist advice to the Principal and senior teams to support them in ensuring compliance in the area of behaviour • Line manage the and lead the performance management process of appropriate groups of staff • To provide systematic and timely updates regarding national policy and innovative practice in behaviour responsibilities for the Principal, senior leadership team and middle leaders • Be pro-active, and reactive in dealing with unplanned issues, such as poorly behaved pupils and parents without appointments, intervening immediately • To actively contribute to the leadership of all external reviews, including any Ofsted inspections.	

- To develop and maintain strong partnerships and ensure regular and productive communication with parents/carers
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

School Management

- Support the Principal in managing the day to day running of the school, within the framework of the Trust
- Manage own workload and that of others to allow an appropriate work-life balance.

Staff Development

- Be responsible for the line management and appraisal of members of staff according to staffing structure.
- Support the Principal in managing professional development of all staff through strategic planning, to ensure that the development needs of all staff, groups of staff and individuals are met, through the use of a variety of opportunities e.g. the delivery of staff INSET, opportunities for staff to share expertise, knowledge and resources, and the use of outside providers.

Role Model

- Exemplify the Trinitas principles in everyday work practice.
- Work as an outstanding role model and demonstrate ability, energy and enthusiasm to colleagues, in order to support Trinitas Leadership.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Undertake any professional duties the Principal reasonably delegates

Person Specification	Essential / Desirable
Qualifications	
Qualified Teacher Status, including relevant degree	D
Evidence of appropriate professional development	E
Willingness to continue professional development	E
Experience	
Experience as an effective leader in middle or senior leadership in a school	E
Clear evidence of leading a highly successful team(s)	D
Record of effective behaviour management based on high expectations of all students	E
Skills & Abilities	
Ability to develop effective relationships with other leaders, governors and external stakeholders	E
Able to think and act strategically	E
Ability to communicate effectively and embed vision and values	E
Knowledge & Understanding	
A strong understanding of the statutory responsibilities and how to discharge these effectively	D
Understanding and Experience of behaviour management procedures relating to sub groups and whole school	E
Secure understanding of safeguarding policies and practice	E
Personal Attributes	
Ability to prioritise, meet deadlines and work under pressure	E
Are able to relate to people at all levels with excellent communication skills	E
Have a flexible approach and are open to new ideas	E

Last Updated By:	HR	Date:	2 nd June 2023
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