

## **Walthamstow Academy**

### **Assistant Principal**

#### **Job Purpose: specific**

These aspects of the job description will be negotiated through the recruitment process and on appointment and will be based on strengths and interests of the successful candidate and the needs of the Academy

#### **Job Purpose: generic to all SLT**

- to support the Principal in transforming leadership at all levels of the Academy
- to work with all SLT in promoting the Academy's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- with the Principal, to build leadership capacity within the middle leadership team and provide opportunities for them to flourish
- to be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion
- to be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be, including through meeting formally regularly (at least once per fortnight) and sharing the minutes of those meetings with the Middle Leader and the Principal, ideally within 48 hours
- to take the initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage
- to monitor and evaluate the relevance and effectiveness of aspects of Academy processes and their impact on improving achievement and attainment of all groups of students and to develop strategy accordingly
- to use quality assurance systems to monitor, track, evaluate and improve aspects of Academy Improvement linked to your role
- to advise on and provide INSET for all staff on strategies for promoting the areas of your responsibility
- to lead on aspects of Academy self-evaluation and preparation for inspection

#### **Responsibilities**

*(This list is not comprehensive and gives an indication of the responsibilities entailed)*

- to design, develop, implement and embed outstanding policy and consistent practice in your areas of responsibility
- to write development plans for your areas of responsibility which demonstrate how you plan to bring about change and improvement over time, moving towards an agreed vision with clear success criteria and outcomes, and contribute to Academy development Planning
- to work with the staff you line manage to make sure that they are able to fulfil their roles to the best of their ability and more, because of the support and challenge you offer, including through meeting formally regularly (at least once per fortnight) and sharing the minutes of those meetings with the Middle Leader and the Principal, ideally within 48 hours
- to report to the Principal on progress and outcomes in relation to your job description
- to work with all SLT in promoting the Academy's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- to line manage at least one Subject Leader
- to line manage a Learning Manager
- to liaise with other stakeholders, in the Local Authority and United Learning, including CP and social services
- to undertake any other relevant tasks as may occasionally be required

***The job description is not a finalised definition of the post. It will be reviewed at key points based on your skills, experience and interests and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.***