JOB DESCRIPTION
AND
PERSON SPECIFICATION

Assistant Principal

Grade:	
Responsible to:	Principal
Direct Reports:	Year Leaders for the phase
Indirect Reports:	Teachers, HLTAs and TAs within the phase
Job Description Issue Date:	September 2025
Postholder Name:	

Purpose of the Role

- Support all members of the Westwood community to 'Learn and Grow Together'.
- Assist and support pupils to make good progress - academically, socially and emotionally.
- Strategic development of the school as well as effective management of the school's operational functions subject to the direction of the Principal.
- To make a significant contribution to the core purpose of our school which is to ensure that all our pupils achieve their best academic potential .
- As part of the Senior Leadership Team (SLT), is expected to take a leading role in promoting high standards, good progress and attainment for all children.
- A key drive committed to the school vision and values.

General Duties and Responsibilities

- To actively promote the school's teaching and learning policy.
- To lead by example and be a consistently excellent classroom practitioner with high expectations.
- To have an excellent knowledge and understanding of the key teaching and learning aspects across the school.
- To have a good understanding of the levels of attainment across the school and how to plan lessons to meet these levels.
- To coach, support and advise other colleagues in relation to teaching and learning.
- In conjunction with the Vice Principal and Assistant Principal/Inclusion support the teams to produce differentiated and inclusive lesson plans identifying learning outcomes and success criteria in which Teaching Assistants are fully engaged,
- Play a key role in developing the curriculum in classrooms working in collaboration with the Vice Principal.
- In collaboration with SLT, monitor teaching and learning across the school.
- To utlitse knowledge and understanding of new developments and initiatives when considering their impact on teaching and learning in the school.
- To keep colleagues informed of new developments by leading team training and recommending external courses to the Principal to support the appraisal process.
- Manage CPD opportunities in order to develop the professional expertise of the team, including supporting colleagues with planning when required.
- To ensure that data is used effectively in order to further improve the quality of teaching and learning.
- Actively monitor and follow up child/group progress.
- Monitor and evaluate data to identify trends in performance, including the use of assessment data, behaviour, attendance and achievement, including reporting to governors.
- To liaise with government assessment agencies, for example, ordering SATs papers.
- Manage timetabling across school.

Other Responsibilities

- To deputise for the Vice Principal in their absence, if required.
- Contribute to reviews, school development plan and formal reports to Trustees and Community Councillors including reports on curriculum and pupil progress.
- Updating any appropriate policies.
- Being a role model for both pupils and staff and being a presence around the school.
- To take an active role in the school appraisal system to review own progress and set targets for future development.
- Assist in the implementation of the school's Collective Worship schedule.

Professional Attributes

- The ability to consistently model the visions, values and ethos of the school.
- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, pupils, staff, Trustees and Community Councillors.
- The ability to analyse complex situations and to plan appropriate courses of action.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people.
- Ability to plan ahead, identify problems and offer solutions.
- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and development in education.
- A commitment to continuing own professional development.
- The ability to manage online systems.
- The ability to be a lead learner.

Personal Attributes

- A passion to improve teaching, learning and children's outcomes.
- Ability to form good relationships with pupils, colleagues and parents.
- Ability to adapt leadership and coaching styles based on staff needs,
- Ability to work as part of a team and independently.
- Stamina, resilience and optimism in the face of challenges.
- Honesty, integrity, courage and conviction.
- Attention to details.
- Decisiveness, consistency and an ability to focus on solutions.
- Ability to deliver a consistent approach with regards to discipline.
- A good sense of humour.

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.