

Job Description

Assistant Principal with PE Specialism

Responsible to:	Principal
Purpose:	As Assistant Principal, you will be part of the Senior Leadership Team of the Academy, leading on key area as assigned by the Principal. You will proactively support the Principal and Senior Leadership Team to ensure that the leadership and management of the Academy runs at the most effective level possible.
Arrangement:	Permanent, Full Time
Grade:	Leadership Scale L8 – L12

Main duties and responsibilities

1. To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by the Principal. In particular you will be required to play an active part to:
 - (a) Ensure the academy achieves the objectives / targets set out in the Academy Development Plan.
 - (b) Deliver the academy objectives in relation to its community links.
 - (c) Embed all elements of your key area as assigned by the Principal within the day-to-day workings of the Academy.
 - (d) Support the Activity of the academy as a member of Falcon Trust.
 - (e) Constantly promote the personal development of all staff and participate in the work of the Academy to achieve this.
 - (f) Participate in development, management activities and research.
 - (g) Contribute to the initiation and development of innovatory practice.
 - (h) Promote equal opportunities at all levels of Academy activity.

Data security and confidentiality

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

General

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the Trust and academy's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

We expect you to:

1. Be flexible and innovative.
2. Provide depth to the leadership team and assist with the management of the academy on a day to day basis but particularly when other members of the Senior Leadership Team are absent or working outside the Academy.
3. Contribute to the development of the leadership and management of the academy via the Senior Leadership Team meetings.
4. Play an active part in the monitoring of the quality of teaching and learning across the Academy.
5. Put 'students first' in everything you do.
6. Take responsibility for a specific management area / initiative / project.
7. As part of your continuous professional development, become the Lead Member of SLT once per week, during which you would be expected to deal with Academy wide issues as the first line of response for SLT.

We will provide you with:

1. The opportunity to experience a comprehensive range of leadership and management situations.
2. The opportunity to work closely with other members of the Senior Leadership Team.
3. Support, mentorship and coaching in the roles / duties you are asked to perform.
4. Constructive and regular feedback on your performance.
5. A wide range of experiences to develop / enhance your management and leadership competencies

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.