

# Cardinal Griffin Catholic College

## Assistant Principal



Proud to be part of the Painsley Catholic Multi-Academy



THE ARCHDIOCESE *of* BIRMINGHAM

# CARDINAL GRIFFIN CATHOLIC COLLEGE

## JOB DESCRIPTION – Assistant Principal

Post Title	Grade	Date
Assistant Principal	Competitive Leadership Scale	NOV 2024

**Responsible to:** Principal

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**Hours:** On-site working hours 8:00 – 5:00 Monday -Thursday, 8:00 – 4:30 Friday

**Responsible for:** To be confirmed in accordance with responsibilities.

### Main purpose

The assistant principal will support the principal and vice principals in:

- Communicating the school's vision compellingly and supporting the principal's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant principal will also have a timetabled teaching commitment of 50%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the principal.

### Qualities

The assistant principal will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Uphold the Catholic values and ethos of the school

### Duties and responsibilities

#### School culture and behaviour

Under the direction of the principal or vice principal, the assistant principal will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### **Teaching, curriculum and assessment**

Under the direction of the principal or vice principal, the assistant principal will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### **Additional and special educational needs and disabilities**

Under the direction of the principal or vice principal, the assistant principal will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

Under the direction of the principal or vice principal, the assistant principal will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the principal or vice principal, the assistant principal will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Governance, accountability and working in partnership**

Under the direction of the principal or vice principal, the assistant principal will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Other areas of responsibility**

To be negotiated in accordance with the role

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

*Note 1:*

*The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance management policy.*



# Assistant Principal Person Specification



Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li></ul>
<b>Experience</b>	Leadership and management experience in a school Teaching experience Involvement in school self-evaluation and development planning Line management experience Demonstrable experience of successful line management and staff development Experience related to the post outlined above
<b>Skills and knowledge</b>	Understanding of high-quality teaching, and the ability to model this for others and support others to improve Understanding of school finances Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships Ability to work with stakeholders and agencies to ensure the most appropriate provision for students
<b>Personal qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***