

## **Job Description: Assistant Principal**

**Reports to: Principal**

**Start date: September 2022**

**Location: Ark Byron Primary Academy, The Vale, Acton W3 7JT**

**Salary: L1 – L5**

### **Key Responsibilities**

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behavior, quality of education and a high-quality curriculum, all rooted in high expectations
- Support and contribute to the development and implementation of the academy's vision and strategy
- Help take responsibility for day to day management of the school alongside other senior leaders in the absence of the Principal
- As part of SLT, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

### **Leadership and Management**

- Contribute to the management of the academy and the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff
- Support and develop subject leaders in their role as part of the curriculum development

### **School ethos and culture**

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and children
- Review, promote and ensure the consistent implementation of our behaviour policy and values and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

### **Teaching and learning**

- Support the training and development of teaching and support staff so as to improve the quality of education
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring

- Support the Principal in leading whole school planning and assessment through accurate record keeping and rigorous data analysis
- Ensure that all pupils achieve at ARE or above or, if well below, make significant and continuing progress towards achieving ARE
- Maintain a teaching commitment and teach great lessons that motivate, inspire and improve attainment
- Maintain regular and productive communication with parents on all aspects of their child's education

### **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

*This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.*

## **Person Specification: Assistant Principal**

## Qualification Criteria

- Qualified to teach and work in the UK
- Degree in a related subject

## Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding how to improve and sustain an effective behaviour policy
- Experience at Phase or Assistant Head level
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

## Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service.*