

Position:	Assistant Principal
Salary Scale:	L5 – L10
Contract type:	Full time (teaching commitment will be required)
Line Manager:	Academy Principal
Issued:	February 2022

Main purpose

The Assistant Principal, under the direction of the Academy Principal, will take a role in:

- 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 which may be 40% -60%. This is in line with the teachers' standards and modelling best practice for others.

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

Duties and responsibilities

Under the direction of the Academy Principal:

Leadership

- Support the in the day-to-day management of the school
- Communicate the school's vision compellingly and support the strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Maintain and support the Christian ethos of the school
- May be required at the request of the Academy Principal to cover staff absence, PPA and/or management time

Managing staff

- May need to assist with the selection and recruitment of new teaching staff
- Performance management of staff, to ensure a consistent approach and adherence to Trust policies and procedures.
- Ensuring consistent approach and adherence to all HR policies and procedures in relation to managing new staff and ongoing.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities



Model Best Practice

- Demonstrate excellent performance against the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Follow Trust systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the Local Governing Body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Assessment

- Support the School Leadership team in delivering the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Be responsible for coordinating and collecting data from staff
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Support staff to plan and implement interventions for those pupils who are not progressing
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Providing training and support for teachers and support staff on administering the assessment system effectively

Pastoral

- Support the School Leadership ensuing that young people are supported and that their wellbeing is a priority.
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Other responsibilities

The Assistant Principal will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful candidate will carry out. The successful candidate may be required to do other duties appropriate to the level of the role, as directed by the Academy Principal or Trust Leadership Team.



Date:

Signed: Successful candidate

Person specification

Criteria	Essential	Desirable
Education/Qualifications: Good Honours degree or equivalent Qualified teacher status Recent CPD to evidence middle management / leadership training	\checkmark \checkmark	
Professional knowledge, skills and competences: Excellent communication, ICT and presentation skills, both written and oral A motivator and leader, inspiring confidence in staff and students that they can succeed and achieve their personal best Successful and varied teaching and leadership experience in the Primary sector Outstanding classroom practitioner, personal tutor and leaders Understanding the needs of teachers and students and how to remove barriers to learning. Furthermore, being proactive and taken timely action when following-up interventions Evidence of leading and coordinating successful whole school intervention strategies both within the timetabled curriculum and extra-curricular and the production of appropriate analysis reports An ability to actively engage with students, parents, staff and Local Governors and the local community, in the life of the school and beyond Sensitive and skilled leader and manager of people Ability to offer high support and high challenge to both staff and students Evidence of successful leadership of an aspect of curriculum and pastoral related strategy and work Confident user of new technology as a management tool		
Experience: A proven track record as a successful leader with relevant and appropriate experience of driving whole school initiatives which have influenced the quality of teaching, learning and achievement Experience of setting strategy and implementing whole academy initiatives Effectively leading and managing change, taking appropriate action Monitoring, evaluating and reviewing an aspect of whole academy policy, practice and performance of staff and students Experience in relation to all educational data Leadership of a whole school project or initiative Appropriate engagement in action research Evidence of commitment to promoting the health, welfare and safeguarding of children in line with the latest DfE KCSIE document Evidence of planning, coordinating and monitoring student interventions during term time Successful track record of business links/third party organisations	~ ~ ~ ~ ~	\checkmark



Evidence of planning, coordinating and monitoring student transition into secondary school Ability to use and analyse assessment data systems to raise standards Evidence of delivering whole school INSET Evidence of presenting at Governors as appropriate	\checkmark	\checkmark
Philosophy and commitment: An understanding of and commitment to comprehensive values and the inclusion agenda A belief that everyone can benefit from and has an entitlement to high quality educational opportunities A personal commitment to lifelong learning and continuous professional development Commitment to high standards, best value and continuous improvement A "can-do" approach and positive attitude to innovation and change		
Personal qualities: Attention to detail Proven leadership qualities and excellent team player Good interpersonal and motivational skills Enthusiasm Initiative and self-motivation Flexibility, creativity and the ability to think laterally Stamina and a capacity for hard work Excellent time management skills Evidence of being self-reflective and self-critical High expectations of academic attainment, achievement and behaviour An ability to influence other side, inspire, motivate and innovate within the vision, values and ethos of the school An ability to remain calm and perform well when working under pressure Show resilience at all times		