

Job Description



ASSISTANT PRINCIPAL – Data and Academic Responsibilities

School: CHS/COA/CPS/EBHS/HHS/SSLT CENTRAL TEAM	Colchester Academy
Reports to:	Principal
Salary/Grade:	Leadership 11-15
Job Purpose:	The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all leadership posts. In addition, the requirements of the post of Assistant Principal at Colchester Academy have been set out below

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Leadership and Management

- Line manager for selected Heads of Department.
- Assist with the appointment of staff.
- Assist in the Annual Professional Review of Staff as a Reviewer.
- Take an active role in the regular programme of internal departmental inspections.
- Act as a liaison officer for staff as the need arises.
- Be present and take an active part in the GCSE results days in August.
- Share responsibility for running the Academy during major school holidays together with other members of the SLT.
- Keep on top of routine day to day administration.
- Be a positive influence around the Academy.
- Be a positive and active contributor in meetings.
- Other responsibilities as determined in light of the postholder's strengths. as appropriate
- To identify and share best practice

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Strategic Leadership

- To give leadership to Colchester Academy's Vision as part of a dynamic and creative STL.
- Provision of the opportunities for all pupils, absolutely regardless of ability, to play a full part in all aspects of school life.
- To present a cohesive and united front within the staffroom and among the parent body, promoting at all times an ethos of corporate responsibility and shared values.
- Keeping abreast of wider developments in the curriculum through attendance at courses and conferences and membership of appropriate national bodies.
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Staff Development

- To carry out the Performance Management Review of staff as required.

Health and Safety

- To ensure the health and safety of staff and students when in the (subject) area.
- To be responsible for carrying out risk assessments in relation to health and safety.

Other

- To be sufficiently well organised to ensure that you are seen as a useful role model of effective administration and are perceived as efficient and thorough
- To ensure that any contact with parents is professional, effective and prompt
- Contribute to the upkeep of the whole school handbook and policy documents
- Ensure that all publications are prepared to the highest standards
- To lead professional development sessions as required.

To lead assemblies as required

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

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To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school
- To provide a good role model for students and staff
- To support and uphold the aims, values and ethos of the school
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect
- To maintain an appropriate and professional distance with students in more informal situations
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context
- To celebrate and praise the achievements of staff and students
- To deal with students in a manner which conveys mutual respect
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed

Miscellaneous

- To continue personal development as agreed at performance review meetings
- To engage actively in the performance review process
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

South Suffolk Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation