**Job Description – Assistant Principal**

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| **Role:** | **Assistant Principal** |
| **Post Holder:** |  |
| **Job Purpose:** | To strategically improve the quality of education for all students and support the Academy’s journey to outstanding. |
| **Accountable to:** | The Principal |
| **Responsible for:** | Any staff to which specific line management responsibility has been assigned. |
| **Accountabilities:**  (in addition to those required of a qualified teacher) | 1. **Policy/Strategic direction and development**    1. Translate the vision for the Academy into agreed objectives, operational and development plans and take lead responsibility for designated areas (to be determined).    2. Keep plans under review and make recommendations for change to ensure that they continue to meet the Academy’s developing needs.    3. Support the effective operation of Academy self-evaluation systems as appropriate, and produce reports within the self-evaluation cycle as required.    4. Ensure the reputation of the Academy is enhanced through active marketing and public relations utilising the full range of available media.    5. Create strong links and collaborative ways of working with all stakeholders including the wider community and neighbouring schools and colleges, and ensuring the Academy is at the heart of the community; 2. **Leadership and Management**     1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Academy.    2. Take responsibility for the day-to-day line management of designated staff (to be determined).    3. Recruit, deploy, motivate, develop and appraise staff to make the most effective use of their skills, expertise and experience and to ensure that all have a clear understanding of their roles and responsibilities.    4. Take responsibility for managing the Academy effectively in the absence of the Principal.    5. Identify and take appropriate action on issues arising from self-evaluation, setting deadlines where necessary and reviewing progress on the action taken.    6. Ensure the maintenance of accurate and up-to-date management information concerning specific areas of responsibility in order to inform the review and evaluation process.    7. Establish priorities for expenditure and monitor the effectiveness of spending and use of resources with a view to achieving value for money.    8. Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum.    9. Ensure the wellbeing of all staff. 3. **Curriculum**    1. Identify and secure the implementation of appropriate strategies to:       1. ensure that a high-quality educational experience is available for allstudents who attend the Academy;       2. develop a culture and environment in which young people thrive;       3. drive up educational standards, promote lifelong learning and continually improve outcomes for all;       4. ensure that a modern, 21st century curriculum is developed and delivered through effective learning and assessment practice;       5. nurture and develop every students’ potential and ensure this philosophy underpins the Academy’s approach to learning.    2. Drive innovation in education ensuring the Academy is able to respond to a changing external environment and that the skills, learning and aspirations of all students are developing and enhanced at all key stages.    3. Plan and manage the effective delivery of the curriculum, and management of curriculum change, to maximise students’ learning opportunities and ensure that all students benefit from high quality, well-planned and imaginatively delivered teaching across the curriculum.    4. Ensure that Academy policies and procedures are regularly communicated to staff and students so that they are clear about their responsibilities.    5. Ensure that parents and carers are kept well informed about the Academy curriculum, its targets, student attainment and their part in the process of improvement; 4. **Teaching and Learning**    1. Provide a professional model for others, clearly demonstrating effective teaching and classroom organisation and establishing high standards of achievement, behaviour and discipline.    2. Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.    3. Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s) as agreed from time to time.    4. Develop and implement arrangements to ensure that individual student progress is regularly assessed, recorded, reported, to ensure that pupils achieve at the highest possible level at each key stage and that the data is used to inform future teaching.    5. Develop and implement a system for the regular review of curriculum areas and for the monitoring of schemes of work, classroom observations and analysis of data to ensure that high standards of teaching and learning are maintained.    6. Implement the Academy’s Continued Professional Development policy to ensure that all staff are properly equipped to undertake their roles and are able to contribute to the well-being and development of the Academy.    7. Support and participate in the Academy's NQT/GTP/new staff induction programmes to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities. 5. **Safeguarding, student behaviour, attitudes to learning and personal development**     1. Contribute to an ethos in the Academy where each pupil is valued and encouraged to develop both educationally and personally.    2. Ensure that appropriate and effective systems for pastoral support and safeguarding are in place.    3. Ensure that appropriate and effective systems ensuring excellent attitudes to learning are in place.    4. Promote high standards amongst students in attendance, behaviour, punctuality, and appearance, and support colleagues in developing strategies for improving areas that are hindering students’ achievement.    5. Ensure all students experience rich opportunities for personal development. |
| **Specific Responsibilities** | As agreed and published in the current Senior Leadership Team organisational structure diagram (Subject to regular review and rotation). |
| **General requirements** | All Academy staff are expected to:  Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan.   1. Support and contribute to the Academy’s responsibility for safeguarding students. 2. Be an integral member of the pastoral system as a Form Tutor or related role as appropriate. 3. Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors 4. Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. 5. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. 6. Engage actively in the performance management process. 7. Adhere to policies adopted by the Local Governing Body and other policies and practices outlined in the documentation provided to all staff. 8. Undertake other reasonable duties related to the job purpose required from time to time. 9. As and when necessary and reasonable, contribute equitably to the Academy’s provision for the supervision of colleagues’ classes, duties and activities in the event of unforeseen absence 10. Be a regular contributor to wider OAT networks and in initiatives. |
| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:   * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * This Job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

