

**DEPARTMENT: SENIOR LEADERSHIP TEAM**

**DESIGNATION: ASSISTANT PRINCIPAL**

**RESPONSIBLE TO: PRINCIPAL**

**NAME:**

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| **Main Purpose of the Post**  |
| • To support the Principal and provide strategic leadership and management within and across the Academy to achieve outstanding success for all students. • To be accountable for leading, managing and developing the learning faculties and learning communities • To maintain and/or raise standards of student attainment and achievement across the Academy and within the Faculties to monitor and support student progress to achieve high standards of progression and achievement.• To maintain and/or raise standards of student behaviour, welfare and personal development.• Contribute effectively as a member of the leadership and management team to the development, implementation and evaluation of all policies and strategies.• Develop and enhance the teaching practice of all staff.• Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the learning faculties and beyond in accordance with the aims of the Academy and the curricular policies.• Effectively manage and deploy teaching/support staff, financial and physical resources. • Monitor and support the overall progress and development of students as a member of the Senior Leadership of the Academy.• Be accountable for student progress and development within the Academy. |
| **Core Responsibilities, Tasks and Duties** |
| 1. General
* Assist the Principal in the effective day to day management of the Academy.
* In the absence of the Principal, undertake any professional duties of the Principal to the extent required by the Principal or Governing Body.
* Support the work of the Trustees/Governing Body, including attendance at committee meetings.
* Support the Principal in the development of Academy specific staff and student policies and procedures.
1. Support the Principal and Governing Body to:
* Develop the Academy’s purpose and values.
* Provide the strategic direction to support the development of an outstanding Academy.
* Lead and manage staff well whilst deploying staff and resources efficiently and effectively.
* Ensure students enjoy a high-quality curriculum and outstanding teaching and learning experiences.
* Raise levels of attainment to secure outstanding progress for all learners.
1. Leadership: Vision and Values
* Assist the Principal in translating the purpose of the Academy into agreed objectives and operational plans.
* Take lead responsibility for policy development and implementation in agreed specified areas.
* 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.
* Be committed to safeguarding and to promoting the welfare of all young people.
* Ensure equal opportunities for all.
* Assist the Principal to develop a culture and environment in which young people thrive and to drive innovation.
* Drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Academy where well-being and respect are at the heart of the Academy and each student is valued and nurtured to develop personally and educationally.
* Ensure the effective operation of Academy self-evaluation systems as appropriate, and produce reports as required.
* Identify and take appropriate action arising from evaluation, setting deadlines and reviewing progress on actions taken.
1. Strategic direction and development
* Within the context of the Academy’s aims and policies, senior leaders are accountable for the development, implementation and review of policies, plans, targets and practices. These are defined in a summary of responsibilities. Members of the Leadership Team are expected to have the knowledge, skills and expertise to provide the guidance and direction to support move teams forward.
1. Leading and managing staff and others
* Leaders are accountable for providing all those involved in the teaching or support of the subject with support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
* Develop and maintain a culture of high expectations for self and others.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Adhere to Academy policies and procedures ensuring that these are regularly communicated to staff and students so that they are clear about their responsibilities.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Take responsibility for the day-to-day line management of designated staff.
* Support the Principal in the recruitment, deployment, motivation, development and performance management of staff, making the most effective use of their skills, expertise and experience to ensure that all staff have a clear understanding of their roles and responsibilities.
* Encourage all staff to be continually active in their personal and continuous professional development.
* Lead groups of staff in developmental activities and evaluate outcomes.
* Support and develop public service, international and social enterprise activities.
* Ensure parents and carers are kept well informed about the Academy curriculum, its targets, student attainment and their part in the process of improvement;
1. Health and Safety
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
1. Professional Accountability
* The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.
1. Safeguarding
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
1. Equalities
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

The duties and responsibilities of the post will be subject to those detailed in the Academy contract issued to all teachers. This Job Description does not define in detail all the duties/responsibilities of the post. It will be reviewed at least once a year as part of the performance management process and may be subject to modification or amendment after consultation and agreement with the post holderStaffs’ individual priorities for each academic year will be identified through team plans. It is the responsibility of each individual member of staff to meet the agreed targets within the context of the Academy’s improvement plan. Team priorities for each academic year will be identified through the Academy’s improvement plan. It is the responsibility of the Assistant Principal to ensure team plans are implemented, monitored and reviewed and for individual team members to meet the targets set. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: ASSISTANT PRINCIPAL**

**DEPARTMENT: SENIOR LEADERSHIP TEAM**

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| **Minimum Requirements** | **Measured by:****A) Application****B) Test/Exercise****C) Interview** |
| **QUALIFICATIONS/TRAINING:****It is essential that the post holder has:*** Degree or equivalent qualification
* Qualified teacher status
* Recent and relevant personal and professional development
* Recent and relevant leadership and management qualification (s)
 | **A** |
| **EXPERIENCE/KNOWLEDGE:****It is essential that the post holder has:*** Significant and successful whole school leadership and management experience in a whole academy context.
* A track record as an effective and efficient subject teacher of students of all abilities.
* Proven track record of managing change to make a demonstrable impact on performance at a senior level.
* Experience in developing effective working relationships with a wide range of partners and stakeholders in and out of the Academy.
* Experience of whole school strategic development planning, implementation and evaluation with clear and measurable successful outcomes.
* Experience of developing individualised learning in students and staff using the full range of resources to support it.
* Successful experience of Academy self-evaluation and its use in strategic planning.
* A good knowledge and understanding of national education priorities, policies and programmes.
* A well-developed philosophy of high aspirations and expectations that every student receives a good education and achieves high standards in the Academy.
 | **A & C** |
| **SKILLS AND ABILITIES:****It is essential that the post holder has/is:*** Able to articulate a whole school vision underpinned by targets and goals aligned with an ability to empower others.
* The ability to translate that vision into reality.
* Highly developed interpersonal and communication skills.
* The ability to manage change; lead innovations and meet challenges successfully.
* Strong negotiating and influencing skills.
* The ability to command respect from students, staff, parents, governors and the wider community and be a strong identifiable presence in the Academy.
* Openness to challenge, risk-taking and creative ideas.
* The ability to understand, analyse and make effective use of a wide range of data.
* Creative and innovative thinker.
* Dynamic and positive.
* Excellent health and attendance record.
* Pragmatic and proactive.
* Resilient when working under pressure.
* A team player.
 |  **A & C** |
| **ADDITIONAL FACTORS:****It is essential that the post holder is/has/can:*** To the pursuit of excellence in educational standards and quality.
* To high standards, continuous improvement and quality assurance.
* To quality staff development and personal and professional progression.
* Student involvement and responsibility within the Academy and its operation.
* A willingness to undertake appropriate training.
* Awareness and sensitivity with regard to equal opportunities and race equality.
 | **C** |