

Job Description



Job title	Assistant Principal	Contract	Permanent
Department	Senior Leadership Team	Reports to	Principal

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

The Assistant Principal is one of a school staff that together are responsible for the education and welfare of the pupils in the school. The Assistant Principal is, at all times, subject to the direction of the Principal and is expected to work within the agreed system of management and supervision for the school.

Person specification

The ability to lead and manage the school team effectively and work with other professional and agencies	Essential
Ability to deliver well planned, organised and innovative lessons	Essential
The ability to lead, model and manage positive behaviour, good order and assertive discipline	Essential
The ability to manage school information and data for recording, monitoring, evaluation and reporting	Essential
Experience in leading curriculum development and managing innovation and change	Essential
Knowledge of how to use information and data to set targets, raise attainment and achievement	Essential
An understanding of how children and young people learn to develop and progress through life stages and events	Essential

Knowledge how to manage the health and safety policy and promote and safeguard pupil welfare	Essential
Qualified Teacher Status	Essential
Exceptional interpersonal skills	Essential
Proficient in the use of ICT	Desirable
Post threshold teacher status	Desirable
Evidence of continuing professional development	Desirable
Experience of school-based software systems	Desirable

Accountabilities

Strategy	<ul style="list-style-type: none"> ■ Is aware of and understands the ELAT Vision, Mission and Values. ■ Can clearly describe how The Academy fits into the ELAT family. ■ Will communicate and champion ELAT and The Academy plans with direct reports
Planning	<ul style="list-style-type: none"> ■ Carrying out relevant strategic planning within the cycle and framework of agreed school procedures, and monitoring, evaluation and reporting planning outcomes. ■ Managing relevant resources, including designated budgets efficiently and effectively in accordance with the financial regulations of the Academy.
Delivery	<ul style="list-style-type: none"> ■ Teaching the pupils and classes that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work. ■ Covering classes within the framework of the school's cover arrangements, where a teacher is absent: providing cover information for other teachers in the event of known and foreseen absences; covering for absent Assistant Principal colleagues and deputising for absent Deputy Principal. ■ Membership of the Senior Leadership Team of the Academy, which will include a share of common SLT responsibilities such as: the daily duty team, lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at school events, leadership of policy and procedure development. ■ Monitoring and developing the quality of provision, the curriculum and teaching and learning in the designated area of responsibility

	<ul style="list-style-type: none"> Promote and deliver the Academy's approach to behaviour and attendance, applying policy consistently and fairly so that the wellbeing, progress and achievement of all children is supported.
People Management / Organisational Development	<ul style="list-style-type: none"> To fully take part in the Trust's performance management system. Effective and efficient day -to-day monitoring, management, administration, operation and supervision of the designated area of responsibility. The line management of designated staff, which may include performance management (in accordance with the school's performance management framework for teaching and support staff) and direct observation of teaching, learning and professional practice, training and continuing professional development. Organising and taking part in the quality assurance procedures of the Academy – for example the cycle of departmental and thematic review and making sure that quality assurance mechanisms are in place for the designated responsibility area/s. Taking part in school-based induction, relevant training and development, assessment of performance and an agreed programme of personal professional development.
Information Management and Reporting	<ul style="list-style-type: none"> The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement and reporting to parents, students and governors.
Data Protection	<ul style="list-style-type: none"> All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders	<p>Internal:</p> <ul style="list-style-type: none"> Pupil Principal and SLT members Staff Trustees and Board members Direct reports <p>External:</p>
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	Parents/Carers Related agencies (LBH, ESFA etc)
Trust Values	Passion, Respect, Inclusion, Challenge, Openness