



# Job Description

**POST:** Assistant Principal

**ACADEMY:** Oasis Academy Pinewood

**RESPONSIBLE TO:** Principal

**RESPONSIBLE FOR:** Key Stage 1 or 2

**SALARY:** Leadership Scale 1-5 (Outer London) and Teachers' pension scheme

**LOCATION:** Oasis Academy Pinewood

**DISCLOSURE LEVEL:** Enhanced DBS

## **JOB PURPOSE:**

Co-leading the development and implementation of the curriculum, assessment and leading the key stage one or two phase.

- Developing others to have and sustain high quality teaching and learning in their classrooms and around the school
- Driving standards of achievement and attainment through the OCL primary curriculum, Horizons project and pedagogy strategy
- Translating the academy values, principles, vision and ethos so that they are seen and heard in the many interactions between adults and young people
- Implementation of relevant academy policies and development plans
- Supporting staff to develop excellent behaviour for learning in children according to the Oasis Way approach
- Teacher and support staff deployment, professional development and performance management
- Working in collaboration with the leadership team, curriculum leaders, Trust leaders and other stakeholders to ensure that Oasis Academy Pinewood is always on its journey of improvement

Leading and managing a systematic approach to the post holder's area of specific responsibility so that students, teachers and associate staff understand what that specialist area looks like in a teaching and learning environment and how effective strategies impact on improved educational outcomes.

In the context above, to:



- Lead and manage the areas of specific responsibility (co-lead curriculum and assessment, key stage and OCL pedagogy strategy so that they are a vehicle for academy improvement)
- Review and develop existing policies and practice for the areas of specific responsibility, taking into account national developments and strategies and best practice which leads to transformational and improved outcomes
- To lead and work in collaboration with subject leaders, the leadership team and other stakeholders to drive school improvement
- Propose future plans based on the academy's stage of development and collaborate with the principal and deputy principal to develop the local one plan
- Work in collaboration with the academy leadership team and be a member of it
- Ensure that strategies within the areas of specific responsibility meet the needs and high aspirations of the students and the community the academy serves.

#### **GENERAL RESPONSIBILITIES:**

- The post holder will be expected to work in close collaboration and liaison with the Principal and the Deputy Principal
- The post holder is expected to support the academy's aims, ethos and vision, 9 Habits, to be familiar with academy policies and procedures and reinforce these with all stakeholders as appropriate
- The post holder shall have the professional duties of an Assistant Principal in accordance with the current DCSF's School Teachers' Pay and Conditions document and wider responsibilities relating to strategic direction and development, teaching and learning, leading and managing staff and efficient and effective deployment of staff and resources in consultation with the Principal and Deputy Principal
- The post holder will hold the post of a designated safeguarding officer and promote a culture of safeguarding and all times
- The post holder will deputise in event of the Principal and Deputy Principal being absent or unavailable

#### **AREAS OF ACCOUNTABILITY:**

Accountable for leading and managing the implementation of the relevant Academy policies and development plans as determined by the Principal in relation to:

- Curriculum development and implementation
- Co-lead assessment across the school
- Key Stage One or Two phase leader
- OCL pedagogy strategy leader



## **SPECIFIC RESPONSIBILITIES:**

### **A. Strategic Direction and Development**

- Be a proactive and supportive member of the leadership team of Oasis Academy Pinewood. In doing so, the post holder will take responsibility for supporting the management of an agenda of significant change to raise standards in all areas of academy life.
- Lead and manage those specific areas of improvement and development and make a significant contribution to the strategic development of all aspects of the academy, whether or not holding a direct responsibility for the strategic area. (Strategic responsibilities will be reviewed regularly and in support of professional development needs).
- Support the development and maintenance of academy policies and practices so that they promote high achievement and inclusion through excellent teaching and learning.
- Play a key role and be a role model in creating an environment within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.
- Use data effectively to monitor, evaluate and analyse student progress; planning and implementing effective intervention to support all students to achieve highly, to develop self-esteem, a growth mindset attitude and to inform academy policies and practices, expectations and teaching methodologies.
- Contribute to the academy development plan and the annual cycle of related documentation.
- Liaise effectively with all stakeholders including parents/carers, OCL, partner primary and secondary schools, colleges, business and community partners, and the wider community as appropriate, all in line with academy strategic objectives.
- Be involved in networking with other academies and high-achieving schools through Oasis Community Learning and other relevant networks, in order to learn more about the ways that other institutions are affecting change and transformation.
- Support other Oasis academies with their areas of development when asked by the Principal

### **B. Teaching and Learning**

- Secure and sustain effective teaching and learning through structured monitoring, evaluation and review processes including liaison with other leaders
- To lead the coaching strategy so it impacts on improving the quality of teaching and learning across the school
- Contribute to the leadership and development of the Oasis primary curriculum and Horizons project at Pinewood, to best reflect the Trust's aims and to meet the needs of all students
- Work in conjunction with the academy leadership team to ensure high expectations and strong achievement of children
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities
- Have a teaching commitment as class teacher



- Seek opportunities to collaborate with other academies, innovative and high achieving schools through Oasis Community Learning and other relevant networks to share and develop excellent pedagogies
- Promote and support innovation so that educational outcomes are positively transformed
- Model excellent practice as a teacher which others can learn from

### **C. Leading and Managing Staff**

- Line manage designated members of staff and relevant subject areas, working collaboratively to raise student achievement and attainment across the key stages and providing effective leadership, support, guidance, challenge and information for all staff within designated areas of responsibility
- Take an active role as a phase leader within the academy's appraisal policy in addition to promoting and providing continuous professional development opportunities to ensure the professional effectiveness of teaching and support staff colleagues.
- Maintain clear expectations, high standards of professionalism and collaboration to meet academy priorities.
- Provide structured support and assessment for ECT and ITT and other relevant Graduate Training programme trainees, when appropriate, to enable them to meet the relevant professional standards and act as the induction co-ordinator
- Take the lead co-ordination for key aspects of school organisation and management.

### **D. Efficient and Effective Deployment of Staff and Resources**

- Sustain an effective, stimulating and inclusive learning environment for teaching and learning.
- Deploy staff to effectively meet the teaching and learning/student needs across the academy.
- Ensure a safe working and learning environment through the application of appropriate risk assessment and adherence to current health & safety regulations.
- Use appropriate resources, in consultation with the Principal and academy leadership team for effective, efficient and safe teaching and learning across the academy: accommodation, agreed budgets, staff, time, courses, development opportunities and IT equipment.
- Timetable staffing in a key stage and support teachers in timetabling interventions across the phase and monitor their impact

### **E. Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.



**OTHER:**

- The post holder will be subject to appraisal objectives agreed annually
- The post holder will be a designated safeguarding officer
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



# Assistant Principal Person Specification

## Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

## Oasis Ethos

Our ethos is rooted in what we believe and who we are. It is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li></ul>	<ul style="list-style-type: none"><li>• Masters Degree</li><li>• Working towards or awarded NPQSL/NPQH or other leadership programme</li></ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• A full commitment to improving students' attendance and punctuality</li><li>• Responsibility for groups of students in raising attainment or sustaining performance</li></ul>	<ul style="list-style-type: none"><li>• Experience in more than one school, both in successful and underperforming or challenging circumstances</li></ul>

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Date evaluated: February 2026

	<ul style="list-style-type: none"> <li>• Experience analysing data to improve student outcomes</li> <li>• Effective work with groups of students to improve mental health/wellbeing</li> <li>• Be an excellent classroom practitioner with evidence of high achievement and a willingness to teach across key stages</li> <li>• Knowledge and understanding of current curriculum innovation across Key Stage One and Two and transition to Key Stage Three</li> <li>• To be able to lead on transition to Key Stage three curriculum effectively</li> <li>• Use of national and school assessment and attainment information to improve practice and raise standards</li> <li>• Use of strategies to promote good student relationships and high attainment in an inclusive environment</li> <li>• An enthusiastic, positive and effective leader and manager</li> <li>• Excellent interpersonal skills and ability to build strong working relationships with others</li> <li>• Competent communicator, able to inspire and motivate all members of the academy community</li> <li>• Effective behaviour for learning strategies combined with high expectations of students' behaviour</li> <li>• Ability to anticipate and problem solve and be proactive on all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development/mentoring of colleagues</li> <li>• Experience of teaching in a specialist school and/or employment outside the educational environment.</li> <li>• Development of partnerships with other schools, business and the community</li> <li>• Working with ITT providers</li> <li>• Competent use of data tools and ability to analyse data</li> <li>• Experience successfully leading a change management project</li> </ul>
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	<ul style="list-style-type: none"> <li>• Creative and flexible thinker</li> <li>• Ability to respond positively to feedback and an understanding that responding to feedback is part of being an excellent practitioner</li> <li>• Ability to deliver feedback to staff about their practice</li> <li>• A strong communicator that understands and uses a wide range of strategies</li> <li>• A full commitment to inclusion, the Oasis ethos and 9 Habits</li> <li>• The ability to converse at ease with parents/students/staff and members of the public in accurate spoken English</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A passion for teaching and learning</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with children who have experienced trauma and strong, relational behaviour management skills,</li> <li>• Have a willingness to demonstrate commitment to the values and</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious for further promotion</li> </ul>



	behaviours which flow from the Oasis ethos.	
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