Job Description

KEY INFORMATION	
Post title:	Assistant Principal
Grade:	L11-L15
Responsible to:	Principal
Responsible for:	Assigned staff within school

OVERALL PURPOSE OF JOB
Support the Principal in all aspects of leading and managing the school, with responsibility for leading on specific areas/initiatives in order to secure school-wide improvements.

MAIN DUTIES AND RESPONSIBILITIES	
1	Be an active and effective member of the school's senior leadership team, working under the guidance of and with the support of the Principal and Vice Principal
2	Support with driving forward improvement priorities, raising standards and outcomes for all students in school
3	Support with the evaluation of school performance and act on identified priorities for improvement as appropriate
TEACHING AND LEARNING	
4	Assist with the effective monitoring and evaluation of teaching and learning
5	Establish and sustain high-quality teaching across all subjects and phases, conducting lesson observations and other quality assurance activities
6	Model excellent teaching and behaviour management of students at all times
7	Have ambitious expectations for all students, including those with special educational needs and disabilities or those who are disadvantaged, and promote an inclusive culture that enables all students to access the curriculum and achieve their potential
8	Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for students

9	Support with ensuring that reliable and consistent approaches are used to assess students' knowledge and understanding of the curriculum

LEADERSHIP AND MANAGEMENT	
10	Support the Principal with the development and review of specific areas of responsibility in the school improvement plan
11	Line management of assigned staff in school
12	Support with the recruitment and retention of high-quality staff through the provision of effective professional development and performance management
13	Support the Principal to monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
14	Establish clear and open lines of communication with all stakeholders
15	Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all students, including developing positive relationships with other schools and Trusts
16	Ensure staff and student safety and welfare through effective approaches to safeguarding
17	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	A good honours degree in a relevant subject, or equivalent
2	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3	Evidence of recent and relevant CPD
4	*Other professional qualifications relevant to the role, e.g. NPQML/NPQSL, NASENCO, etc. (desirable)*
Experience	
1	Experience in a relevant leadership role within a secondary setting, e.g. Head of Department/Faculty
2	Excellent classroom practitioner with evidence of excellent outcomes for students
3	Experience of engaging with staff, parents and other key stakeholders
4	Experience in narrowing the gap for vulnerable students and those with additional needs
5	*Line management experience (desirable)*
Skills/Knowledge/Abilities	
1	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all students, both personally and academically
2	Understanding of high quality teaching based on evidence, and the ability to model this for others in order to drive improvement in teaching and learning
3	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
4	Ability to build strong relationships and communicate effectively to a range of stakeholders, including students, staff, parents, governors and others
5	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes
6	Evidence of taking initiative, being creative and solving problems

7	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students and to inform priority areas for improvement

Personal Attributes

1	Strong personal and professional integrity, with resilience and ability to motivate self and others
2	Confidence in dealing with challenging conversations and adhering to policies and procedure
3	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively
6	A commitment to aspirational outcomes for all students
7	A commitment to equality and diversity

Safeguarding

1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check