

Assistant Principal



Purpose of Post

- To carry out the duties of an Assistant Principal;
- To promote the values and behaviours of Harbour Learning Trust;
- To provide high quality strategic and operational leadership;
- To ensure that all pupils have access to the highest standards of learning and teaching;
- To play an active role in the maintenance of excellent standards of professional behaviour;
- To be fully accountable for the performance and well-being of a significant number of staff and pupils.
- To fulfill a teaching commitment as determined by the Principal in response to the needs of the school.

Main duties and responsibilities

To carry out the key duties and responsibilities assigned to you by the Principal. Lead by example by modeling the Harbour Learning Trust's DANCE values and "Magnificent Seven" leadership behaviours. You will provide creative and purposeful direction to ensure the smooth day-to-day running of the school. These will be dependent upon the overall makeup of SLT and your strengths but may include:

Strategic Leadership

- Work in close partnership with the Principal and Vice Principal to adopt a proactive role in strategic planning, policy implementation, and the delivery of school self-evaluation procedures to ensure the smooth running of the school;
- To adopt a proactive role in all aspects of strategic and operational planning of the curriculum, teaching, learning and staff development;
- To participate in all aspects of school policy making and implementation;
- To support the delivery of the school's self-evaluation procedures, including monitoring and evaluating outcomes;
- Secure an environment that promotes outstanding teaching by ensuring professional learning enables all staff to deliver a high-quality curriculum; this development should focus on the aspirations of support staff and the mastery of teachers, ensuring every pupil accesses learning that meets their needs and results in a tangible impact
- Ensure that professional learning of support staff focuses on their development and aspirations
- Serve as a Performance Management team leader, guiding the professional learning of both teachers and support staff to foster a culture of growth and accountability.
- To share responsibility with the Principal and SLT for oversight of the school and full-time support staff during pupil closure periods;
- Support professional development including induction of new staff, planning and delivering training days and related activities.
- Lead and assist staff in the active implementation of behaviour and inclusion policies, ensuring every child receives the very best education in a safe, supportive environment.

Student Focus

- To agree and support the achievement of pupil progress targets in order to make a measurable contribution to whole school targets;
- Provide regular feedback for teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in tangible impact in pupil learning across subject(s);
- To support and assist staff to ensure they understand, and are actively implementing, the key aspects of the School's behaviour and inclusion policies;
- To lead, develop and enhance the teaching practice of others by monitoring, evaluating, supporting, guiding and target setting

Job Description : ASSISTANT PRINCIPAL

Contract type:	Permanent
Salary:	L1-5 £51,773.00 - £57,137.00 (FTE)
Reports to:	Principal
Location:	Woodlands Academy, Grimsby

SpecificationEssentialDesirable

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status • A relevant first degree 	<ul style="list-style-type: none"> • NPQML/NPQSL or an expression of interest to complete whilst in role
Experience	<ul style="list-style-type: none"> • Whole school leadership and management responsibilities, evidenced by a proven record of achievement • Recent experience as a successful middle or senior leader • Evidence of significant responsibility for the work of others and impact • Exemplary classroom practitioner 	<ul style="list-style-type: none"> • Willingness to continuously update skills and knowledge • Experience teaching in more than one previous school and across the Key Stages
Professional knowledge & understanding	<ul style="list-style-type: none"> • A strong understanding of Curriculum & Assessment • Clarity on what quality first inclusive teaching looks like • Strong knowledge of behaviour management strategies • Significant experience handling Safeguarding issues and knowledge of Safeguarding policy and procedures. • Ability to communicate a clear vision to a variety of internal colleagues and external colleagues 	<ul style="list-style-type: none"> • Advanced understanding of safeguarding/child protection procedures and a responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Emotional resilience and a flexible approach accommodating changing priorities and working patterns • Knowledge and understanding of SEND practices and strategies
Skills	<ul style="list-style-type: none"> • The ability to lead and inspire staff • An ability to form positive relationships with stakeholders • Setting of high standards for self, staff and students • Ability to see initiatives through to completion • An ability to respond effectively to challenging behaviour • Ability to work effectively with people from diverse backgrounds • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults 	
Personal Attributes	<ul style="list-style-type: none"> • Excellent organisational skills • Polite and punctual • Commitment to self development • Ability to manage competing priorities • Works flexibly according to changing needs and requirements • Supports our DANCE values, Behaviour Framework and Leadership Behaviours • Personal humility • Integrity and compassion • Relentless positivity and passion for school improvement • Desire to develop and empower others • Leads by example, modelling our expectations 	

We passionately believe that every child should receive the very best education that prepares them fully for the future

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.