

Job Description

Post Title: Assistant Principal

Department Elements Primary School

Reporting to: Executive Principal

Salary within the range: Scale Point – L1-5

Purpose of the post

This appointment is subject to the current conditions of employment of assistant head teachers contained in the School Teachers' Pay and Conditions Document, the Current Education Act, the required standards for Qualified Teacher Status, other current educational legislation and the requirements of Wellspring Academy Trust.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Executive Principal and member of staff and will be reviewed annually.

As Assistant Principal you will be part of the wider Senior Leadership and Management Team of the school and will:

- act in all matters normally dealt with by the Executive Principal in their absence, including disciplinary issues as they arise, taking assemblies, carrying out lunchtime supervision as necessary and overseeing the extended school day.
- be aware of all the necessary procedures in the event of accident or emergency. Ensure implementation of relevant policies and procedures including health and safety and security.
- have a Senior Leadership and Management Role and share responsibility for planning and developing school procedures, including school self-evaluation and review. You will work with and support the Executive Principal and the Trust in developing the academy and shaping year on year growth and development.
- lead a 'phase' as line manager and act as a team leader for support staff performance management. Act as coach and mentor as appropriate in order to develop the skills and knowledge of students and staff. You will support the supervision of teaching and support staff in relation to the conditions of service.
- act in a professional manner when dealing with all pupils, parents, and colleagues in curriculum and pastoral matters. You will maintain good staff morale throughout the school and support the Executive Principal in maintaining and developing the good name of the school at all times, both internally and externally.

- ensure a proactive approach to maintaining high levels of professionalism and furthering your professional development by keeping abreast of current developments, attending training, reading relevant publications and disseminating information to colleagues as appropriate.

The post holder, in addition to the requirements of all class teachers, will be required to undertake the following areas of responsibility and key tasks:

A. Strategic direction and development of the school - in co-operation with, and under the day to day direction of, the Executive Principal :

- develop a wide knowledge and understanding of a strategic whole school perspective;
- support the vision, ethos and policies of the school and promote high levels of achievement, creating and maintaining a school climate that is supportive of staff, pupils and parents;
- support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- take a lead in initiatives, promoting and modelling best practice in terms of the wider curriculum;
- support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work for the wider curriculum
- support the evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Self Evaluation Form;
- ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement;
- lead curriculum innovation and practice and take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision, expectations and standards are high.

B. Teaching and learning - to:

- undertake responsibility for the effective teaching and learning of a class of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum (as determined by the Executive Principal).
- lead a team as line manager for a 'phase' to successfully ensure pupil progress. Quality assure planning and provision and ensure the appropriate delegation of duties across the staff team in terms of the wider curriculum;
- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;

- manage staffing deployment within the phase, including during a period of short term absence;
- take responsibility for the leadership of a phase within the school; To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
- support the Executive Principal in the day to day monitoring of the quality of teaching and children's achievement, including the analysis of performance data;
- actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils and encourage a consistent, positive approach to the pastoral welfare of all pupils.
- lead the 'phase' in meeting the additional needs, both in learning and medical, of all identified pupils, including the work of the SEND Team.
- Support the Executive Principal in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.
- share the responsibility with the Executive Principal in establishing a positive behaviour policy throughout the school, promoting the good behaviour of all pupils working with colleagues, parents and the community.
- ensure the following of all safeguarding, health and safety, inclusion and equality procedures and to record any incidents thereof.

C. Leading and managing staff - to:

- offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- support the Executive Principal in developing positive working relationships with and between all staff and provide and sustain motivation; ensure effective communication and help promote the high morale of all staff through high positive regard and mutual respect for all within the context of equal opportunity.
- support the Executive Principal in ensuring proper standards of professional performance and conduct are established and maintained.
- support the Executive Principal in the implementation of the school's performance management policy. Take a team leader role in the Performance Management of all support staff within the phase, and to facilitate the continued professional development of support and teaching staff under your line management.
- lead groups of staff in developmental activities, delegate appropriately, monitor progress against objectives, evaluate outcomes and strategically plan for next steps.

D. Effective deployment of staff and resources - to:

- support the Executive Principal and SLT in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- support the Executive Principal in the management and organisation of relevant groupings of children and through liaison with individuals as appropriate, in order to ensure effective teaching and learning takes place and that children's personal development needs are met;
- be responsible for a budget relating to specific areas.

E. The Wellspring Academy Trust, Governing Body and wider community – to:

- be responsible for inclusion in its widest sense developing our extended schools provision, working with parents and the community and liaising with other local schools and organisations.
- support and assist the continued promotion of positive, effective relationships between the school/parents/Governors/community/localities.
- continue to maintain links with the LA, other schools and other outside agencies as appropriate alongside the Executive Principal, CEO and other Trust members.

F. General - to:

- take an active part in all aspects of school life;
- provide information and advice to the Executive Principal and governing body and support proper accountability processes throughout the school;
- to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities, racial equality and inclusion policies;
- ensure pupils are safeguarded at all times;
- liaise with individuals and outside agencies as appropriate;
- be aware of and assist in supporting the Health and Safety policy of the governing body, the Trust and to advise the Executive Principal of any known concerns regarding pupil safety and site security.
- advise the Executive Principal of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Executive Principal.

G. Specific responsibilities - to;

- take on specific tasks related to the day to day administration and organisation of the school as required.

Lead Curriculum area/s throughout the school in order to:

- ensure that class teachers consistently follow the curriculum as planned by the school;

- assess and evaluate curriculum area/s, ensuring consistency with the National Curriculum;
- monitor standards within the 'phase' and give verbal and written feedback to staff and copy reports to the SLT and Executive Principal as on the monitoring schedule.
- moderate standards in teacher's practice, planning and work samples across the phase and give verbal and written feedback and copy report to the SLT and Executive Principal;
- monitor through regular observations, standards of teaching and learning to ensure the needs of all children are met: provide verbal and written feedback to staff and copy reports to the Executive Principal;
- monitor record keeping of curriculum areas; set improvement strategies in liaison with the Senior Leadership and Management Team.
- monitor rate of pupil progress alongside subject leaders and the suitability of the planned targets related to cross-curricular work.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

- As a leader of the school, you must be passionate about providing the very best opportunities for all of our children and staff.
- You will need to accept responsibility for the achievement of the goals you take on, and you will need to think strategically about the relationship between your personal goals and the goals of the school.
- You will need to embrace new initiatives and contribute your ideas about the way forward, keeping the school moving with or ahead of the times, whilst maintaining excellent standards of education.
- You must be prepared to devote energy to the job, whilst making sure that you retain enough energy for your own life outside of school – you must be creative and constructive about how you do this.
- You must be prepared to take risks, to explore new avenues; to face frustrations and disappointments and to build your strength from them.
- You must demonstrate that you love teaching, that you are very good at it and that you can inspire the confidence of colleagues and parents.
- You must be able to work productively, constructively and supportively with the Leadership Team and take every opportunity to widen your knowledge of all aspects of whole school leadership and management.

As a member of the Leadership Team you will be expected to take responsibility for the following areas of school development:

- Leader of a phase, management and organisation.
- Leader of monitoring and evaluation.
- Leader of key initiatives.
- Line Manager for a key stage.
- Act as key coach and mentor to advise and guide staff and develop staff and student expertise.

These responsibilities will be allocated according to the relevant enthusiasms and aptitudes of the Head of School, Vice Principal and other Assistant Heads in the academy. However, it should be anticipated that any member of the Leadership Team might be called upon to lead any of the above areas.

		Essential / Desirable	How Identified
Section	Information		
Education and Training			
E.g. Leadership	<ul style="list-style-type: none"> • Qualified Teacher status • Evidence of involvement in INSET as a participant and as a provider • Experience in a leadership and management role in school • Be a proven outstanding practitioner 	Essential Essential Essential Essential	Application/ Interview Application/ Interview Application/ Interview Application/ Interview
	<ul style="list-style-type: none"> • Degree level qualification • NCSL training 	Desirable Desirable	Application/ Interview Application/ Interview
Experience			
	<ul style="list-style-type: none"> • Tracking progress and raising the achievement of all pupil groups • Strategic responsibilities in school leadership and management • Participating in a team approach to management, including change management. 	Essential Essential Essential	Application/ Interview Application/ Interview Application/ Interview
In addition, the Assistant Principal might have experience of:	<ul style="list-style-type: none"> • Working with children from a variety of backgrounds • The process of school development and improvement planning • Successful staff recruitment, appointment and induction 	Desirable Desirable Desirable	Application/ Interview Application/ Interview Application/ Interview
General and Specialist Knowledge			
The Assistant Principal should have knowledge and understanding of:	<ul style="list-style-type: none"> • The role of the leadership Group within the school • The New Ofsted Inspection Framework and the process and place of self-evaluation; • Planning for the delivery of a broad and balanced curriculum which meets the needs of all learners • Staff development and Performance Management 	Essential Essential Essential Essential Essential	Application/ Interview Application/ Interview Application/ Interview Application/ Interview

	<ul style="list-style-type: none"> Monitoring and assessment across a phase or key stage 		Application/ Interview Application/ Interview
In addition, the Assistant Principal might also have knowledge and understanding of:	<ul style="list-style-type: none"> Current theories of teaching and learning The principles of community education and parental involvement 	Desirable Desirable	Application/ Interview Application/ Interview
Skills and Abilities			
The Assistant Principal will be able to:	<ul style="list-style-type: none"> Use vision, initiative and leadership in making change, to enhance and raise standards Support the work of colleagues and promote staff development Involve staff, parents and governors in the process of establishing a clear and shared set of aims, objectives and values for the school Use ICT with confidence and enthusiasm 	Essential Essential Essential Essential	Application/ Interview Application/ Interview Application/ Interview Application/ Interview
In addition, the Assistant Principal might be able to:	<ul style="list-style-type: none"> Show evidence of his or her active involvement in a wider community experience or event. 	Desirable	Application/ Interview
Additional Requirements			
	<ul style="list-style-type: none"> Operate with the highest standards of personal/professional conduct and integrity 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust. 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Work in accordance with the Trust's values and behaviours. 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	Essential	Application/ Interview

	<ul style="list-style-type: none"> • Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude 	Essential	Application/ Interview
	<ul style="list-style-type: none"> • Satisfactory DBS disclosure to work in an environment dealing with young people 	Essential	Application/ Interview
	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults 	Essential	Application/ Interview
	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting welfare for all 	Essential	Application/ Interview