



JOB DESCRIPTION

Job Title: **Assistant Principal**

Location:

Hogsthorpe Primary Academy

Job Purpose:

To support the Principal in creating, developing and evaluating the aims of the school in partnership with pupils, staff, governors and parents.

Background:

The David Ross Education Trust (DRET) is a growing network of academies. The network is a mix of primary, secondary and special schools and those that have chosen to join DRET on conversion with sponsored academies.

Reporting To:

Principal

Grade:

L1

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

The Assistant Principal will:

- report and deputise effectively for the Principal when required to do so;
- Leading the academy in the absence of the Principal.
- Support the Principal in creating, developing and evaluating the aims of the school in partnership with pupils, staff, governors and parents.
- Provide clear strategic direction to the academy
- Alongside the Principal, contributing to the Academy Improvement Plan and Academy Self Evaluation Form.
- Leading on all aspects of provision for all children with Special Educational Needs and those students in receipt of the Pupil Premium ensuring children are thriving within the academy.
- To have already/be willing to undertake the SENCO qualification or to support the SENCO in school.
- To have an excellent track record of teaching. Senior leaders at Hogsthorpe need to be role models for all staff.
- To lead and support the current pastoral team.
- To be a assistant DSL within the Academy and/or be willing to undertake the relevant safeguarding training.
- Support and contribute to the school's system for a whole curriculum, in accordance with the abilities and needs of the pupils.
- Support and contribute to the school's system for the review and evaluation of teaching and learning.
- Be an excellent classroom practitioner who has experience of teaching across the ability range and key stages.
- Support staff with monitoring the raising of pupils' standards of achievement and attainment.
- Work in partnership with the Principal and the Governing Body to ensure that sound management of finance, personnel and resources enables the school to offer best value for money.
- Contribute effectively as a member of the Senior Management Team; play a major role in the professional development of all staff and in the management of INSET.
- Lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning.
- Foster the development of a positive and supportive ethos for academic and social learning.
- Oversee the pastoral care, personal development and general behaviour of the school; and to help promote equality and diversity within the school.
- Display a high standard of professional behaviour and integrity at all times.

- Act as a team leader in the performance management system.
- Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education.
- Assist the Principal in the day-to-day running of the school; be involved in the organisation, planning and delivery of assemblies as and when necessary.

ACADEMY LEVEL

Primary

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Qualified teacher status	✓		
★ Evidence of sustained participation in INSET/CPD	✓		
Experience			
★ Ability to teach across the primary age range	✓		
★ Demonstrable evidence of high standards of class teaching	✓		
★ Experience of managing, leading and developing staff	✓		
★ Experience of curriculum leadership to promote pupils' enjoyment and engagement in learning	✓		
★ Ability to act as a positive teaching role model-leading by example	✓		
★ Experience of developing good relationships with a range of stakeholders, and maximizing their contribution to raising standards	✓		
★ High and unwavering expectations of behaviour	✓		
★ Practical understanding of effective curriculum strategies and approaches	✓		
★ Experience of leading performance management and/or staff management		✓	
★ Experience of delivering and administering end of key stage statutory assessments		✓	
★ Experience of implementing whole school systems for the effective management of pupil behaviour and developing positive attitudes to learning.		✓	
★ Experience of implementing strategies to promote social inclusion, personal and social development		✓	
★ Experience of working with EAL, SEN or pupils with identified barriers to learning		✓	

★ Experience of implementing whole school systems for the effective management of pupil behaviour and developing positive attitudes to learning.		✓	
Professional Skills and Knowledge			
★ Ability to engage with a wide range of students from different backgrounds	✓		
★ Ability to work collaboratively with colleagues across the Academy	✓		
★ Be able to work under pressure and prioritise your own workload	✓		
★ Be able to inspire, motivate and enthuse students throughout the academy	✓		
★ Ability to safely manage classroom activities and learning resources	✓		
★ Be willing to be involved in the wider life of the academy community	✓		
★ Be professional in appearance, punctuality and attendance	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		

Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.