

JOB DESCRIPTION

Job Details

Post Title Assistant Principal

Responsible To Principal

Purpose of the Job

The Principal provides the vision, leadership and direction for the Academy in line with strategic objectives and targets, as outlined in the annual Development Plan. Assistant Principals play a key role in supporting the vision and working alongside the Principal to maintain and fully develop excellence in every aspect of the Academy's operation, thus ensuring Kettering Science Academy remains at the forefront of educational practice.

All Assistant Principals will have a teaching load as directed by the Principal and specific individual responsibilities will be negotiated and agreed annually.

Key responsibilities:

- To ensure the educational success of the Academy within the overall framework of the Academy's strategic plan by taking a strategic lead in the development of one or more of the following areas of school improvement as determined by the Principal: high standards of student achievement and attainment; high standards of attendance and conduct; the development of our student journeys through KSA through the development of our subject offer and vocational provision at all key stages, the review of subject curricular through the lens of equality and diversity, and our co-curricular opportunities; students' personal development, including the further development of our student voice mechanisms and opportunities.
- Contribute to the vision and strategic direction of the academy to ensure whole-school improvement.
- Inspire our community of young people to achieve beyond their expectations, whatever their ability, to become active participants in society and responsible citizens with a strong moral purpose.

Teaching and Learning:

- To ensure a realistic consistent and continuous school-wide focus on student achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole School community.
- To support other leaders to implement strategies which secure high standards of behaviour and attendance.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To support other leaders in monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

Development of staff and working with others:

- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.

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- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.
- To create and maintain an effective partnership with parents and carers to support and improve student achievement and personal development.
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and colleges and promoting innovative initiatives.

Line management:

- Lead by example supporting the ethos of the Academy in a way which is positive, and which inspires, motivates and challenges students and staff.
- Monitor the quality of teaching and learning through regular observation and feedback as part of the annual Academy review and as otherwise required.
- Ensure all students are prepared for the opportunities, responsibilities and experiences of the outside world.
- Line manage other SLT colleagues and department leads in the role of link Assistant Principal.

Monitoring and review:

The Assistant Principal will play a key role in the strategic monitoring, evaluation and review of a range of data to support the achievement of overall Academy targets. This will include:

- Analyse and interpret relevant national, local and academy data, research and inspection evidence to inform policies, expectations and teaching methods.
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues and use assessment data to make comparative evaluations of student performance.
- Contribution to the annual whole Academy review and self-evaluation process
- Understand Ofsted inspection frameworks and apply to their areas of leadership.

Liaison:

The Assistant Principal will work with a wide range of both internal and external stakeholders to secure the commitment of the wider community to the ethos and general aims and direction of the Academy, including:

- Attendance and contribution to AIB and LGB meetings.
- Contribute to the academy liaison and marketing activities.
- Contribute to the development of effective subject links with partner schools and the community, attend liaison events in partner academies where necessary and effectively promote subjects at Open Days/Evenings and other events in partner academies and the wider community.
- Actively promote the development of effective links with external agencies.
- Actively engage and support teaching and support staff, students, parents, guardians and carers and members of the external community and other external agencies.

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Discipline, Health and Safety:

- All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere

Collegiate Responsibility

In addition to the specific responsibilities of this post, every member of staff will commit to:

- ✓ Providing a courteous and efficient service to students at all time.
- ✓ Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- ✓ Working to maintain the Academy at the forefront of educational practice.
- ✓ Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.

Performance Management

All staff will participate in Performance Management Review scheme as outlined in the Trust's pay and CPD policies.

Role Review

All staff will participate in Kettering Science Academy's Performance Management Review scheme as outlined in the Trust's pay and CPD policies.