

JOB DESCRIPTION

Employment Details	
Job Title	Assistant Principal
Reports to	Vice Principal or Principal (as determined by the principal)
Salary Band	Leadership

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
As a member of the Leadership Team, the Assistant Principal contributes to the effective running of the school and ensures that the highest standards of academic achievement, student behaviour and professionalism are maintained at all times. The Assistant Principal has line-management responsibility for a defined group of academic or non-academic departments, as well as holding a defined portfolio of school-wide leadership responsibilities.

Responsibilities
<p>As a member of the Leadership Team,</p> <ul style="list-style-type: none"> - To maintain confidentiality, collective responsibility and collegiality - To support, promote and embody the academy's vision and ethos - To be a source of inspiration, support and guidance to colleagues - To maintain a visible presence about the school - To conduct lesson observations, learning walks, work scrutiny and other quality assurance tasks - To set performance expectations and conduct performance evaluation for assigned staff - To contribute to academy self-evaluation and development planning - To contribute to the success of the academy, in the widest possible sense - To regularly update the pages of the academy's website for which you are responsible - To deputise for other senior colleagues, as necessary <p>As Assistant Principal,</p> <ul style="list-style-type: none"> - To provide visible and proactive leadership across all areas of school life. - To ensure that the highest academic, behavioural and professional standards are maintained at all times. - To lead a specific portfolio of academic and/or pastoral responsibilities, as agreed with the Principal. This could include responsibility for: <ul style="list-style-type: none"> o Behaviour, Attendance and Safeguarding o Curriculum, Assessment and Raising Standards o Teaching and Learning o Personal Development o Inclusion and SEND o Sixth Form

As a teacher,

- To deliver excellent lessons, achieve excellent results and act as a role model to students
- To have the highest expectations of every student, in terms of achievement, character and conduct
- To love your subject and cultivate a similar passion in your students
- To support your students through academic intervention, as required
- To contribute to the co-curricular programme and the wider life of the school
- To attend academy events and meetings

As an employee of The White Horse Federation,

- To promote the aims, values and ethos of the trust
- To adhere to all trust and academy policies and procedures
- To maintain discretion when privy to confidential information
- To participate in any appropriate meetings with colleagues
- To participate in performance management arrangements
- To undertake further training as required
- To be committed to equality, diversity and inclusion
- To work flexibly, prioritise workload and use one's initiative
- To carry out any other duties appropriate to the post, as required

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Strong academic credentials, including as a minimum, a 2.1 undergraduate degree • Qualified Teacher Status • An excellent classroom practitioner 	<ul style="list-style-type: none"> • Evidence of continued professional development e.g. a relevant post-graduate qualification or a National Professional Qualification (NPQ)

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • An excellent classroom practitioner • Evidence of significant impact as a middle leader/senior leader in an academic or pastoral role • The ability to lead, coach and motivate staff within a performance management framework, supporting their development and effectively challenging and managing any underperformance. • The ability to develop and maintain positive relationships with colleagues, students and parents • High standards of written and verbal communication • A deep alignment with the vision and ethos of The White Horse Federation • A strong belief in the importance of clear systems and consistency • A visible, energetic and principled leader • Relentless ambition for all staff and students • Commitment to safeguarding and promoting the welfare of children and young people • The ability to work to tight deadlines and managing competing priorities • Commitment to equality, diversity & inclusion 	<ul style="list-style-type: none"> • Experience of working in a high-performing organisation

Specialist Knowledge

Essential	Desirable

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.

- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.