

Job Title: Executive Assistant Principal

Scale: L12-15 (£67,898 - £73,105)

Job Description:

As an Executive Assistant Principal, your primary role will be to support the Executive Principal(s), working as directed with school leaders across a group of schools to enhance capacity and oversee the successful implementation of school improvement projects and priorities. You will play a pivotal role in driving positive change and raising educational standards in our schools.

Key Responsibilities:

1. Strategic Leadership Support:
 - a. Collaborate closely with school leaders to understand their objectives and provide strategic guidance.
 - b. Assist in the development of school improvement plans and ensure alignment with the broader educational vision.
 - c. Facilitate collaboration within the schools and across the wider trust.
2. Adding and Building Capacity:
 - a. Identify areas where school leaders require additional support or capacity and provide necessary resources, coaching, and training to address those needs.
 - b. Undertake longer periods of support by working full time in schools as part of the school leadership team
 - c. Carry out specific, short term projects and work streams
 - d. Support the development of middle leaders
3. Project Management:
 - a. Work with school leaders to oversee school improvement projects from initiation to completion. This includes planning, organising, and monitoring project progress, ensuring timelines and objectives are met.
4. Quality Assurance:
 - a. Ensure that school improvement initiatives are carried out to a high standard.
 - b. Implement quality assurance processes to assess the impact of improvement efforts.
 - c. Compile quality assurance reports as directed by the Executive Principal(s) and/or school leaders.
5. Data Analysis:
 - a. Utilise data to inform decision-making and track progress.
 - b. Analyse student and school level data, identify areas for improvement, and work with leaders to develop strategies for enhancing student outcomes.
6. Collaboration:
 - a. Foster collaboration and partnerships between the five schools, sharing best practices and lessons learned.
 - b. Promote deep and purposeful collaboration within and across the five schools and the wider trust.

7. Policy and Procedure Implementation:
 - a. Ensure that school improvement initiatives align with legal requirements, trust policies, and relevant educational legislation.
 - b. Support schools in the implementation of HR policies and the management of complaints
 - c. Provide quality assurance and advice to schools in the implementation of safeguarding and child protection policies
8. Reporting:
 - a. Provide regular reports to the Executive Principal and Trust Board on the progress of school improvement projects, highlighting achievements, challenges, and proposed solutions.

Qualifications and Experience:

- A degree or equivalent qualification.
- A postgraduate or leadership qualification is highly desirable.
- Experience of school leadership at a senior level
- Strong communication and collaboration skills to work effectively with a range of stakeholders.
- Experience of work with children with a range of needs
- Evidence of relevant continuous professional development (CPD).
- Experience of leading safeguarding as a DSL is highly desirable.
- Proven experience in shaping and implementing school improvement initiatives.
- Strong change management skills, including planning, execution, and monitoring.
- Proficiency in data analysis to inform decision-making.
- Demonstrated ability to lead and motivate staff
- Knowledge of statutory guidance and educational policies.

Additional Requirements:

As Executive Assistant Principal, you will be expected to uphold and promote professional standards and the values of the Trust and its Academies. You should contribute to the overall ethos, work, and aims of each academy and actively support the school's leadership and responsibilities toward safeguarding.

This role will require travel to different school locations within the Trust, and you must have access to appropriate transportation for this purpose.

Please note that this role involves working closely with school leaders, staff, and external partners, and it may require attending a variety of meetings and training sessions.

The Executive Assistant Principal is crucial in driving continuous improvement and fostering a culture of excellence across our schools. Your dedication and leadership will contribute to the ongoing success of our educational community.