

The Lowry Academy vacancy



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JOB DESCRIPTION: Assistant Principal

Purpose of Post

The Assistant Principal plays a vital role in supporting the Principal and senior leadership team in the strategic leadership and day-to-day management of the school. The postholder will help drive high standards of teaching, learning, behaviour, and student outcomes across the secondary phase, while contributing to whole-school improvement priorities. The role involves working closely with staff, students, and parents to promote a positive, inclusive, and aspirational school culture.

Leadership and management

- To be a member of the school senior leadership team assuming responsibility for identified strategic priorities and related outputs.
- To oversee quality assurance and standards of learning and achievement in all curriculum areas.
- To inform the Principal & Vice Principal on a regular basis, of successes and areas for development in teaching practice, and to work to identifying effective actions to address any underperformance emerging.
- To develop and implement, with the support of the Vice Principal, an effective action plan which drives forward improvements in the area of responsibility.
- To monitor and evaluate progress against the action plan as part of Performance Management Targets.
- To ensure engagement with professional collaborative (e.g., External, formal, partnerships) for improvement in the specified area and to evaluate the impact of this work.
- To assume line management responsibility for curriculum area(s) and its (their) performance, supporting and holding to account those leading the area.
- To model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the school and leading by example.
- To line manage staff within the specified improvement teams.
- To direct and quality assure the work of that line managed, including the Teaching & Learning Team.
- To contribute to the delivery of the school's tutorial and assembly programme as appropriate to the role.

Contribution to school priorities and policies

- To contribute to the school's self-evaluation (SEF).
- To contribute to the development of an aspirational culture and climate for learning.
- To advise the Senior Leadership Team on effective professional development for staff with regard to whole school priorities.

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General duties and responsibilities

- To support the behaviour system when available.
- To lead duty teams and participate in general duty rotas
- To attend daily SLT briefing meetings
- To schedule and attend regular, recorded meetings with Senior Leadership Line Manager
- To carry out other duties as may be reasonably requested.
- To keep the Senior Leadership Team fully informed of all matters that the postholder is involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To lead and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with school priorities and performance management objectives.
- To ensure confidentiality is maintained at all times.
- To meet with parents as required by such circumstances as may arise.
- To actively support school initiatives, values, and vision
- To work in accordance with all school procedures and policies, to adhere to the school's professional code of conduct for staff and expected standards for all staff.
- To develop further partnerships with parents and liaise with other stakeholders in the community, Local Authority and United Learning.
- To monitor and evaluate standards against the most recent OFSTED report and update the relevant sections for self-evaluation.
- To liaise and meet outside agencies relevant to student support services.
- To promote the academy in the local and wider community.
- To undertake other duties and relevant tasks which may occasionally be required.

Personal Attributes

- Unwavering commitment to safeguarding and to the welfare, inclusion, and success of every pupil.
- High expectations, resilience, and moral purpose.
- Reflective, coach-like leadership style; models professionalism and discretion.
- Solution focused; remains calm under pressure and takes decisive, evidence-based action. -focused; remains calm under pressure and takes decisive, evidence-based action.
- Values driven, aligned with The Lowry Academy's ethos of responsibility, excellence, aspiration, commitment, and teamwork. -driven, aligned with The Lowry Academy's ethos of responsibility, excellence, aspiration, commitment, and teamwork.

Additional Information

- This job description is not exhaustive; roles and duties may be varied to meet the changing needs of the Academy.
- Specific leadership portfolios (e.g., DSL vs DDSL; PSHE lead; AP oversight) may be refined on appointment to reflect the strengths of the successful candidate and the needs of the school.
- Availability for evening events, occasional weekends, and on-call safeguarding responsibilities are expected as part of the leadership role

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Safeguarding & Child Protection

The Lowry Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, online checks, and satisfactory references. Safeguarding training will be mandatory and regularly updated.



The Lowry Academy
The best in everyone™
Part of United Learning