



# Assistant Principal (Science Specialism)

## Job Description and Person Specification

Contract Type:	Permanent
Salary:	Leadership Scale L11 – L17 (£70,603 - £81,012 per annum, including Outer London allowance)
School:	Haberdashers' Crayford Academy
Location:	Iron Mill Lane, Dartford, Kent DA1 4RS
Hours per week:	32.5
Accountable to:	Vice Principal

## Job Purpose

We are seeking an exceptional Assistant Principal (with specialism in Science) who is ambitious, highly motivated and with a dynamic approach to their work.

As an Assistant Principal, you will contribute strategically and operationally to the leadership of the academy. You will lead with clarity, high expectations and integrity, ensuring consistency in systems, strong staff development and excellent outcomes for students.

We are looking for leaders who have a proven track record of impact, who combine strategic thinking with visible, hands-on leadership, and who are relentless in their pursuit of excellence. You will be values-driven, resilient and committed to building a culture where staff feel supported and students thrive.

## Key Responsibilities

### Strategic Leadership

- Provide visible, values-led senior leadership, setting the tone for excellence in standards, culture and professional conduct.
- Play a pivotal role in shaping and delivering whole-school improvement priorities, translating strategy into measurable impact.
- Drive consistency and high expectations across the academy, ensuring systems are implemented with clarity, precision and purpose.
- Champion high-quality provision and strong outcomes for all students through evidence-informed leadership and intelligent use of data.
- Lead, challenge and develop colleagues, building collective capacity and strengthening accountability across teams.
- Contribute decisively to self-evaluation, quality assurance and improvement planning, maintaining a relentless focus on achievement and aspiration.
- Hold colleagues to account with clarity and integrity, while fostering a culture of professional growth and shared responsibility.
- Act with flexibility and initiative, stepping forward to lead in response to the evolving needs of the academy.

## Quality of Education

- To be an excellent role model for all staff in all aspects of classroom practice
- To help to ensure that all the students can learn and make exceptional progress
- To lead improvements in teaching and pastoral care across the Academy
- To lead and monitor the quality of education delivered in assembly and tutor time
- To support in the delivery of a rigorous and engaging PSHE curriculum
- To ensure that assessment and moderation processes lead to excellent learning for students, and meet all statutory and other requirements
- To support a culture in which dialogue about teaching and learning amongst school staff helps drive standards
- To set rigorous targets for assigned areas, support staff in achieving them and challenge under performance where necessary
- To support professional learning by attending sessions, meetings and forums as required so that staff can learn from one another
- To work in partnership with colleagues to review the availability and use of resources
- To support the department leaders with arrangements for classes requiring cover in your Key Stage for minimal disruption to pupil learning

## General

- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

## Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>An Honours' degree with QTS</li> <li>An Enhanced DBS (we will apply for this for you)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Masters level (or equivalent)</li> <li>Evidence of accredited study such as working towards senior leadership qualification</li> </ul>	<p>A, I, AS, R</p> <p>A, I, AS, R</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Proven subject knowledge and expertise within your teaching area</li> <li>Excellent knowledge of Science curriculum theory, and experience of developing whole-school curriculum</li> <li>Proven experience in a middle leadership role – either within a school or equivalent setting</li> <li>Evidence of improving the quality of education through previous roles</li> <li>Experience of leading a team with impact</li> <li>Evidence of supporting an inclusive approach to learning, including those who are vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>Excellent knowledge of pedagogy and the translation of the knowledge into practice</li> <li>An interest in working within a Multi-Academy Trust setting</li> </ul>	<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them</li> <li>Belief in equality and opportunity for all, ensuring that all staff feel included and listened to</li> <li>Ability to establish and articulate a clear vision in an engaging way</li> <li>Determination and resilience</li> <li>High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging</li> </ul>		<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>

	<p>with a range of stakeholders successfully</p> <ul style="list-style-type: none"> <li>• Commitment to collaborative working</li> <li>• High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>		<p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>
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## Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion. Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'