

Associate Assistant Principal

Job Description

Contract: Full time rotational programme

Focus: Special Educational Needs (including SEMH), Alternative Provision and Leadership Development

Pay: L3 - L7 (£54,394 - £60,145)

This post is uniquely designed for aspiring senior leaders and those seeking to transition into the specialist sector, serving as a vital bridge between Middle and Senior Leadership. It offers a structured pathway into Special Education, Social, Emotional, and Mental Health (SEMH), and Alternative Provision.

The successful candidate will join a dynamic leadership development programme, featuring regular rotations across our partnership of schools. This critical rotation ensures a broad acquisition of skills in special education, alternative provision, and SEMH. Regardless of initial background (SEN, mainstream, or subject-specific), this role strategically prepares individuals for senior leadership by exposing them to the diverse strategic and operational complexities of our schools.

The Associate Assistant Principal plays a pivotal role in supporting the Senior Leadership Team to drive significant school improvement. While individuals may maintain a specific focus (e.g., Mathematics or Curriculum), the overarching objective is to cultivate the capacity to lead effectively across all critical areas of the school.

Development and responsibilities focus on four core objectives:

- Gaining hands-on experience and strategic understanding of a broad range of SEND across different school settings.
- Supporting the strategic review of the curriculum to ensure it is ambitious and accessible for pupils with SEND, assisting in its implementation and sequencing.
- Developing personal coaching and leadership skills by working alongside leaders, helping to build capacity and expertise within staff teams.
- Operating as an Associate member of the Senior Leadership Team to contribute to strategic direction, operational management, and school-wide policy implementation.

This job description outlines the primary professional duties attached to this post; it is not exhaustive. You will be required to perform duties as described in the School Teachers Pay and Conditions document, and your working time will align with the requirements of the Leadership Team as stipulated therein.

Key Result Areas

Leadership and Management

- Attend Senior Leadership Team meetings as an Associate member, contributing to the development of vision, values, and strategy.
- Uphold and promote the core principles, values, and ethos of the Trust across all rotational placements.
- Assist in the self-evaluation process, gathering evidence to support the School Development Plan.
- Work in partnership with Associate Principals to support improvement planning and execute specific projects.

- Take ownership of specific whole-academy projects (negotiated annually) to build your leadership portfolio.
- Support the development of a curriculum that addresses pupils' academic, special, and personal needs.
- Assist in leading staff meetings and CPD sessions, ensuring they are evaluated effectively.
- Support the Associate Principals in operational day-to-day management, learning how to take robust action when problems arise.

Professional Development & Rotation

- Commit to a structured rotation, moving between school sites to understand different cohorts and operational challenges.
- Actively seek opportunities to learn about new aspects of leadership.
- Engage in mentoring from experienced Senior Leaders to refine your leadership style.

Staffing

- Contribute to the development of staff teams, offering guidance and support to colleagues.
- Support the implementation of Performance Management and HR systems, learning to hold others to account in a supportive manner.
- Consistently demonstrate unconditional positive regard, helping to create a climate that is supportive of staff, pupils, and parents.
- Support the induction of new staff and the recruitment process to understand HR compliance in education.
- Facilitate continued professional development for yourself and others.

Pupils

- Undertake a teaching commitment (class, groups, or intervention) to model high-quality special education teaching in line with Teacher Standards.
- Take responsibility for the welfare needs of pupils, ensuring a consistent, positive approach to behaviour management.
- Promote good behaviour and emotional regulation, working with colleagues to set the highest possible standards of classroom practice.

The Curriculum

- Liaise with colleagues to assist in the organisation and delivery of the curriculum.
- Support curriculum innovation, monitoring, and review to ensure standards remain high.
- Collaborate with Associate Principals regarding assessment, moderation, and policy revision.
- Keep up-to-date with national initiatives in SEND and subject-specific areas, disseminating research and best practice to staff.

Resources, Sites, and Premises

- Reflect on and support the prudent use of funding (including Pupil Premium).
- Manage specific budgets relating to your assigned project areas.
- Support the Health and Safety policy of the Trust, reporting concerns regarding security or safety immediately.
- Act as a visible presence around the site, supporting the maintenance of a safe environment.

Trust, Community, and Safeguarding

- Lead in the development of effective partnerships with parents and carers, often acting as a point of contact for complex queries.
- Establish links with the governing body and present reports on your key result areas when required.
- Promote and actively support the Trust's responsibilities towards safeguarding, ensuring you are up to date with KCSIE and local procedures.
- Establish links with the governing body

- Uphold and actively promote an inclusive environment by refraining from any prejudicial or discriminatory conduct towards service users or employees, including individuals from minority ethnic communities, women, disabled persons, older people, or LGBTQ+ individuals. Furthermore, the post holder is expected to challenge and report any such practices or behaviors.
- As part of your wider duties and responsibilities you are required to promote and actively support the SPP's and the Trust's responsibilities towards safeguarding
- You will be able to use ICT effectively in all aspects of work

Responsible to: Senior Leadership Team

Employee Supervision: Middle Leaders / Teachers / Support Staff

Experience

- A strong background in classroom practice with evidence of excellent outcomes for pupils (in either Mainstream or Special settings).
- Successful experience as a middle leader (e.g., Head of Department, Key Stage Leader, or SENCO) with evidence of having impact beyond your own classroom.
- Experience working with children with additional needs within your current setting, with a genuine desire to specialise further.
- Experience of coaching, mentoring, or supporting other staff members to improve their practice.
- Experience of managing resources or small budgets effectively within a department or project.
- Involvement in, or an understanding of, the staff recruitment process (desirable, but not essential).

Knowledge

- Comprehensive knowledge of *Keeping Children Safe in Education* (KCSIE) and an understanding of how this translates to daily practice in a school setting.
- Deep knowledge of strategies to achieve effective learning, teaching, assessment, and engagement, with an understanding of how these might need to be adapted for pupils with SEN needs.
- An understanding of the Code of Practice and the specific welfare needs of pupils with SEN.
- Knowledge of how data is used to inform planning and intervention strategies at a whole-school level.
- Understanding of curriculum sequencing and design, including how to ensure accessibility for all learners.

Skills & Attributes

- The ability and ambition to step up into Senior Leadership, demonstrating the resilience required for high-level decision-making.
- The ability to move between different school sites and contexts as part of the rotation programme, adapting quickly to new teams and pupil cohorts.
- The ability to use coaching techniques to motivate staff and support them in improving their practice, rather than just directing them.
- The ability to interpret educational data to monitor progress and evaluate the impact of interventions.
- Excellent verbal and written communication skills, with the ability to write clear reports and communicate sensitively with parents, carers, and external agencies.
- The ability to remain calm under pressure, model emotional regulation, and maintain a "solutions-focused" approach when facing challenging behaviour or complex staff issues.
- Effective use of IT for monitoring, recording, and presenting information.

Qualifications

- Qualified Teacher Status (QTS).
- Degree (or equivalent).
- Evidence of recent leadership CPD
- Commitment to the intensive training and rotation programme offered by the partnership and the Trust.

Behaviours and expectations

All staff members are expected to adhere to and promote professional standards including the Trust and SPP's code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the SPP's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the Borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.