



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Assistant Principal

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	Assistant Principal
Responsible to	Principal
Full-time Salary	LS 11-15 £70,064 - £77,172
Working Pattern	Full Time, Permanent
Working Hours	32.5hrs per week
Line Management Responsibility	Yes

Role Summary

As Assistant Principal, you will excel in the classroom - but, just as importantly, you will be instrumental in supporting colleagues across the school to enhance their effectiveness in the classroom and beyond, through mentoring, coaching, professional development and challenge.

The ideal candidate will be an experienced and outstanding classroom practitioner with a track record of strong outcomes. We need someone with middle leadership or senior leadership who can walk the walk and be a beacon of excellent practice in a classroom environment, whilst possessing the muscularity of intellect and professional credibility to drive up standards across the academy.

What qualities are we looking for?

Outstanding Teacher: Proven track record of excellent outcomes.

Inspirational Leader: Ability to motivate and inspire others to achieve their best.

Analytical and personable: Build, interpret and evaluate data alongside building positive working relationships with families and professionals.

Fearless: Prepared to have difficult conversations with pupils, families and external stakeholders.

Excellent Communicator: Skilled in delivering effective CPD to large groups of teachers.

Organised and Forward-Thinking Professional: Capable of leading a whole school priority to make sure it's everyone's business.

Hard Worker with a 'No Excuses' Approach: Committed to senior leadership with a strong work ethic.

Purpose of the Role

We are looking for an aligned professional to join our forward-thinking, passionate and no excuses senior leadership team and are interested in candidates with a range of academic specialisms and expertise. A final role will be drawn up in consultation with the successful candidate and the leadership team.

Strategic Leadership, management and organisation

- ★ Contribute fully to the strategic development of the academy through full participation in meetings and discussions with senior staff .

- ★* Contribute to the monitoring and evaluation of standards in teaching reporting to the Vice Principal and Principal and, where required, wider leadership team and LGC (Local Governance Committee).
- ★* Produce regularly reviewed documentation to record evaluative activity and judgements and contribute to plans for improvement.
- ★* Advise and support the senior leadership team and, where required, the LGC on matters pertaining to standards in teaching and learning, devising, taking and monitoring appropriate action to improve these as required in consultation with the Principal.
- ★* Take a full part in the sharing of good practice across the academy.
- ★* Provide day-to-day leadership of the secondary phase teaching team, ensuring the highest of standards in teaching and learning.
- ★* Contribute to ensuring the progress of professionals through high-quality CPD.
- ★* Contribute to all leadership discussions and provide advice on matters pertaining to resources, budget planning, present and future staffing needs on the school site.

Leadership of teaching, learning and assessment

- ★* Undertake whole-school development projects according to identified and agreed priorities and evaluate the impact of these upon pupil outcomes.
- ★* Ensure that safeguarding and 'prevent' duties are taken into consideration in the development of all school policies and working practices.
- ★* Undertake any other reasonable professional task as directed by the principal.

Leadership of care, guidance, behaviour and safeguarding

- ★* Undertake whole-school development projects according to identified and agreed priorities and evaluate the impact of these upon pupil outcomes.
- ★* Ensure that safeguarding and 'prevent' duties are taken into consideration in the development of all school policies and working practices.
- ★* Undertake any other reasonable professional task as directed by the principal.

Manage behaviour effectively to ensure a good and safe learning environment

- ★* Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour in both in classrooms and around the academy, in accordance with the academy's behaviour policy.
- ★* Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- ★* Manage classes effectively, using approaches which are appropriate to pupil's needs in order to involve and motivate them.
- ★* Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Qualified Teacher Status	•	
Good Honour's Degree	•	
A commitment to continuous improvement	•	
Experience		
Evidence of outstanding teaching and impact on student outcomes	•	
Personal success in middle or senior leadership & experience of managing a team successfully	•	
Experience of leading both teachers and associate staff	•	
Experience of monitoring and evaluating aspects of teaching and learning and/or performance management	•	
Experience of working in more than one school or Academy	•	
Knowledge		
Knowledge and understanding of what constitutes high quality educational provision and strategies for raising achievement	•	
Ability to lead on the implementation of a wide range of pupil interventions	•	
An understanding of how to seek and use data effectively to track and monitor progress and show impact of actions	•	
Knowledge and understanding of data analysis and how to find trends emerging that indicate pupil progress	•	
Professional Skills		
Support and contribute strategic thinking to the ethos, vision, principles and values of the academy	•	
Contribute to the development and management of the academy by leading team and staff meetings as required	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ensure that all deadlines are met as published in the academy calendar	•	
Support the aims of the school through ensuring full staff attendance at and participation in events such as open evenings & parent's evenings		
Contribute to and ensure adherence to the various policies of the academy and devise and implement school improvement plans.	•	
Reflect on own practice as well as the practices of the academy with the aim of achieving excellence in every	•	

area of our work.		
An understanding and commitment to the protection and safeguarding of children and young people	•	
Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance.	•	
Understands and acts within the statutory frameworks which set out professional duties and responsibilities.	•	
Personal Qualities		
Sense of humour and maintain a sense of perspective	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	
High levels of resilience and emotional maturity	•	
Excellent organisational skills – especially when logistically planning multiple events involving other institutions	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
High level of integrity with an ability to self-evaluate and reflect	•	

The above list is not exhaustive.

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service	Yes
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Enhanced Check (DBS)	
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org