



## GREENWOOD ACADEMIES TRUST

### **JOB DESCRIPTION**

**Post Title:** Assistant Principal

**Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students aged 4-19 and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for students' personal and academic growth.

**Reporting to:** Deputy Principal/Principal

**Responsible for:** The Assistant Principal will support the Principal and Deputy Principal in:

- Communicating the school's vision compellingly and supporting strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives

They may also be required to undertake any of the duties delegated by the Principal.

Teaching commitment of up to 50% complying with Teacher's Standards and modelling best practice for others.

<b>Qualities:</b>	<p>The Assistant Principal will:</p> <ul style="list-style-type: none"> <li>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct</li> <li>• Build positive and respectful relationships across the school community</li> <li>• Serve in the best interests of the schools ' students</li> </ul>
<b>Operational/Strategic Planning:</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate systems, policies, and strategies in your area of responsibility</li> <li>• To contribute to the academy's development plan and its implementation</li> <li>• To contribute to whole Academy planning activities</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To assist the Deputy Principal to ensure that the curriculum delivers the provision required by individual children as detailed in their EHCPs. To assist the Principal to ensure that the Trust's strategic objectives are met</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the Trust's mission and strategic objectives</li> <li>• To ensure the curriculum is designed to meet the needs of our students, as outlined in their EHCPs</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>• To take part in the Trust 's staff development programme by participating in arrangements for further training and professional development</li> <li>• To continue personal development in the relevant areas</li> </ul>
<b>Recruitment/ Deployment of Staff:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective/efficient deployment of classroom support.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the Trust.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To help implement the Trust's quality procedures and adhere to them</li> <li>• To contribute to the process of monitoring and evaluation of the area of responsibility in line with agreed Trust procedures, and school/ LA systems and processes including evaluation against quality standards and performance criteria</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To review from time-to-time systems</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information systems, e.g., Smartlog, Arbor</li> </ul>

- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning and wider provision

**Communications:**

- To communicate effectively with the families of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the Trust
- To maintain and develop effective positive partnerships with other professionals/agencies to ensure people's needs are fully met
- To follow agreed policies for communications in the Trust
- An ability to converse at ease with all customers and provide accurate advice to fulfil all spoken aspects of the role through the medium of spoken English

**Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open days, Parents' Evenings, Review Days, and liaison events with partner Academies
- To contribute to the development of effective links with external agencies and other schools

**Management Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Deputy Principal/ Principal to identify resource needs and to contribute to the efficient/effective use of physical resources
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department, and the pupils

**Pastoral System:**

- To promote the general progress and well-being of individual students and of the group
- To liaise with the Principal/Deputy Principal to ensure the implementation of the Trust's support systems
- To evaluate and monitor the progress of students and keep up-to-date student records as required
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the families of students and with persons or bodies outside the Trust concerned with the welfare of individual students
- To support the Trust's behaviour management protocols so that effective learning can take place
- To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

- To maintain discipline in accordance with the Trust's procedures and to encourage good practice about punctuality, behaviour and standards of work

**Other Specific Duties:**

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To carry out pre-school, break, lunchtime and after school duties as required
- To actively promote the Trust's corporate policies
- To continue personal development as agreed
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified not mentioned in the above
- To promote and safeguard the welfare of students across the academy

## **Additional Specific Responsibilities**

Senior leaders will;

- Work with the Director of special schools/Principal/Deputy Principal on:
  - Strategic direction
  - School discipline
  - Overall standards
  - Managing the Academy
- To line and performance manage staff assigned to them by the Principal

And additionally:

- tracking and monitoring the progress of pupils towards EHCP targets
- tracking and monitoring behaviour and engagement
- other roles as designated by the Principal

## **Duties and Responsibilities**

School culture and behaviour

Under the direction of the Principal, the successful candidate will:

- Create a culture where students experience a positive and enriching school life
- Uphold standards to prepare students from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of student attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance.

## **Additional and special education needs and disabilities (SEND)**

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Promote a culture and practices that allow all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Make sure the school works effectively with parents, carers, and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

## **Organisational management and school improvement**

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Establish and oversee systems, processes, and policies so the school can operate effectively and efficiently. E.G Evolve, Smartlog, CPOMS
- Ensure staff and student safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing, and mitigating risk
- Ensure effective use of budgets and resources

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the Principal or Deputy Principal, the Assistant Principal will:

- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Other areas of responsibility:**

In collaboration with other senior leaders,

- Plan and manage the EHCP processes across the academy
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL), achievement and progress towards EHCPS.
- Where appropriate/necessary, plan, implement and monitor interventions and provision by other professionals e: g Health, Social care
- Provide training and support for teachers and support staff on delivering the provision effectively

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with .

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description. As the school grows, the responsibilities of the Assistant Principal may change in order to provide appropriate support to the school cohort.

## PERSON SPECIFICATION

### Assistant Principal

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Degree	✓		Application form
Higher Degree		✓	Application form
<b>Experience:</b>			
Experience of leadership within education/LA/ Multi Academy Trust or any other relevant organisation.	✓		From references
<b>Personal and Professional Skills and Attributes:</b>			
Flexible and approachable. Able to deal sensitively with people	✓		At interview
Incisive and clear strategic thinker	✓		At interview
Resilient and calm under pressure	✓		At interview
Excellent communication skills	✓		Application form and at interview
High expectations of students in terms of behaviour and achievement	✓		Application form, at interview and from references
The ability to motivate staff and students	✓		Application form, at interview and from references
Solution focussed on approach	✓		At interview
Evidence of the ability to synthesise and evaluate data to support strategic planning	✓		At interview
A good understanding of the needs and management of students with SEND	✓		Application form and at interview

High professional standards	✓		Application form, at interview and from references
Enthusiasm for teaching			
Willingness to offer a positive commitment to the life of the Academy	✓		Application form, at interview and from references
Ability to play a leading role in the further development of the Academy	✓		Application form, at interview and from references
<b>Other:</b>			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills, and abilities	✓
Positive recommendation from current employer	✓

In addition to the above selection criteria, the Greenwood Academies Trust will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines.