

## Job Description: Assistant Principal

**Reporting to:** Principal

**Location:** Hyde Park Road, Southsea, Portsmouth, PO5 4HL

**Contract:** One year fixed term contract

**Working Pattern:** Full Time

**Salary:** L11 – 15 (dependent on skills and experience), including potential relocation package

### The Role

As Assistant Principal, you will have the opportunity to lead on such areas as ethos, systems and procedures, curriculum development, timetabling, progress and standards, behaviour management, safeguarding and welfare, external relations, community links, staff development, training and induction. As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy, and will help to establish a school culture that is both nurturing and rigorous.

### Key responsibilities

- Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Support coordination of vision and strategy for the academy
- Leadership of effective external relationships with community and other stakeholders
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

### Outcomes and activities

#### Leadership and Management

- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Facilitate projects, programmes or systems as directed by the Principal
- Help implement systems that work effectively in combination with whole academy systems and administration
- Help keep systems organised, up-to-date and user friendly for all academy staff
- Line manage particular staff, including target setting, coaching and monitoring.
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the principal and vice principals, to step-up and undertake the professional duties of the principal as reasonably delegated

#### School Ethos and Culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students.

#### Teaching and Learning

- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Teach outstanding lessons that motivate, inspire and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring

- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.

#### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the principal.

# Person Specification: Assistant Principal

## Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK.

## Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others.

## Behaviours

### Leadership

- Understands their own contribution to the academy as a whole
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### Vision and strategy

- Vision aligned with ARK's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.

### Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

### Leading External Relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*