

Job Description: Assistant Principal

Reporting to:	Vice-Principal
Location:	Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Ark Outside London Leadership Scale: Points 12 - 16 (£54,650 - £60,406)

The Role

As Assistant Principal, you will have the opportunity to lead on areas such 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. You will be instrumental in leading the consistent application of our Behaviour Policy. 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 rigorous and nurturing.

To help you gain experience in all aspects of school leadership and prepare for Headship, the exact role and specific responsibilities of the Assistant Principal will be agreed annually and will change regularly.

Key responsibilities

Leadership and Management

- Lead aspects of the academy improvement 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 the safety and wellbeing of pupils and staff is always promoted and maintained
- To fully support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Lead the pastoral and behaviour teams on your campus
- Secure the effective implementation of systems that work effectively in combination with whole academy systems and administration
- Analyse data to inform further improvements
- Line manage particular staff to include target setting, coaching and monitoring, consistent implementation of policies and procedures
- 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
- Lead consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Secure the smooth transition of mid phase students
- Represent the school at relevant external organisations
- 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 classroom culture
- 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
- Support with the development of high quality PSHE/SMSC teaching materials and ensure their effective delivery with the Directors of Progress.
- 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

- Actively promote the safety and welfare of our children and young people
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Assistant Principal

Qualification Criteria

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

Knowledge, Skills and Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding of how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and a belief in the potential of every student and alignment with Ark's high aspirations and high expectations of self and others
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- 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
- Ability to manage and maintain effective working relationships with staff, parents and other external stakeholders

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.