



## **Job Description: Assistant Principal**

**Reporting to:** Primary Principal

**Start date:** 01 September 2021

**Salary:** Ark Leadership Pay scale: L2 to L6

**Contract:** Permanent

**Hours:** 08:00am to 17:00pm

### **The Role**

**The specific roles and responsibilities of the successful applicant will be agreed following their appointment.**

To assist the Primary Principal in leading and managing the school by:

- Contributing to formulating and reviewing the Academy Improvement Plan and the aims and objectives of the Academy
- The involvement in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous
- Working closely with the Primary Principal in creating the academy's ethos for teaching and learning including driving high standards and expectations
- Consistently demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Ensuring the safeguarding of all pupils and that the safety and wellbeing of pupils and staff is promoted and maintained at all times

### **Key Responsibilities**

- To be an outstanding leader across the Primary
- To lead, develop and manage a phase or phases within the school ensuring consistency across the year groups
- To support the Primary Principal and other leaders in setting high standards of teaching and learning across your Phase(s) and to monitor the impact of teaching and learning activities on the attainment and progress made by all pupils
- To contribute to the strategic improvement plan, including monitoring and implementation and updating the academy's self-evaluation
- To work with the Primary Principal to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
- To work with the Primary Principal to ensure the academy, people and resources within it are well organised and managed to provide an efficient, effective and safe learning environment

### **Outcomes and Activities**

#### **Teaching and Learning**

- Provide an example of 'excellence' as a leading classroom practitioner and inspire and motivate other staff as well as sharing expertise with others
- Work with the Primary Principal and other leaders to sustain high expectations and excellent practice in teaching and learning throughout your Phase(s)
- Be an exemplary Instructional Coach and plan and implement effective mentoring and coaching practices to ensure the needs of all pupils are met
- Create a climate for learning within teams and support the notion that all teachers are also learners
- Support developments and initiatives to improve standards in English and Mathematics as well as access to the wider curriculum across the school
- Produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
- Work with teaching staff to develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student achievement



- Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing pupils for external examinations, including booster classes and Easter school
- Provide regular feedback for staff in a way that recognises excellent practice and supports their progress against professional and performance appraisal objectives resulting in a tangible impact on pupils learning and achievement
- Maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment

### **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a culture and ethos that is utterly committed to achievement
- To be active in issues of pupil welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake training to be a Deputy Designated Safeguarding Lead
- Undertake other various responsibilities as directed by the line manager or Primary Principal



## **Person Specification: Assistant Principal**

### **Qualification Criteria**

- Qualified to degree level and above
- Qualified to teach and work in the UK
- Evidence of professional development

### **Experience**

- Proven exemplary classroom practice in a primary school with substantial middle leadership and management experience
- Experience of providing professional development to teachers, including coaching, mentoring and training
- Experience of designing and developing resources to support learning across different subjects
- Experience of preparing and leading training sessions
- Demonstrable experience of significantly raising attainment in a challenging context
- Experience of reflecting on and improving teaching practice to increase pupil achievement
- Evidence of continually improving the teaching and learning in their subject area through schemes of work, assessment and extra-curricular activities etc.

### **Knowledge**

- Knowledge of the latest educational research, findings and best practices
- Excellent understanding of the OFSTED Framework and what constitutes effective teaching and learning
- Excellent knowledge of the Early Years Framework and Primary National Curriculum and a solid grounding in the assessment processes used to support planning and raise student attainment across all Phases
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour

### **Behaviours**

#### **Leadership**

- Highly effective team member and leader
- High expectations for accountability and consistency
- Vision aligned with Globe's high aspirations and high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

### **Teaching and Learning**

- Excellent classroom practitioner who ensures that their own classroom practice models best practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
- Has excellent communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

### **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 Disclosure & Barring Service check.