

## Job Description

<b>Post</b>	Assistant Principal
<b>Pay Scale</b>	L8-12

This post is subject to Teachers Pay and Conditions. The postholder is expected to uphold the Professional Teachers Standards.

 <b>High Standards</b>	<ul style="list-style-type: none"> <li>• Set high expectations for staff and students</li> <li>• Demonstrate outstanding teaching practice</li> <li>• Share excellent curriculum knowledge with others, to provide an innovative curriculum</li> <li>• To maintain the school's standards in the absence of the Principal</li> <li>• Lead areas of School Improvement and Self Evaluation</li> <li>• Never accept second best in yourself or others</li> <li>• Support the Principal in developing the school ethos</li> </ul>
 <b>Daring to Dream</b>	<ul style="list-style-type: none"> <li>• Develop strategies to stretch and challenge</li> <li>• Inspire those around you to craft their future</li> <li>• Promote a love of learning for across the school</li> <li>• Enable others to think outside the box</li> <li>• Encourage others to take measured risks</li> <li>• Set challenging targets</li> <li>• Lead others with vision and pride</li> </ul>
 <b>Traditional Values</b>	<ul style="list-style-type: none"> <li>• Enable everyone to be part of a safe environment</li> <li>• Lead by example with positive attitudes and behaviours</li> <li>• Support strategies for student and staff accountability</li> <li>• Demonstrate a firm but fair approach to students</li> <li>• Manage behaviour in line with school policies</li> <li>• Lead by example by having excellent attendance</li> <li>• Treat others with dignity and respect</li> </ul>
 <b>Success</b>	<ul style="list-style-type: none"> <li>• Support the Principal to quality assure attainment/progress</li> <li>• Celebrate and share success with students and staff</li> <li>• Praise the achievement of students and colleagues</li> <li>• Be responsible for school culture (QoE)</li> <li>• Lead data and assessment to drive school forward</li> <li>• With the Principal embed policies and procedures</li> <li>• Effectively safeguard students and staff</li> <li>• Support inclusion in partner schools</li> </ul>
 <b>Personalised Support</b>	<ul style="list-style-type: none"> <li>• Provide specific support to staff and students as required to develop the leaders of tomorrow</li> <li>• Be an advocate for disadvantaged students</li> <li>• Deliver success with your priorities through engaging others</li> <li>• Be part of the whole school rota system</li> <li>• Demonstrate positive relationships with everyone</li> <li>• Line manage staff as directed by the Principal</li> <li>• Take on any other duties requested by the Principal</li> <li>• To develop a programme of outreach work</li> </ul>



## Personal Specification

Skills	Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Degree level qualification or above</li> <li>Qualified Teacher Status (QTS) or equivalent</li> <li>Has evidence of further study in an area of education (Masters/NPQ)</li> </ul>	AF AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>A track record of transforming outcomes for young people with challenging behaviour</li> <li>Has taught a range of students with behavioural difficulties</li> <li>Has led and delivered CPD to support professional practice</li> <li>Evidence of school improvement for an area of school they were responsible</li> <li>Has consistently delivered excellent outcomes for students</li> <li>Evidence of additional leadership training</li> </ul>	I, R  AF AF I, R  R AF
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Has the ability/experience to teach multiple subjects</li> <li>A track record of leadership</li> <li>Has experience of effective line management of staff</li> <li>Can demonstrate accountability</li> <li>Can demonstrate the attributes for leading a team</li> <li>Is skilful at behaviour management and can support others</li> <li>Can form effective relationships with staff, students, parents and external agencies or partners</li> <li>Is familiar with school management systems</li> </ul>	AF, I  AF I  I LO I
<b>Leadership</b> <ul style="list-style-type: none"> <li>Demonstrates that they are a well-respected leader</li> <li>Can hold others to account</li> <li>Strives for perfection and has a good attention for detail</li> <li>Aspires to develop as a leader through reflective practice</li> <li>Can inspire those around them</li> <li>Understands the difference between a leader and a manager</li> <li>Has excellent communication skills</li> <li>Can take decisive action</li> <li>Understands the importance of collaborating in a small team</li> <li>Can support the Principal/Vice Principal in operational delivery of school</li> </ul>	I, R I AF, I I I AF, I I I I
<b>Learning and Teaching</b> <ul style="list-style-type: none"> <li>Proven track record as an excellent classroom practitioner</li> <li>Can lead areas of school outside their field of expertise</li> <li>Delivers exciting lessons where students make progress</li> <li>Can balance teaching and leadership responsibilities</li> <li>Has excellent planning and organisational skills</li> <li>Drives achievement and progress</li> <li>Is resilient and possess an excellent sense of humour</li> <li>Will embed the school ethos and values into all elements of teaching practice</li> <li>Can teach/willing to teach multiple subjects</li> </ul>	LO AF, I LO I I, R AF, R I I AF

*AF – Application Form, I – Interview, O – Observation, R – Reference*

