

Job Description for the Post of Assistant Principal

Grade: Leadership Scale L6-L10

In addition to the conditions of employment and the professional duties of Assistant Principal in the School Teachers' Pay and Conditions Document 2014, the above post includes the following responsibilities:

1. Purpose

The Skills Hub is a provision for students with Emotional and Behaviour and Difficulties. The Assistant Principal will work with the Principal, students and families, the wider SLT and the academy teams in providing and sustaining a journey of improvement, development and innovation to benefit our students. The Assistant Principal will be fully engaged with the Principal in planning changes to the curriculum and delivery to enhance the offer to our students and to take full advantage of the proposed new buildings, which will include technical/vocational facilities.

2. Core Responsibilities

Shared Responsibilities with the Principal

- Leading the work of the school to improve behaviour for learning, attendance and punctuality
- Developing and embedding new practice e.g. new policy with everyone responsible
- Disseminating leading practice relating to the management of behaviour for learning into the school within an agreed framework
- Taking responsibility for the impact of school policies on behaviour and attitudes to learning.
- Monitoring and evaluating progress in improvements in overall behaviour for learning and attendance with all key stakeholders
- Advising the Senior Leadership Team on all matters associated with behaviour, attendance and attitudes to learning including reporting on individual students, year groups
- Working closely with the Intervention Manager/SENCO, to ensure any student in need of additional support is referred appropriately
- Supporting and leading where relevant with transfer and transition arrangements at all key stages
- Leading on ensuring a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes.
- Maintain a high-quality educational environment for students with Emotional, Behaviour Difficulties students who have been or are at risk of being excluded from mainstream education and/or facing additional barriers to learning
- Ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management
- Play a full and active role in supporting and promoting every aspect of the life of the relevant school
- Attend Local Governing Body meetings as appropriate
- Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary

- Ensure that safeguarding and child protection are key priorities for all staff
- Keep abreast of developments within education and the special sector at local, national and international level
- Management and control of risk
- Participate in the OHC&AT family Innovation Hubs, as appropriate, in order to share good practice and innovation to maximise the benefits to pupils and students.

Specific Responsibility:

- Supporting the Principal in Professional Duties: To assist the Principal in mutually agreed areas of school leadership and management, including Behaviour for Learning, Pastoral Support and School Enrichment Provision (including Duke of Edinburgh Awards & Princes Trust)
- Teach as directed by the Principal
- Monitor the work of school of the school via lesson observations, learning walks, work scrutiny
- Actively support the development of teaching and learning in all aspects through the use of observation, feedback and advice

3. Organisation, Leadership and Management

| Shared Responsibilities with the Principal | Specific Responsibility |
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| <ul style="list-style-type: none"> • Uphold the aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims • Develop and maintain effective communication with and between students, staff, parents/carers, governors and the wider community • Assist in identifying advice and support for parents, carers and families • Promote equality, diversity and inclusion in line with OHCAT policies • Ensure equality of opportunity and of access for all members of the school community • Contribute to the effectiveness of Health and Safety procedures and assist the premises team in ensuring that the health and safety needs of students and staff are met as far as is practicable | <ul style="list-style-type: none"> • Promote professional development for all staff, supporting the delivery of a whole school programme of INSET in line with current improvement priorities and performance management targets, as well as targeted INSET for groups and individuals • Lead INSET as appropriate • Manage budget allocation to support INSET • Liaise regularly with administrative staff in monitoring student attendance, and implement school policy in order to minimise student absence • Contribute to class and school timetables so that they run efficiently and that there is appropriate balance of subjects across key stages |

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| <p>and that health and safety policy guidelines are adhered to</p> <ul style="list-style-type: none"> • Contribute to the creation, implementation and evaluation of the schools’ development plans and self-evaluation documentation • Assist with the wider improvement of community partnerships and the further development of extended service provision • To support colleagues with the development of a programme of integration and inclusion in line with other partner schools | |
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4. Management of Teaching and Learning

| Shared Responsibilities with the Principal | Specific Responsibility |
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| <ul style="list-style-type: none"> • Share responsibility for all monitoring and quality assurance activity and play an integral role in developing staff and raising standards and in other provisions within the OHC&AT family • Offer consistent pastoral support for students and provide expert guidance on the management and positive support of challenging behaviours • Promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning • Ensure that the planning and delivery of the curriculum is tightly focused (including the National Curriculum as appropriate) and tailored to meet students’ individual needs across the school • Plan for the development of the curriculum for the new Free School, including the development | <p>From the following, subject to negotiation:</p> <ul style="list-style-type: none"> • Responsibility for assessment, recording and reporting of students’ progress, both quantitative and qualitative, ensuring progression and continuity and sending relevant information on students’ attainment to the LA/DfE , Parents and Carers • Ensure effective long, medium and short term planning and development of the curriculum • Ensure that all students have quality of access to the whole curriculum, suitably differentiated to maintain a stimulating, relevant and effective learning environment in which the individual needs of students are met • Ensure student allocation to Curriculum Pathways is personalised and regularly reviewed to achieve and maintain appropriate levels of progress • Oversee the quality of structured programmes of work-related learning and work experience, including careers and information advice and |

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| <p>of the technical vocational provision and extending the offer to primary aged students</p> <ul style="list-style-type: none"> • Lead/participate in the OHC&AT family Innovation Hubs, as appropriate, in order to share good practice and innovation to maximise the benefits to students and students | <p>guidance, for students and students in Key Stages 3-4</p> |
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5. Management of People

| Shared Responsibilities with the Principal | Specific Responsibility |
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| <ul style="list-style-type: none"> • Contribute to the recruitment and selection of teaching and support staff • The Deputy Principal will strive to: Develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues • Maintain a positive team ethos through effective communication and shared discussion and training • Additionally, will work with other SLT members to: Have corporate responsibility for day-to-day management of staff | <ul style="list-style-type: none"> • Be responsible for overseeing the induction programmes for all new staff • Monitor staff attendance with HR and address these issues effectively as they arise • Arranging cover for staff absence • Act as an appraiser for teachers and identified members of the support team • Be the SLT Lead for a designated Year Groups Solutions Team • Oversee daily timetables, assembly and duty rotas and weekly information lists to ensure the smooth operation of the school |

6. The self-improving school system

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| <ul style="list-style-type: none"> • Create an outward-facing provision which works with other schools and organisations - in a climate of mutual trust and challenge - to champion best practice and secure excellent achievements for all students. • Develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils. • Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools. • Shape the current and future quality of the teaching provision through high quality training and sustained professional development for all staff. |
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- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

6. Other

The Assistant Principal will:

- Promote the Health and Safety of staff and students and visitors in keeping with OHC&AT's Health and Safety policy.
- Participate in appropriate continuing professional development and staff training opportunities to update or develop new skills.
- Ensure personal and corporate currency with regard to national and local policy developments, initiatives and legislation.
- Promote compliance with policies adopted by OHC&AT, e.g., Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertake such other duties of a similar nature as required by the Principal.

The job description is subject to review and change in consultation with the post holder.