

# Job Description

<b>Job Title:</b>	<b>Assistant Principal</b>
<b>Department/Directorate:</b>	<b>Senior Leadership Group</b>
<b>Salary Scale :</b>	<b>Leadership Spine</b>
<b>Accountable to:</b>	<b>Principal</b>
<b>Location:</b>	<b>Central RSA Academies Trust</b>

The job description has generic key responsibilities and is designated to the Trust's secondary senior leadership. Some of the tasks designated for 'support' within the job description will be allocated to the individual to lead through Trust and SLT responsibility designation. All senior leaders accept responsibility for each and every child in our Trust, whilst of course taking daily responsibility for the school that they are working in as part of the senior team

On appointment the job description and tasks will be reviewed to reflect the successful candidate's strengths, the professional development of all Senior Leadership Team members and school priorities as defined in the Trust Strategic Plan and the School Improvement Plan. Further guidance on the specific actions required to carry out allocated responsibilities will be negotiated with the Principal, in dialogue with the Executive Principal (CEO).

## Key Responsibilities of the Post:

- Carry out the duties of this post in line with the conditions of employment Redditch RSA Academies Trust and the Trust and schools' policies
- Under the overall direction of the Executive Principal (Ipsley/Arrow Vale) play a lead role:
  - in formulating the aims, objectives of the Trust schools and establishing the policies through which they are to be achieved
  - in implementing for the curriculum for all learners
  - monitoring standard of progress towards exceptional achievement
  - proactively manage staff and resources
- Take full responsibility for the school as required as a result of absence of other Senior Leaders
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the schools

### 1. Shaping the Future of the Schools

- In partnership with the Executive Principal, Governors and other senior leaders establish and implement an ambitious vision and ethos for the future of the schools
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Executive Principal and other senior leaders manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Executive Principal and other senior leaders, lead by example when implementing and managing change initiatives

- Promote a culture of inclusion within the school community where all views are valued and taken in to account
- In partnership with the Executive Principal and other senior leaders support the aims and development of the RSA Family of Academies and the RSA Academies Teaching School Alliance
- In relation to any work at Ipsley CE RSA Academy, support the Principal of School and other senior leaders in promoting the school's ethos of Christian distinctiveness

## **2. Leading Learning, Teaching and Assessment**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Support the strong implementation of school policy, including TEEP, to secure excellence in all areas of delivery
- Work with the Executive Principal to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all learners
- Work in partnership with the Executive Principal and other senior leaders in managing the school(s) through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Executive Principal and other senior leaders, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Work with the Q&A Director to develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure excellence, taking urgent actions as required to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of learners and staff in their own learning

## **3. Developing Self and Working with Others**

- Support the development of collaborative approaches to learning within the school and beyond, including through our Teaching School Alliance as required
- Support, with other senior leaders, the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as required
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Be an excellent role model for both staff and learners in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of groups, progress data and target setting
- Work with the Executive Principal and other senior leaders to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff as required

#### **4. Managing the Organisation**

- Lead regular reviews of school systems as required to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal and cross-school communication
- Working with the Executive Principal and other senior leaders, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior teams as required
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties as required

#### **5. Securing Accountability**

- Lead and support the staff and governance committee members in fulfilling their responsibilities with regard to school performance and standards
- Support the Executive Principal and other senior leaders in reporting school performance as required
- Promote and protect the health, safety and welfare of learners and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the schools of the Trust

#### **6. Strengthening Community**

- Work with the Executive Principal and other senior leaders in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Proactively support the aims of the RSA Family of Academies
- Proactively support and develop the work of the Teaching School Alliance
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

### **Specific Duties**

The responsibilities of all members of the Senior Leadership Teams will be reviewed following this appointment. Specific duties will then be added to this job description. An indication of areas of particular experience and interest should be included in the application letter. We are keen to recruit a colleague with experience from any of the following (non-exhaustive list) areas:

- Pupil attendance, behaviour and welfare
- Assessment, data and reporting
- KS3 Curriculum and assessment

### **Health and Safety**

- To comply with procedures on all matters concerning health, safety and welfare in accordance with the Central RSA Academies Trust's policies and procedures.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

### **Other Specific Duties**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

**This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary, job title and Leadership standards.**

**March 2018**