



Job Description

Job Title: Assistant Principal

Reporting to: Vice Principal

Grade: TLR 2.2

Overall purpose of the post:

To provide proactive support to the Vice Principals/Principal to ensure that the leadership and management of the Academy operates at the most effective level possible.

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To provide proactive support to the Principal /Vice Principals to ensure that the Leadership and Management of the Academy operates at the most effective level possible.

Main duties and responsibilities:

- Contribute, as a member of the SLT, to the continuous improvement of the academy
- Monitor, review and evaluate the work of teams and individuals in the context of academy policies and plans
- Implement and support the Trust's behaviour management system
- Have a visible presence around the academy during the day
- Take a full and committed part in your own performance management, as well as those you line manage
- Set performance review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with Trust policy
- Provide advice and guidance for staff in terms of their development within the profession
- Assist with the effective induction of new staff, as required
- Undertake regular assemblies throughout the year
- Be seen as a role model in terms of innovation, commitment and the positive impact upon children's lives and education.
- Monitor health and safety practice and report any issues to relevant staff
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment.

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
- Participate and play a lead role in planning for designated school events, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices
- Support the activity of the Academy as a member of the Outwood Grange Academies Trust
- Provide depth to the Leadership Team and assist with the Management of the Academy on a day to day basis but particularly when other members of the Senior Leadership Team are absent or working outside Academy
- Play an active part in the monitoring of the quality of Teaching and Learning across the Academy
- Actively support the academy's corporate policies and procedures
- Comply with the academy's Health and Safety Policy
- Be vigilant in reporting all safeguarding concerns.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.