



Job Description

POST:	Assistant Principal: Inclusion
RESPONSIBLE TO:	Principal
SALARY:	L1 – L5
SUPERVISORY RESPONSIBILITIES:	The Academy in the Principal's absence
LOCATION:	Oasis Academy Clarksfield
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced

Main purpose of the role:

- To make strategic evaluations of teaching, learning, inclusion and mental wellbeing.
- To provide activities to support and promote quality provision, learning experiences and progress.
- To support the school in securing effective education for all pupils and the continuous improvement of inclusion in the Academy.
- To act as a role model for teaching as set out in School Teachers' Pay and Conditions document, as necessary.

In addition you are required to undertake the following responsibilities, which may or may not be included above:

Inclusion:

- Monitor and evaluate pupil achievement and attainment throughout the Academy, particularly those who are disadvantaged, vulnerable and children on the SEND register;
- Lead by example as a teacher and as a leader, achieving the highest standards of pupil attainment, behaviour and motivation through effective teaching;
- To monitor the quality of teaching and learning to reduce the disadvantaged gap, in line with the Academy policy;
- SEND co-ordination
- Line management including professional development of support staff
- Trauma informed practice across the Academy
- Whole school approach to Mental health and well-being

- Update the Principal, other senior leaders and the Academy Council on the effectiveness of provision for pupils throughout the Academy;
- Have input into the target setting process;
- Have secure knowledge and experience of statutory assessments;
- Lead an inclusion team of SEND, wellbeing, pastoral and safeguarding to ensure all children receive an offer to support. Line manage the team to ensure consistent quality provision.

Leadership:

- Support the Principal in providing a clear direction for the development of the Academy;
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the Academy's Development Plan;
- Assume responsibility for the management of the Academy in the absence of the Principal;
- Establish quality relationships, encourage high quality working practices and support and lead teachers;
- Plan, organise and chair meetings as appropriate;
- Support, motivate and direct staff;
- Liaise with teaching assistants and outside agencies;
- Support the aims and ethos of Oasis and the Academy;
- Attend and participate in open/parent evenings;
- Attend team, staff and SLT meetings and report back to staff when necessary;
- Support the Academy to provide and promote excellence and enjoyment;
- Take responsibility for safeguarding as a senior leader.

People and relationships as part of Lead Team:

- Sustain effective, positive relationships with all staff, pupils, parents, Academy Councillors and the local community;
- Manage innovation and change;
- Work collaboratively;
- Model the commitment to the Oasis vision and values as represented by the Academy.

The National Standards for Leadership below highlight key generic skills and attributes we will be looking for in an Assistant Principal:

Shaping the Future:

- Think strategically, build and communicate the coherent vision in a range of compelling ways;
- Inspire, challenge, motivate and empower others to carry the vision forward;
- Model the values and vision of the Academy;
- Leading Learning and Teaching;
- Demonstrate personal enthusiasm for and commitment to the learning process;
- Demonstrate the principles and practice of effective teaching and learning;
- Access, analyse and interpret information;
- Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement;
- Acknowledge excellence and challenge poor performance across the Academy.

Developing Self and Working with Others:

- Foster an open, fair and equitable culture and manage conflict;
- Develop, empower and sustain individuals and teams;
- Collaborate and network with others within and beyond the school;
- Challenge, influence and motivate others to attain high goals;
- Give and receive feedback and act to improve personal performance;
- Accept support from others and work as part of the Oasis Family of Academies.

Managing the Organisation:

- Establish and sustain appropriate structures and systems;
- Delegate management tasks and monitor their implementation;
- Prioritise, plan and organise themselves and others;
- Make professional, managerial and organisational decisions based on informed judgements;
- Think creatively to anticipate and solve problems.

Securing Accountability:

- Demonstrate political insight and anticipate trends;
- Engage the Academy community in the systematic and rigorous self- evaluation of the work of the Academy;

- Collect and use a rich set of data to understand the strengths and areas of weakness of the Academy;
- Combine the outcomes of regular Academy self-review with external evaluations in order to develop the Academy.

Strengthening Community:

- Recognise and take account of the richness and diversity of the Academy's community;
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and act on community feedback;
- Build and maintain high quality relationships with parents, carers, partners and community that enhance the learning of all pupils.

Assistant Principal Person Specification

<u>Attributes</u>	Requirements	
	Essential	Desirable
Previous Experience		
	Substantial experience of successful teaching across the primary phase	
	Substantial experience of curriculum leadership and management.	
	Evidence of substantial and successful school improvement.	NPQSL
Ability to work within a professional team and to develop and promote the school's ethos and values		
	To demonstrate an understanding of cultural and social diversity and its impact on teaching and learning.	Experience of working with and involving Academy councillors (Governors)
	To promote the professional development of staff.	Experience of working with and developing links with the community
	To be eager to learn from others and to lead learning.	Confident use and knowledge of the digital curriculum
	The ability to monitor pupil progress, use results to inform planning and foster high expectations of pupil achievement.	
	Be supportive and approachable to children and parents.	
Ability To Communicate Clearly		
	Good written and oral communication skills.	Skilled in conflict resolution.
	Good presentational and ICT skills.	

	Clear and effective in meetings and in one-to-one discussions.	
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Ability To Lead		
	To identify with the Oasis vision for the academy	
	Respond effectively and efficiently to daily challenges.	To make decisions on the basis of sound judgement.
	Identify potential for individual development.	Have strategies to monitor and evaluate developments.
	Have mentoring, motivational and coaching skills.	
	Be a professional role model.	
Personal Qualities		
	Be enthusiastic and determined.	
	Have a sense of humour.	
	Able to work under pressure and to recognise and manage stress.	
	Have flexibility, sensitivity and tact.	
	Commitment to ongoing and professional development.	