ASSISTANT PRINCIPAL JOB DESCRIPTION

Post title: Assistant Principal

Grade: Leadership Scale, points 1 – 4

Responsible to: Principal, Deputy Principal, Oasis Academies Directorate

Responsible for: Numeracy

Numeracy across the whole primary phase, supported by senior leaders and phase leaders

Purpose of the job: The Assistant Principal is required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay & Conditions Document and to meet all Teacher Standards

The Assistant Principal is also expected to support the leadership team of the Academy in:

- Formulating the aims and objectives of the Academy through clear Academy improvement planning
- Establishing the policies through which they should be applied
- Managing staff and resources to that end
- Monitoring progress towards their achievement
- Implementing child protection policy and procedures and ensuring all children are safeguarded at Oasis Academy Nunsthorpe

The main areas of responsibility will be in:

Organisation

- To assist the Principal and Deputy Principal in the day to day running of the Academy, including the deployment of staff, ensuring that all personnel are well informed and have all the information they need in order to carry out their professional duties effectively
- To take a leading role in the establishment and maintenance of good and trusting relationships across the Academy, through sound communication and consultation procedures both within the Academy and with all appropriate agencies, including the Academy Council and Oasis Community Learning regional and national teams
- To assist the Principal and Deputy Principal in using resources (including finances) innovatively and effectively to raise achievement levels of all children
- Support the Principal in creating and developing an organisation in which staff recognise that they are accountable for the success of the Academy
- Ensure that an effective information flow is maintained within the Academy in line with the vision and ethos of Oasis Community Learning
Leading teaching and learning
- To play a leading role in the promotion of high standards of achievement and equal opportunities, promoting and developing Oasis Academy Nunsthorpe's policies and practices
- To demonstrate excellent practice as a teacher and maintain a good knowledge of current thinking in primary education
- To support with the monitoring of teaching, ensuring the highest standards are achieved, and supporting staff to develop and maintain outstanding practice
- To support with the monitoring of the quality of learning, ensuring student work is of a consistently high standard and feedback supports children in making progress and feeds into planning and target setting
- To work in the classroom alongside colleagues in order to support initiatives for raising achievement and the quality of teaching and learning

Curriculum leadership
- To assist the Principal and Deputy Principal in monitoring and supporting the delivery of the curriculum by working alongside practitioners as they plan (long term, medium and short term)
- To work closely with other senior leaders to ensure that everyone in the Academy follows the actions stated in the Raising Attainment Plans (RAPs) and the Academy Development Plan
- To contribute to the development of education, for example, sharing effective practice, working with Oasis hub academies and promoting innovative initiatives

Staff development
- To support Appraisal Reviews and staff CPD in line with individual performance targets and whole academy priorities
- To offer advice and support to teaching and other colleagues regarding their training needs, in line with priorities set out in the Academy Development Plan, including planning and leading training and development opportunities
- To support the Principal and Deputy Principal in ensuring that all newly appointed staff have adequate support as part of their initial and ongoing induction
- To work alongside other leaders and advisory staff involved in supporting the development of the academy
- To meet, monitor and support staff who it is felt require a coaching and support plan, or the support of the Academy's capability process, under the direction of the Principal and Deputy Principal

Pastoral care and safeguarding
- To have a high profile and actively engage with students and parents/carers to support children’s achievement and wellbeing,
- To co-operate and work with relevant agencies to protect children
**Behaviour management**
- To work with the Principal and Academy leaders to ensure that all staff know, understand and implement the academy’s Behaviour Policy and Anti-Bullying Policy
- To ensure that there is a consistent approach to discipline across the Academy so that all staff are
  - implementing the Behaviour Policy and Anti-Bullying Policy
  - establishing and maintaining good order
  - promoting the sensitive treatment of individuals
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment

**Parents, the community and extended schools**
- To play a full part in the life of the Academy community
- To work in partnership with other leaders to ensure the Academy maintains good relationships with parents and carers
- To liaise with staff in order to develop a partnership with parents which will enhance children’s learning
- To encourage parents to participate in the life of the academy in a variety of ways
- To co-ordinate, promote and assist at a range of Academy events

**Health and Safety**
- To work in partnership with other leaders and the Facilities Manager, ensuring that all staff know, understand and implement the Academy’s Health and Safety Policy

**Working with the Academy Council**
- To attend meetings of the Academy Council as required

**Additional responsibilities and general requirements**
- Undertake any professional duties reasonably delegated to him/her by the Principal
- Work in co-operation with colleagues and establish and maintain good relationships with staff and children
- Show commitment to the Academy, its inclusive ethos and equal opportunities for all in the Academy community, opposing strongly any form of discrimination
- Participate in the Academy’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Attend and participate in relevant training (including INSET days), sharing the knowledge and ideas gained with colleagues
- Carrying out additional duties commensurate with the grade of the post, including deputising for other members of the Academy leadership team in their absence

**TBC: Areas of Accountability**