Northern Education Trust – Job Description

Job Title:	Assistant Principal		
Base:	Academy		
Reports to:	Vice Principal	**Grade:**	L8 – L12
Service responsibility:		**Salary:**	£61,534 - £67,898
Additional:	Travel may be required across NET sites.	**Term:**	

JOB PURPOSE

- To support the Senior Leadership Team of the Academy, working to two 'Deeps' areas as assigned by the Academy Principal
- To provide proactive support to the Principal/Vice Principals/Academy Councils to ensure that the Leadership and Management of the Academy operates at the most effective level possible

JOB SUMMARY

To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by Principal. In particular, you will be required to play and active part to:

1. Ensure the Academy achieves the objectives/targets set out in the Academy Development Plan
2. Embed all elements of the 'Deeps' within the day-to-day workings of the Academy
3. Promote the 'Every Child Matters' agenda across the work of the Academy
4. Constantly promote the personal development of all staff and participate in the work of the Academy to achieve this
5. Participate in development, management activities and research
6. Contribute to the initiation and development of innovatory practice
7. Promote equal opportunities at all levels of Academy activity

Develop and sustain DEEP LEADERSHIP across the Academy through:

1. Be accountable for student progression for allocated classes
2. Be responsible for effective classroom management
3. Co-ordinate class work with any classroom assistant support
4. Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development
5. Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development
6. Contribute to the self-evaluation systems in the Academy
7. Develop policies for departmental handbooks
8. Aide in co-ordinating events and experiences which support the Academy to raise standards

Develop and sustain DEEP LEARNING across the Academy through:

1. Work to student targets and ensure that progress is tracked through a range of strategies

2. Take account and review Academy contextual factors and prior attainment when planning and teaching lessons
3. Reflect on the success of teaching strategies, individual lessons and SoW in meeting the needs of students
4. Apply current guidelines on effective learning and teaching
5. Take part in coaching and mentoring programmes to support colleagues and develop own practice
6. Apply and expand teaching repertoire and feedback to colleagues on effectiveness
7. Strive to deliver outstanding lessons
8. Deliver interactive lessons with students
9. Provide good quality assessment using formative and summative methods in conjunction with the Academy's AfL policy
10. Record test results and ongoing teacher assessments, keep portfolios of evidence

Develop and sustain DEEP EXPERIENCE across the Academy through:

1. Have responsibility for developing and implementing SoW
2. Be responsible for identifying and reporting issues and developing solutions
3. Be responsible for the day to day delivery within subject area, including assessment and reporting process
4. Develop communications and training with staff in Department/methodology
5. Develop use of ICT within the curriculum
6. Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders and use opportunities for co-construction of the curriculum
7. Take responsibility for planning and execution of Immersion Days
8. Adapt lessons and identify next steps in response to evaluation of student progress
9. Set effective homework and extension work to encourage and enliven student learning
10. Ensure differentiation and personalisation of learning for all students
11. Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students
12. Co-ordinate displays with regards to events, opportunities and work which promote the Department/Academy

Develop and sustain DEEP SUPPORT across the Academy through:

1. To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer
2. Take responsibility for upholding standards of behaviour and classroom management within the classroom and the Academy's environment
3. Through the role, develop systems which address the social health of students to raise standards
4. Promote the consistent and fair use of the Expectations for Learning system within the classroom and the Academy environment
5. Be the first line of contact for parents and carers concerns with regards to their child's performance and well-being
6. Perform the duties of a Vertical Mentor Tutor if required, including the provision of information, advice and guidance for students

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..