



### **Job Description**

<b>Job Title:</b>	<b>Assistant Principal</b>
<b>Location:</b>	<b>Bexleyheath Academy</b>
<b>Hours of work:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Principal</b>

### **Purpose of the Role:**

The Assistant Principal post is a highly visible role that is instrumental to the leadership and development of behaviour and attendance. This position includes a significant contribution to the operations of the Academy, as well as line-management responsibilities, and is accountable for the outcomes of all students. The specific role and responsibilities would be agreed with the successful candidates, aligned to their skills, experience and areas of expertise.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Expectations of the Post-Holder**

- To ensure there is seamless transition between all key stages at the academy.
- To ensure that the academy specialisms run throughout the academy successfully and effectively.
- To play a leading and highly visible role in the day-to-day management of the academy ensuring both the pastoral/academic success of all students across all faculty areas.
- To oversee standards and provision throughout all key stages, identifying the strategic issues that need to be addressed by the academy Leadership Group.
- To work with the Principal to establish a system of self-evaluation and review within the academy that will secure outstanding student achievement through the professional success of all staff. This will be supported by rigorous systems for monitoring, evaluation and review.
- To oversee the development of subject SEFs and subject improvement plans.
- To line manage Faculty Directors, ensuring that their academy responsibilities are of the highest standard.

### **Responsibilities:**

- Have overall leadership responsibility for whole school attendance, behaviour, safeguarding and SEN;
- Provide strategic leadership and operational management to promote Culture for Learning and pupil safety throughout the academy;
- Have overall leadership responsibility for strategies to improve attitudes to and behaviours for learning
- Have overall leadership responsibility for strategies to improve whole school attendance;
- To liaise with all external stakeholders with regards to attendance policies and procedures;
- Ensure that the attendance and punctuality of all groups of pupils continues to improve to be in line with or exceed national averages;
- Lead and manage effective and appropriate alternative offsite educational provision;



- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in the Academy and in the wider society;
- Ensure effective systems are in place for the monitoring of students attendance and punctuality;
- To be a good role model for all staff and students and be a visible, supportive and challenging senior leader
- Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the academy;
- Lead on delegated areas of responsibility;
- Uphold and embed a culture that enables students and staff to excel;
- Help to improve the outcomes and progress of all students, including those who are disadvantaged;
- Support with the effective deployment of resources to secure excellent outcomes for all students;
- Have a deep and accurate understanding of the academy's effectiveness and strategies for improvement

### **General Expectations of Academy Leadership**

- Safeguarding & Student Wellbeing
- Collaborate as a member of the academy Leadership Group in order to build and realise the shared vision of excellence and high standards for all students.
- To play a major role in determining strategy for the academy.
- Contributing actively towards the formulation of all academy policies and procedures and ensuring their consistent implementation throughout the school.
- Agreeing challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through faculty improvement plans.
- Ensuring high quality teaching and learning in line managed faculties, following the academy policy for self-evaluation and review.
- To manage delegated budgets effectively.
- To attend academy leadership meetings as appropriate.
- To engage in the process of appointing new staff including the interview process.
- To participate in duties lunch/break/before and after school.
- Contributing to assemblies.
- Sharing in the management of student disciplinary incidents, making recommendations to the Principal regarding exclusions and facilitating the process of student re-integration.
- To actively participate in the monitoring evaluation and review of teaching and learning in line managed faculties. Managing any capability or disciplinary procedures in line with academy policy, where appropriate.

### **Teaching**

- To undertake an appropriate programme of teaching according to the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To contribute to the academy Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons in line with academy policy.
- To contribute to the whole academy's planning activities.
- To teach students according to their educational needs, including the setting and marking



of work to be carried out by the students in the academy.

- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Enterprise are reflected in the teaching/learning experience of students.
- To undertake assessment of students as requested by external examination bodies, subject area and academy procedures.

### **Management of Resources**

- To manage the available resources of space, staff, budget and equipment effectively within the policies and procedures of the academy.
- To work with the ALG to ensure that the subject areas teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure the academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.

### **Academy Ethos**

- To undertake such other duties as required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above

### **5. General SEND responsibilities**

- The progress and development of every pupil in their class, including those with SEND



- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**





At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



## Person Specification

**Job Title: Assistant Principal**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Graduate (with a good degree)</li> <li>• Qualified Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>• Experience of delivering high quality INSET to teaching staff</li> <li>• Recent experience of involvement in innovative curriculum development</li> <li>• Experience of presenting to a wide audience including teachers, managers, governors and parents</li> <li>• Experience of embedding innovative strategies for improving teaching and learning in a whole school situation</li> <li>• Experience of managing and implementing change successfully at whole school level</li> <li>• Experience of leading, mentoring and coaching senior leaders and/or subject leaders</li> <li>• Successful experience of processes of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning</li> <li>• Proven success in raising achievement as a subject leader across at least two key</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in multiethnic urban schools</li> <li>• Experience of using g-suite office applications</li> <li>• Experience of using CloudSchool (previously Progresso) MIS</li> <li>• Teaching to Advanced level</li> <li>• Evidence of continuous self-development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for this post</li> </ul>



		<p>stages.</p> <ul style="list-style-type: none"> <li>• Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance</li> <li>• Minimum of three years at senior leadership level.</li> </ul>	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Good level of IT skills and experience of how new technologies can be used to raise achievement, including the use of interactive white boards</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to the achievement of the academy's overall vision for success at all levels</li> <li>• Willingness to work hard</li> <li>• Enthusiastic and Exceptional teacher, with a proven track record of excellent results in public examinations.</li> <li>• Flexible, adaptable, results orientated, able to prioritise; resilient under pressure</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity</li> <li>• To command and</li> </ul>	



		<p>demand respect from the school community</p> <ul style="list-style-type: none"><li>• A commitment to “personalising learning” for all students in the academy</li><li>• Creativity and enthusiasm to promote a positive school image to the local and national community</li><li>• The aspirations, talent and enthusiasm to become a Principal</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what’s possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services</li></ul>	



