



# Harmonize Academy

## Job Description

### Assistant Principal

In choosing an Assistant Principal we will be looking for an outstanding teacher for an exceptional Alternative Provision Free School, someone who is suitably qualified, experienced and enthusiastic who can teach, inspire and manage pupils with a range of social, emotional and behavioural needs. This is a unique opportunity for an accomplished person to apply his/her teaching skills and pastoral experience to our learning provision.

Potential candidates can arrange to visit and tour the school during the application stage.

### Purpose of the post

- To assist the Principal, Vice Principal and Governors in formulating appropriate provision and development priorities, to ensure equal opportunities and the implementation of identified personalised learning.
- To support the Principal and Vice Principal in shaping the implementation of attendance and behaviour systems within the school and shall work with teaching and support staff on implementing related policy in order to increase attendance, improve behaviour and raise achievement.
- Contribute to the management and organisation of the school in securing the highest standards of student achievement and school efficiency.
- Commit to the highest standards of teaching and learning with the aim of maximising the achievement and progression of all students.
- To assist the development and implementation of strategies to ensure that all students have access to the full range of curriculum provision and educational resources.
- Participate in and contribute to the pastoral support of all students to ensure that they are confident and informed about the opportunities that exist for them within further education and career progression.
- Contribute to all aspects of school leadership and management as part of the school leadership team.
- To keep abreast of relevant national and local developments, advise the Principal and Vice Principal on relevant legislation and other matters, and contribute to the strategic development planning process.
- To oversee data assessment, recording and reporting. This will involve target setting, monitoring progress and reporting to all stakeholders including governors and Ofsted
- To oversee the delivery of all exams and invigilation at senior leadership level
- Develop and implement whole school careers strategy as part of the senior leadership team

**Salary Leadership group spine: L12 – L14**

### Line of responsibility

The Assistant Principal is directly responsible to the Principal.

## **Line management**

Teaching staff delivering vocational qualifications

### **Key responsibility areas:**

#### **Assistant Principal Duties and Responsibilities**

- To contribute to all aspects of school leadership and management as part of the school leadership team.
- To co-ordinate baseline assessments, target setting, progress and achievement for all students
- To assist Vice Principal with exam preparation, entries and invigilation
- To co-ordinate attendance and behaviour systems throughout the school, compliant with the school aims and in pursuit of high standards of achievement.
- To assist the Vice Principal in ensuring appropriate levels of training and support to increase staff confidence and competence in implementing behaviour management strategies with students.
- To contribute to school self-evaluation and to the annual school development plan and shall contribute, as required, to the development of whole school initiatives.
- To monitor and evaluate the effectiveness of the school's attendance and behaviour management systems in accordance with the school's policies and development priorities.
- To assist the Principal and Vice Principal in formulating the curriculum provision and monitor and evaluate learning programmes to ensure their effectiveness.
- To encourage, monitor and evaluate professional development for all staff members for whom s/he is responsible.
- To promote the value of quality support education throughout the school.
- To review, develop and promote the school's Attendance and Behaviour Management policies.
- To liaise with others to prepare and review annually schemes of work which encompass content method, technique and use of resources and regularly meet with staff to consider matters of administration and strategies to raise standards.
- To liaise with parents, carers and referring schools and other organisations on a regular basis on all issues pertinent to attendance and behaviour management and feedback to senior colleagues as appropriate.
- To manage the Rewards budget and any special grants and ensure value for money in the allocation of resources.
- To ensure that changes in allocation of additional support are implemented quickly and fairly for students and staff concerned.
- To contribute positively to the school's appraisal programme, ensuring the setting of targets which challenge and motivate staff and which support the objectives identified

within the school development plan. To ensure, as far as practicable, the code of practice is compliant with all statutory requirements and that it is fully implemented.

### **General Responsibilities**

- To participate in the on-going review and development of the School Development Plan, attending staff meetings and curriculum workshops as appropriate;
- To acknowledge and respond appropriately to Health and Safety requirements (as detailed in the school's Health & Safety policy) where students and colleagues are concerned;
- To liaise with Parents, Carers, Social Care and Health, Psychological, Medical and Learning Support Services where appropriate, and in consultation with the Vice Principal and Principal;
- To participate in the school's programme for mainstream inclusion;
- To participate in outreach support to mainstream schools, as appropriate;
- To participate in the school's Professional Development and Performance Management Programme, and in its review and further development;
- To take all reasonable steps to maintain good order and discipline amongst students and safeguard their health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities off-site;
- To share in the social, moral and emotional development of all the students in the school;
- To establish, maintain and develop good relationships with all parents;
- To develop and maintain a positive image of our school in the community;
- To support the supervision of students at break times and lunch times in accordance with the school's policy;
- To participate in and contribute to meetings which relate to the curriculum, administration or organisation of the school;
- To attend staff meetings at agreed times, to plan, discuss and review school policy.

### **All Academy staff are expected to:**

- Work towards and support the Academy Trust vision and objectives;
- Support and contribute to the school's responsibility for safeguarding students;
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors;
- Work within the Academy Trust's Equal Opportunities policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process;
- Adhere to Academy Trust policies and procedures as notified to staff;
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.