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**Assistant Principal**

**Job Description**

**Salary scale:** L10 – L14

**Responsible to:** Vice Principal

**Job purpose:** As part of the Senior Leadership Team, to provide strong leadership for all aspects of the Academy. To lead on our Curriculum, Options, Timetable, Examinations, Assessment and Data to ensure all teachers maximise progress. To lead on other agreed aspects of the AIP through the effective use of data and assessment in a broad and balanced curriculum.

**Managing:** Line manage specific middle leaders and staff, in consultation with the Principal

**Key Responsibilities**

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.**

**Strategic Leadership**

* To implement an agreed strategy to ensure assessment is embedded across the curriculum, in all subject areas and accelerates progress
* To implement an agreed strategy to raise the quality and impact of independent study
* To lead on agreed aspects of our improvement plan
* To lead on our curriculum, Options, Examinations, Assessment and Data
* To lead subject leaders as agreed
* In consultation with staff and Trustees create and maintain the ethos, vision, values, and aims of the Academy including the drafting and review of relevant policies
* Securing the achievement of Key Performance Targets identified in the Academy Improvement Plan
* Ensuring that Academy systems and accountabilities are delivered according to the key principles of simplicity, efficiency and effectiveness
* Advising and reporting to the board of Trustees as required
* Working in accordance with statutory and Academy policy
* Liaising with officers, inspectors and other outside agencies
* Developing relationships between the Academy and its local community
* Contributing to the process and completion of any self-evaluation processes
* Being accountable for the delivery of key strategic objectives as determined in negotiation with the Principal or Vice Principals and the Senior Leadership Team as a whole
* Leadership of effective external relationships with community and other stakeholders

**Leadership and management of people**

* Leadership of key aspects of the academy in agreement with Principal
* Line management of agreed subjects
* Providing an approachable, authoritative and visible presence in and around the Academy to provide support for staff, pupils, parents and the local community
* Developing a strong sense of teamwork and common purpose among staff
* Carrying out performance management of key leaders and managers
* Training, coaching, supporting and directing staff as required to ensure a positive, professional and achievement focused ethos is maintained
* Performing other duties determined in discussion with the Principal and Vice Principal

**Quality Assurance**

* Contribute to the development of whole school self-evaluation, improvement planning and quality assurance;
* Provide effective performance management for teaching staff so that areas for development are identified and acted upon;
* Quality assure inclusion across the school through learning walks, work scrutiny and effective use of student voice;
* Complete Monitoring, Evaluation and Review (MER), creates and delivers appropriate improvement plan for the next learning cycle and ensure all deadlines are met.
* Effectively monitors and ensures SEND, high ability learners, disadvantaged pupils and other sub groups are effectively challenged and supported.

**Personal Development, Behaviour & Welfare**

Ensure that:

* Teachers create an environment that allows pupils to focus on learning.
* Pupils behave with consistently high levels of respect for others.
* Pupils consistently have highly positive attitudes and commitment to their education. They are persistent in the face of difficulties. When pupils struggle with this, the leader takes intelligent, swift and highly effective action to support them.
* Pupils are safe, feel safe, behave consistently well and have consistently positive attitudes to their education.
* Bullying, aggression, discrimination and derogatory language are dealt with quickly and effectively. (where they occur)
* Pupils’ attitudes to their education are positive. They are committed to their learning, know how to study effectively, are resilient to setbacks and take pride in their achievements.
* Relationships among pupils and staff reflect a positive and respectful culture; pupils are safe and they feel safe.
* all students are appropriately challenged and supported in their area
* all student/staff disagreements are resolved and any restorative work has been completed.
* always models excellent relationships with students and empowers their team to build their own rapport with their learners.
* learning activities take place that enrich each student's experience
* all staff ensure negative emotions demonstrated by students or staff are minimised
* there are opportunities for students to contribute to improving the life of others through their area.
* Always model effective communications and manners and expect students to do the same
* through monitoring and learning walks ensure all staff meet the expectations and standards of the Academy Trust.
* Liaise closely with parents regarding pupil progress and behaviour and deal with any issues that develop in relation to student welfare
* Provide a consistent team approach to routine and behaviour/ethos matters, including Academy Leadership Team duties

**Teaching**

* You are to carry out the duties of a class teacher as set out in the School Teachers Pay and Conditions Document and subject to any amendments due to Government legislation. (This includes any duties as may be reasonably directed by the Principal and the accountabilities expected of class teachers at Fulwood Academy).
* To facilitate and encourage learning which enables pupils to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
* All staff are expected to uphold the academy’s principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the Academy’s aims and values.
* All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the Academy.
* All staff will take an active role in the Academy Self Evaluation process. As a Director you will be expected to lead a team through the Academy Self Evaluation process.
* All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

**Performance Management**

* To undertake and participate in the annual Performance Management, setting and agreeing targets linked to Academy development plan priorities with the Principal.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the Academy at different points. The specific focus for the Director’s work programme will be negotiated and agreed prior to the beginning of the performance management cycle.

This job description will be reviewed at regular intervals and is subject to change as the needs of the Academy Trust evolve.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.