

## Job Description for the Post of Assistant Principal - Quality of Education

Grade: Leadership Scale 6-10 £48,901 – £53,885 per annum

In addition to the conditions of employment and the professional duties of Assistant Principal in the School Teachers' Pay and Conditions Document 2014, the above post includes the following responsibilities:

### 1. Purpose

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>To create, develop and maintain a high-quality educational environment for pupils with ASD</li> <li>To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management.</li> <li>To play a full and active role in supporting and promoting every aspect of the life of the school.</li> <li>To attend and contribute to Local Governing Body meetings as appropriate.</li> <li>Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.</li> <li>To keep abreast of developments within education and the special sector at local, national and international level.</li> </ul>	<ul style="list-style-type: none"> <li>Supporting the Principal/Deputy Principals in Professional Duties: To assist the Principal/Deputy Principals in mutually agreed areas of school leadership and management including behaviour for learning, targeted interventions.</li> <li>To deputise for the Deputy Principal as required.</li> </ul>

### 2. Organisation, Leadership and Management

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>To uphold the aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims.</li> <li>To work closely with the Principal and SLT on strategic school improvement planning and school self-evaluation.</li> <li>To work closely with the Principal/Deputy Principal, Finance Director and Local Governing Body to ensure effective financial planning, efficient use of resources and best value for money.</li> <li>To develop and maintain an appropriate staffing structure.</li> <li>To develop and maintain effective communication between children, staff, parents/carers, governors and the wider community.</li> <li>To assist in identifying advice and support for parents, carers and families.</li> </ul>	<ul style="list-style-type: none"> <li>With the Principal and Deputy Principals, promote professional development for all staff, supporting a whole school programme of INSET in line with current improvement priorities and appraisal targets, as well as targeted INSET for groups and individuals</li> <li>To lead INSET as and when appropriate</li> <li>With the Principal and Deputy Principals to be Appraiser for the Appraisal/Performance Management of teachers.</li> <li>To oversee the induction programmes of new staff.</li> <li>With the Deputy Principal, to ensure that class and school timetables run efficiently.</li> <li>With the Deputy Principal, liaise with multi-agency colleagues including medical, speech and language therapy, other therapies in order to effect best outcomes for children and their families.</li> </ul>

<ul style="list-style-type: none"> <li>• To establish and maintain external relationships, including co-ordination and quality monitoring of external communication systems with carers, professionals, the DfE, partners and others.</li> <li>• To ensure equality of opportunity and of access for all members of the school community.</li> <li>• To monitor and evaluate the effectiveness of the Health and Safety policy and assist the Principal, Site Manager and Finance Director in ensuring that the health and safety needs of pupils and staff are met as far as is practicable and that health and safety policy guidelines are adhered to.</li> <li>• To support with the implementation and evaluation of the School's various action plans.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure, as part of SLT, child protection and the safeguarding of children.</li> </ul>
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### 3. Core Responsibilities

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• Leading the work of the school to monitor planning and assessment of progress</li> <li>• Ensure that Target setting and Evidence for Learning across the school is accurate and moderated, in line with the school Teaching and Learning policy.</li> <li>• To support students in securing appropriate accreditations and qualifications.</li> <li>• Developing the school programme around EVC, clubs and extra curricular provision.</li> <li>• Developing and monitoring the Personal Development curriculum across the school.</li> <li>• Advising the Senior Leadership Team on all matters associated with Planning, assessment and progress.</li> <li>• Working closely with SLT and the middle leadership team to ensure any student in need of additional support is referred appropriately</li> <li>• Supporting and leading where relevant with transfer and transition arrangements at all key stages</li> <li>• Leading on ensuring a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes.</li> <li>• Maintain a high-quality educational environment for students with ASD</li> <li>• Ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting the Principal/Deputy Principal in Professional Duties: To assist the Principal/Deputy Principal in agreed areas of school leadership and management.</li> <li>• Oversee the access arrangements for students in preparation for national qualifications where appropriate</li> <li>• To undertake a teaching commitment as appropriate to promote outstanding classroom practice and sustain curriculum innovation.</li> <li>• Monitor the work of school of the school via lesson observations, learning walks, work scrutiny</li> <li>• Working the Deputy Principals and SLT, to ensure that the planning and delivery of the curriculum is tightly focused and tailored to meet children's individual needs.</li> </ul>

<ul style="list-style-type: none"> <li>• Play a full and active role in supporting and promoting every aspect of the life of the school</li> <li>• Attend Local Governing Body meetings as appropriate</li> <li>• Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary</li> <li>• Ensure that safeguarding and child protection are key priorities for all staff</li> <li>• Keep abreast of developments within education and the special sector at local, national and international level</li> <li>• Management and control of risk</li> <li>• Participate in the OHC&amp;AT family Innovation Hubs, as appropriate, in order to share good practice and innovation to maximise the benefits to pupils and students</li> </ul>	
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#### 4. Management of People

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.</li> <li>• To maintain a positive team ethos through effective communication and shared discussion and training.</li> </ul>	<ul style="list-style-type: none"> <li>• To support the day-to-day management of staff, including arranging cover for staff absence.</li> <li>• To monitor staff attendance/punctuality and to address these issues effectively as they arise.</li> </ul>
<ul style="list-style-type: none"> <li>• To promote positive links between the school and pupils' families, external agencies and the wider community.</li> </ul>	

To carry out any reasonable instruction given by the Principal/Deputy Principals.

#### *General notes*

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

(3) The Skills Hub is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.