**Assistant Principal**

Role: Assistant Principal

Location: Wye, Kent

Salary: Competitive, commensurate with experience

Contract type: Full Time

Contract Term: Permanent

Start date: January 2024

**Job Description & Overall Job Purpose**:

The Assistant Principal, under the direction of the Principal and Vice Principal, will take a major role in driving forward the collective vision, aims and objectives of the school with all stakeholders, with a focus on the Wye 6th Form, Safeguarding and Careers.

At Wye School, in line with United Learning’s Framework for Excellence, we are committed to providing all our students with a broad and diverse curriculum, rich in powerful knowledge, to bring out the best in them. We believe that every student has the right to make great progress during their time at the school, whatever their starting points and despite any barriers to learning that they may face. We are looking for an outstanding teacher or middle leader or existing AP to be able to lead on strategic areas of school improvement focussed on the 6th Form. 6th Form leadership includes pastoral and academic delivery. Suitable for someone with both theoretical and practical expertise in addressing and meeting the needs of 6th form students as well as a track record of improving progress and attainment in their subject or across the school. You will lead on careers across the school. You will oversee Safeguarding, working with our non-teaching safeguarding officer for the whole school.

The successful candidate will work closely alongside the Vice Principal and other Assistant Principals in what is a relatively small and close team who work well together. A team player who is able to lead on their areas with confidence and show initiative and the ability to complete tasks is sought. The ability to motivate staff, and line manage effectively, is essential as is good communication skills.

As with all members of the Senior Leadership Team, this role comes with responsibility for ensuring the smooth and effective running of the school on a day-to-day basis. The Assistant Principal will also have line management responsibility for some middle leaders, providing them with support and challenge as they develop and grow their teams.

**Main Duties and Responsibilities:**

Under the direction of the Principal:

* Communicate the school’s ambitious vision compellingly and support strategic leadership
* To ensure that all staff have the knowledge and skills to enable them to fully deliver on their own job descriptions
* Support with the day-to-day management of the school
* Lead on all 6th Form matters, careers matters, and oversee Safeguarding with the non-teaching Safeguarding Officer
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs

**Students and staff**

Under the direction of the Principal:

* Demand ambitious standards for all staff, instilling a strong sense of accountability for the impact of their work on student outcomes in Key Stage 5
* Use data to effectively target interventions, support and training for the 6th Form
* Ensure and model excellent teaching in the 6th Form
* Create an ethos which all staff and students are motivated and supported to develop their skills and knowledge
* Hold all staff to account for their professional conduct and practice
* Ensure Wye School has a vibrant careers programme
* Ensure Wye School has an effective Safeguarding system

**Systems and processes**

Under the direction of the Principal:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, with a focus on the 6th Form
* Ensure that there are good records kept fully up to date
* Have responsibility for the sound management of any budgets related to the role
* Work with United Learning and external agencies to maximise the resources made available
* Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour/attitudes to learning in the 6th Form
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the Local Governing Body as appropriate
* Support distribution of leadership throughout the school
* Ensure Safeguarding systems are fit for purpose

**The self-improving school system**

Under the direction of the Principal:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all students, including onward destinations for 6th Formers
* Develop effective relationships with fellow professionals
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education

**Explanatory notes**

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.

This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

**Person Specification**

**Associate Assistant Principal**

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| **QUALIFICATIONS**  | * Qualified teacher status
* Good honours degree
* Evidence of continuing professional development relating to leadership and management or your area of expertise
* Evidence of further professional/educational study
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| **PROFESSIONAL** **COMPETENCE &** **EXPERIENCE**  | * At least 5 years successful experience of teaching in a secondary school including teaching at Key Stage 5
* Involvement in school self-evaluation and development planning
* Evidence of the successful impact of working with teaching staff to improve outcomes for students
* Evidence of improving departmental, teaching and classroom practice
* Ability to develop and sustain positive relationships with parents/carers, staff and students
* Evidence of leadership and management qualities that demonstrate the ability to be both a successful leader and member of a team
* Evidence of strong skills in data analysis and the ability to use data to set targets and identify weaknesses
* An understanding of high-quality teaching, and the ability to model this for others and support others to improve
* An ability to communicate a vision and inspire others
* An ability to build effective working relationships
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| **PERSONAL** **QUALITIES**  | * A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
* A creative and innovative thinker who is able to think and act strategically to deliver rapid improvement
* An ability to work under pressure and prioritise effectively
* A commitment to maintaining confidentiality at all times
* A commitment to safeguarding and equality
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