

## Job Description

**POST:** Assistant Principal

**RESPONSIBLE TO:** Principal / Deputy Principal

**SALARY:** LPS 1-6

**LOCATION:** Oasis Academy: Skinner Street, Gillingham

**WORKING PATTERN:** Full Time

**DISCLOSURE LEVEL:** Enhanced

### **JOB PURPOSE:**

The Assistant Principal, under the direction of the Principal and Deputy Principal, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- The Assistant Principal will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document with a timetabled teaching commitment of 0.8FTE
- They may also be required to undertake any of the duties delegated from the Principal.

### **SPECIFIC RESPONSIBILITIES:**

#### **Leadership**

Under the direction of the Principal or Deputy Principal:

- Support the Principal and Deputy Principal in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Principal's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

## **Managing staff**

Under the direction of the Principal or Deputy Principal:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

## **Modelling best practice for teachers**

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

## **Systems and processes**

Under the direction of the Principal or Deputy Principal:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

## **Assessment**

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language

- Plan and implement interventions for those pupils who are not progressing
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Provide training and support for teachers and support staff on administering the assessment system effectively

### **Pastoral**

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies

### **Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### **OTHER:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

## Assistant Principal

### Person Specification

#### Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

#### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>	
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• A minimum of <b>5</b> years Teaching experience</li> <li>• Leadership and management experience in a school</li> <li>• Line management experience</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience of conducting training / leading INSET</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Data analysis skills, and the ability to use data to inform provision planning</li> <li>• Ability to influence and negotiate</li> <li>• Good IT skills, including previous use of CPOMS, BROMCOM or similar e.g. sims.net</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other agencies</li> <li>• Experience of contributing to staff development</li> <li>• Experience of leading on assessment and pupil wellbeing</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li><li>• Commitment to promote Oasis Ethos including the 9 habits</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Maintain confidentiality at all times</li><li>• Commitment to equality</li><li>• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li></ul>	
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### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** March 2020

**Next review date:** July 2021

**Principal signature:**

**Date:**

**Postholder's signature:**

**Date:**