



HATTON ACADEMIES TRUST JOB DESCRIPTION

Job Title:	Assistant Principal
Post Holder:	
Line Manager:	Principal
Salary:	Leadership Scale Point L4 to L8

The purpose of the post is to assist the Principal/Head of School in ensuring:

- The professional leadership of the Academy to secure its success and continuing improvement
- The overall management, organisation and administration of the work of Oakway Academy
- High quality education for all students

General Responsibilities:

1. To undertake the duties and responsibilities of a classroom teacher as directed by the Principal under the School Teacher's Pay and Conditions Document.
2. To undertake the professional duties of an Assistant Principal, as set out in the School Teachers' Pay and Conditions Document, and to take a lead or assist and support the Principal/Head of School in:

Ethos and vision

1. Working with the Principal/Head of School, CEO, and Academy Committee to develop a strategic view for the Academy and to analyse and plan for its future needs and further development.
2. Helping staff and students to fulfil their potential by encouraging high expectations within the Academy.
3. Leading, motivating, supporting, challenging and developing staff to secure improvement.
4. Have high expectations of themselves, all staff and pupils.
5. Supporting the Principal/Head of School in developing and maintaining effective links with the community and local primary and secondary schools.
6. Helping the Principal/Head of School to maintain the ethos of the Academy and a professional relationship between staff, parents and children.
7. Have a key focus on student outcomes and achievement.
8. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
9. Endeavour to give every child the opportunity to reach their potential and meet high expectations.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Academy Leadership & Management

1. To effectively manage the change agenda ensuring all staff within the Academy are well briefed, involved in the decision making process and supported through any transition.
2. To effectively manage the human and physical resource allocation, including designated budgets, in-line with agreed Academy policy and to ensure that value for money is achieved and standards are raised.
3. To attend, as required, relevant meetings with the Principal, members of the Senior Leadership Team, Hatton Academies Trust, and the Academy Committee.
4. Deploying people and resources effectively and efficiently to meet specific objectives
5. Operate at all times within the stated policies and practices of the academy
6. Share and actively promote the academy's commitment to ensuring the safeguarding and welfare of our pupils.
7. Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
8. Contribute to the corporate life of the academy through effective participation in meetings and management systems necessary to coordinate the management of the academy.
9. Liaising with outside agencies, partners and the Local Authority as necessary
10. Leading, where necessary, Middle Leadership or Senior Leadership meetings in-line with the agreed calendar
11. Monitoring and reporting against relevant aspects of the Academy Improvement Plan to a range of audiences
12. Line managing identified members of the Academy staff
13. Completing, in collaboration with other members of the Senior Leadership Team, the Academy Self-Evaluation Form

General matters

1. Undertaking an appropriate teaching load
2. Perform at the level expected of a senior member of staff in the academy and meet at least Band 3 of Hatton Academies Trust minimum career expectations
3. Take responsibility for their own professional development and duties in relation to Academy policies and practices;
4. Liaise effectively with parents, Directors and Academy Committee members
5. Carry out a share of supervisory duties in accordance with the published rota
6. Be committed to own personal professional development and contribute to the academies' CPD programme by full involvement for the development of self and others
7. Supporting the implementation of Hatton Academies Trust Pay and Appraisal policies
8. Ensure that information and data concerning pupils is kept securely and such information is kept confidential
9. Have a working knowledge of teachers' professional duties and legal liabilities;
10. Undertake any reasonable task required by the CEO, Principal, Head of School or a member of the Academy Committee.

Leadership Team Purpose

1. Have corporate responsibility for driving the development of the academy and raising standards of achievement for all our pupils
2. Evidence the values and vision of the academy in the behaviour of individual team members and the team as a whole.
3. Model best practice for the rest of the academy through commitment, hard work, and mutual support.
4. Work together to maximise the leadership and management effectiveness of the team.
5. Demonstrate the academy's commitment to the development of every individual.
6. Show trust in each other and agreement that debates and differences remain confidential within the team.
7. Value good communications with each other and the whole academy community.

Specific Responsibilities

1. Other whole school leadership responsibilities to be agreed depending on the experience of the successful candidate

Signed by Post Holder _____

Date: _____

Signed on behalf of the Academy _____

Date: _____