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JOB DESCRIPTION

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| **JOB TITLE: ASSISTANT PRINCIPAL**  **LOCATION: ST. JOHN’S CHURCH OF ENGLAND PRIMARY ACADEMY**  **Grade: L1-L6** |
| **PURPOSE OF JOB:**   * Impact on educational progress beyond their assigned pupils * In collaboration with the Executive Principal / HOS - Lead, develop and enhance the teaching practice of others through coaching, mentoring and leading INSET / CPD. * Be accountable for leading, managing and developing whole school policy and practice and manage areas of school improvement * To support the Executive Principal / HOS in carrying out their responsibilities and to carry out duties as assigned by the Executive Principal / HOS. * To deputise for the Executive Principal / HOS in their absence * As a leading professional, the postholder will actively promote effective teaching and learning practices across the school but mainly in KS1 and EYFS |
| **RESPONSIBILITY LINKS**  Reports to: Executive Principal / HOS  Responsible over: Employees at St. John’s CofE Primary Academy |
| **SPECIAL CONDITIONS:** n/a |
| **MAIN ACTIVITIES:**  The teacher will undertake all duties required of a qualified teacher identified in theSchool Teachers’ Pay and Conditions Document and will undertake class teaching in a designated year group with responsibility for a principle aspect of School Improvement.  **Teaching and Learning Responsibilities will be**:   * Inform whole school planning and ensure that year team planning supports the aims and objectives of the school and meets the needs of all pupils. * Develop, monitor and assess policy, curriculum planning, assessment and teaching strategies, consulting with colleagues, identifying strategies to the Leadership Team and the Strategic Governing Body, and disseminating developments across the school. * Actively participate in the setting and evaluation of school and pupils results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against target, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils. * Contribute to the school self-evaluation process, identifying areas for development in the year group, liaising with subject managers as required and incorporating the outcomes in planning. * Monitor the teaching and learning of others, contributing to the school’s performance management process and coaching, mentoring and training colleagues across the school. * Ensure the effective deployment of support staff and resources (ICT and consumables) informed by curriculum mapping. * Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Lead on the management of phase group routines. * Ensure personal professional development, being up-to date in national and local developments, contributing to school network and clusters and keeping others informed. * To actively promote and develop partnerships with parents which recognises the worth of their contribution to their child’s education. * To undertake and in conjunction with the Executive Principal / HOS the role of Designated Safeguarding Lead within the academy and all the roles and responsibilities associated with this.   **Effort Demands**   * To model both teacher and leader, coaching and directing staff within and outside the classroom, as an exemplar of practice * To support new teachers, students, supply staff and work experience students in the academy   **Responsibilities**   * The evaluation of the day to day performance of the academy and the staff/pupil outcomes and support the Executive Principal in analysing this and recording within the SEF * Support the creation of the academy’s development plan and the ongoing cycle of review * To take a lead in monitoring and tracking progress, in target setting and in raising of standards throughout the academy * To ensure that all statutory assessment, recording and reporting procedures are followed in accordance with national requirements * To promote effective communication throughout the academy * To develop, support and maintain a purposeful and stimulating environment for learning and teaching * To provide a high standard of duty of care for staff and pupils and to comply with all legislation and guidance relating to child protection * To promote high standards of behaviour throughout the academy and to play a high profile role in all matters of behaviour which may not need the direct intervention of the Executive Principal / HOS. * To be an effective team leader, coach and mentor encouraging and supporting the professional development of all staff including NQTs, ITT students and NVQ students. * To co- lead Collective Worship and play a significant role in maintaining close worship links with the Church and the Diocese of Lichfield * To foster good relationships with staff, parents and governors and to maintain effective communication with all stakeholders * To ensure compliance with Health & Safety legislation * To ensure effective cover for classes (PPA / Supply) * In collaboration with the Executive Principal / HOS to carry out the induction process of new members of staff within the academy * To manage where necessary visitors / volunteers to the academy * To effectively run on a day to day basis designated phases (duty rotas, Christmas / summer productions, concerts, new initiatives) * To performance manage allocated staff in accordance with statutory / trust / school policy   Any other duties which are commensurate with the grading of the post. This job description will be adapted through negotiation with successful applicant, in order to fully suit the need of the post.  **DATE PREPARED: June 2022** |

