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**Northern Education Trust – Job Description**

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| **Job Title:** | Assistant Principal |
| **Base:** | Academy |
| **Reports to:** | Principal | **Grade:** | Depends on NOR |
| **Service responsibility:** |  | **Salary:** |  |
| **Additional:** | Some travel will be required. | **Term:** |  |

**JOB PURPOSE**

* Modelling the vision and values of the trust and the academy compellingly and support strategic leadership
* Working with the Principal and Vice Principal to ensure the academy achieves the aims and objectives set out in the academy Development Plan
* Actively promote the NORTHERN model of school improvement to promote excellent outcomes for all children across the work of the academy
* Embed all elements of the ‘Deeps’ within the day-to-day workings of the academy
* Constantly promote the personal development of all staff and participate in the work of the academy to achieve this
* Lead by example, holding and articulating clear values and moral purpose
* Build positive relationships with all members of the academy community, showing positive attitudes and promote equal opportunities at all times
* Keep up to date with developments in education and have a good knowledge of education systems locally and nationally
* Seek training and continuing professional development to meet own needs and the needs of the academy and the trust
* Collaborate with academies within the trust and beyond to improve outcomes for children and to promote excellence in all areas
* Receive and act upon feedback to build on the strengths and improve personal performance within the academy systems
* Contributing, where appropriate, to the implementation of trust and academy policies and practice. Promote collective responsibility for their implementation

**JOB SUMMARY**

**Develop and sustain DEEP LEARNING across the Academy and the Trust through:**

1. Provide support to all staff to improve the quality of teaching and learning across all curriculum areas
2. Use outcomes of assessment to support teachers in planning sequences of lessons to meet the needs of all children
3. Reflect on the success of teaching strategies, individual lessons and curriculum plans in meeting the needs of students
4. Apply current research evidence to ensure that practice is effective
5. Take part in coaching and mentoring programmes to support colleagues and develop own practice
6. Apply and expand teaching repertoire and feedback to colleagues on effectiveness
7. Strive to deliver outstanding lessons
8. Provide good quality assessment using formative and summative methods conjunction with the academy’s T&L policy
9. Oversee the work of other **‘core’** subject leaders to make sure that they maintain accurate records/ evidence of their area of responsibility and that they are knowledgeable about the standards in relation to national expectations
10. To ensure that other **‘core**’ subject leaders are knowledgeable about progression within their subject, that they contribute to the development of trust curriculum plans and that other members of staff are adhering to curriculum requirements
11. Ensure that the learning from the core subjects is embedded throughout the curriculum
12. Develop the use of technology to support learning across core areas
13. Take responsibility for planning and execution of Training Days

**Develop and sustain DEEP EXPERIENCE across the Academy and the Trust through:**

1. Provide support to all staff to improve the quality of teaching and learning across all curriculum areas
2. Use outcomes of assessment to support teachers in planning sequences of lessons to meet the needs of all children
3. Reflect on the success of teaching strategies, individual lessons and curriculum plans in meeting the needs of students
4. Apply current research evidence to ensure that practice is effective
5. Take part in coaching and mentoring programmes to support colleagues and develop own practice
6. Apply and expand teaching repertoire and feedback to colleagues on effectiveness
7. Strive to deliver outstanding lessons
8. Provide good quality assessment using formative and summative methods in conjunction with the academy’s T&L policy
9. Keep portfolios of evidence and ensure that these are maintained by individual subject leaders
10. Oversee the work of ‘**non-core’** subject leaders to make sure that they maintain accurate records of their area of responsibility and that they are knowledgeable about the standards in relation to national expectations
11. To ensure that ‘**non-core’** subject leaders are knowledgeable about progression within their subject, that they contribute to the development of trust curriculum plans and that other members of staff are adhering to curriculum requirements
12. Ensure that the learning from the core subjects is embedded throughout the curriculum.
13. Develop the use of technology to support learning across the wider curriculum
14. Provide means of gathering information for Self-Evaluation: Student Voice, questionnaires, viewpoints of stakeholders and use opportunities for co-construction of the curriculum
15. Take responsibility for planning and execution of Training Days
16. Co-ordinate displays with regards to events, opportunities and work which promote the academy

**Develop and sustain DEEP SUPPORT across the Academy and the Trust through:**

1. Supporting learner outcomes, irrespective of age, ability or background to achieve their full potential academically and socially
2. To have the strategic overview of the academy’s SEN policy and hold responsibility for the day to day practical implementation by all teaching and support staff
3. To work with the Principal and academy Council to ensure the academy’s responsibilities are met under the Equality Act (2010)
4. To comply with the Trust’s Child Safeguarding Procedures and personalise them to the academy’s context
5. Report concerns, or take and act upon concerns, as appropriate to the Designated Safeguarding Leader
6. Take responsibility for leading on the implementation of behaviour and classroom management within the classroom and the academy’s environment
7. Promote the consistent and fair use of the Consequences system within the classroom and the academy’s environment
8. Through the role, develop systems which address the social health and relationships of children to raise standards
9. Oversee the work of the Pupil Support Team in improving outcomes for all children

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider Trust meetings and working groups as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET 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.

Signed: …………………………………… Date: ……………………………….