**ELEMENTS PRIMARY SCHOOL**

**Job Description**

**Post Title**: Assistant Principal

**Location:** Elements Primary School

**Reporting to:** Sarah Horsbrough – Executive Principal

**Salary:** MPS

**VICE PRINCIPAL JOB DESCRIPTION**

POST TITLE: ASSISTANT PRINCIPAL

GRADE/SCALE: L1 to L5

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**PURPOSE OF POST**

To teach and undertake the professional responsibilities of the Assistant Principal in accordance with the Teacher’s Pay and Conditions document as directed by the Executive Principal and Wellspring Academy Trust.

In the absence of the Executive Principal to take the same responsibility for the running of the school and extended learning provision.

To work with and support the Executive Principal and the Trust in every aspect of creating ‘Elements School’ and shaping year on year growth and development.

Alongside the Executive Principal, to establish the caring ethos of the creative, unique and innovative Elements school.

To support the supervision of teaching and support staff in relation to the conditions of service.

In the first instance to work alongside other Early Years teachers in the classroom and to be flexible in terms of the future balance of class teaching and strategic leadership as the school grows.

To inspire high quality teaching and learning and high expectations through the modelling of excellent primary practice meeting all the varied additional needs of pupils at this school.

To contribute to the school’s strategic development as a leading member of the school’s leadership team, including the designing, resourcing and staffing of the school on the temporary and subsequently on new build site.

To support the Principal in maintaining and developing the good name of the school at all times, both internally and externally.

1. **Leadership & Management**
   1. To uphold the core principles of Elements Primary School.
   2. In partnership with the Executive Principal to be actively involved in school improvement issues including Extended Schools.
   3. To take a lead in initiatives, promoting and modelling best practice, initially in Early Years and then throughout the school as it grows year on year.
   4. To share responsibility for the school self-evaluation process.
   5. To work with the Executive Principal, Governors and the Trust in strategic planning including work on the School Development Plan.
   6. To promote and model the implementation of whole school policies.
   7. To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
   8. To lead the school in meeting the additional needs, both in learning and medical, of all identified pupils, including the work of the Additional Needs Team.
   9. To be computer literate and skilled in 21st century technologies
   10. To lead the school on the assessment of pupil’s progress.
   11. To share the responsibility with the Executive Principal in establishing a positive behaviour policy throughout the school.
2. **Staffing**
   1. To contribute to the development of the Leadership Team, representing the Executive Principal when necessary.
   2. To support the Executive Principal in ensuring proper standards of professional performance and conduct are established and maintained.
   3. To promote and take responsibility for areas agreed with the Executive Principal e.g. Continuous Professional Development.
   4. To take a team leader role in Performance Management of teaching staff, including the team leader role for all support staff, and to facilitate continued professional development.
   5. To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff with high positive regard and mutual respect for all within the context of equal opportunity.
   6. To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
   7. To actively promote the inclusive ethos of the school, including Extended Schools, and provide a professional role model for all staff and support the Executive Principal in creating and maintaining a school climate that is supportive of staff, pupils and parents.
   8. To support the Executive Principal, Trust and Governing Body as appropriate with the selection and recruitment of staff to the school.
3. **Pupils**
   1. To undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum (as determined by the Executive Principal).
   2. To take responsibility for the welfare of all pupils in the absence of the Executive Principal.
   3. To encourage a consistent, positive approach to the pastoral welfare of all pupils.
   4. To promote the good behaviour of all pupils working with colleagues, parents and the community.
   5. To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
   6. To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.
   7. To encourage among class teachers a consistent, positive and inclusive approach to managing behaviour of all pupils.
   8. To take responsibility for tracking and target setting process for all pupils including the analysis of assessment data in partnership with Executive Principal.
   9. To ensure the following of all safeguarding, health and safety, modern British values, inclusion and equality procedures and to record any incidents thereof.
4. **The Curriculum**
   1. To liaise with the Executive Principal to determine the arrangements for the organisation of the curriculum and to support staff in its effective delivery.
   2. To support the Executive Principal in leading curriculum innovation and practice and take a lead role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high.
   3. To liaise with the Executive Principal and Leadership Team with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation.
   4. To keep up to date with new initiatives, attending Inset courses, where appropriate, and disseminating information to staff.
   5. To take a role in the programme for Collective Worship and its delivery.
5. **Resources and Budget**
   1. To be involved in all aspects of the school’s development and improvement and assist the Executive Principal, Trust and Governors in setting the school’s budget in line with the School Development Plan.
   2. In liaison with the Executive Principal be responsible for a budget relating to specific areas.
6. **The Site and Premises**
   1. To be aware of and assist in supporting the Health and Safety policy of the governing body, the Trust and to advise the Principal of any known concerns regarding security.
   2. To advise the Principal of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Principal.
   3. To take necessary and appropriate action in the absence of the Principal.
7. **The Wellspring Academy Trust, Governing Body, Parents and the Community**
   1. To be responsible for inclusion in its widest sense developing our extended schools provision, working with parents and the community, liaising with the Pupil’s Centres, Pre-school provision, other local schools and organisations.
   2. To attend governing body/Trust meetings and committee meetings as appropriate.
   3. To support and assist the continued promotion of positive, effective relationships between the school/parents/Governors/community/localities.
   4. To continue to maintain links with the LA, other schools and other outside agencies as appropriate alongside the Principal, CEO and other Trust members.
8. **Miscellaneous**
   1. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Executive Principal from time to time, in consultation with the post holder.
   2. The post holder’s duties must at all times be carried out in compliance with the school’s Equal Opportunities Policy and other policies designed to protect employees or service users from harassment
9. Take reasonable care of the health and safety of self, other persons and resources whilst at work.
10. Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
11. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbian, gay, bisexual or transgender people. The post holder should also counteract such practice or behaviour by challenging or reporting it.

8.3 Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts

responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people

from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something

about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone

who may be vulnerable.

**RESPONSIBLE TO: EXECUTIVE PRINCIPAL**

**RESPONSIBLE FOR: All teaching and support staff within the school including administrative staff, under the brief provided by the Executive Principal.**