



Job Description: Assistant Principal

Reporting to: Principal

Location: Ark Brunel Primary Academy, W10 5AT

Contract: Permanent

Working Pattern: Full Time

Salary to: Leadership level: 1 – 4 (£62,464 - £66,505)

The Role

As Assistant Principal, your exact role and specific responsibilities will be agreed annually and will change, to allow you the opportunity to gain experience in all aspects of academy leadership in preparation for Headship. You will lead in areas such as safeguarding, curriculum development, systems and procedures, timetabling, monitoring standards and teacher effectiveness, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction.

As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous.

Key Responsibilities

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behavior and attainment
- Support and contribute to the development and implementation of the academy's vision and strategy
- Take responsibility for day-to-day management of the school alongside the principal and SLT, and in the principal's absence, take full responsibility for the school
- In partnership with the principal and the rest of the leadership team, as either a DSL or DDSL, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and always maintained

Leadership and Management

- Share responsibility for the management of the academy and to contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with external agencies as necessary, representing the principal, the academy or Ark as appropriate



- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff.

School ethos and culture

- Support the principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model for staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of academy staff

Teaching and learning

- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Support the principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Maintain a teaching timetable of approximately 0.5FTE and deliver outstanding lessons that motivate, inspire and improve student attainment
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Assistant Principal

Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and results
- Experience and understanding of how to improve and sustain an effective behaviour policy
- Experience at Deputy Head / Assistant Principal level (or equivalent)
- Experience leading a team and/or supporting the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity, inclusivity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check



Ark Brunel Primary Academy



Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

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