# Job Description: Associate Assistant Principal

**Reporting to:** Principal

## **Location:** Hyde Park Road, Southsea, Portsmouth, PO5 4HL

**Contract:** Fixed Term – 1 year

**Working Pattern:** Full Time

## **Salary:** L11 – 15 on package

### The Role

As Associate Assistant Principal, you will be supported on your journey to being a substantive Senior Leader and will be given a whole school opportunity to lead. You will experience the day-to-day life of a Senior Leader and will develop leadership skills, and most importantly, be given the opportunity to have impact on a whole school initiative.

As a member of the senior leadership team, you will be involved in the overall leadership and management of the academy and will help ensure the academy continues on its journey to becoming a high performing academic establishment.

### Key responsibilities

* We are actively seeking staff who have an interest in teaching and learning or attendance.

### Outcomes and activities Leadership and Management

* To lead the whole school attendance strategy or the instructional coaching strategy
* To contribute to the leadership of the academy through duty, climate walks, on call, attendance at whole school events and other visible leadership opportunities as required
* To work to set deadlines and proactively lead improvements through a clear action plan
* Line manage particular staff, including target setting, coaching and monitoring.
* To manage staff and resources, ensuring that policies and procedures are adhered to
* In the absence of the principal and vice principals, to step-up and undertake the professional duties of the principal as reasonably delegated

### 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 to staff and students.

### Other

* Undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
* To undertake any other responsibilities as directed by the principal.

*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 necessarilydebar 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.*

### Person Specification

### Essential Criteria

### **Leadership Experience: Proven ability to lead and drive whole-school improvement, particularly in teaching and learning or attendance strategies**

### **Strategic Thinking: Strong ability to set clear action plans, meet deadlines, and proactively implement improvements**

### **Staff Management: Experience in line management, including target setting, coaching, and monitoring performance**

### **High Expectations: Committed to fostering a high-performance academic culture, ensuring strong student outcomes**

### **Behaviour and Ethos: Ability to implement behaviour policies, promote a culture of respect and positive relationships, and lead by example**

### **Whole-school leadership: Comfortable taking on visible leadership responsibilities, including duties, on-call support, climate walks, and event participation**

### **Adaptability and initiative: Capable of stepping up in the absence of senior leaders and undertaking principal duties as required**

### **Communication and collaboration: Excellent ability to engage with stakeholders, work across departments, and contribute to a cohesive leadership team**

### **Commitment to Professional Development: Willingness to undertake training and appraisals, continuously improving leadership skills**

### Desirable Criteria

* Instructional Coaching Expertise: Experience in leading staff development through instructional coaching strategies
* Experience with Attendance Strategies: Knowledge of attendance improvement initiatives, ensuring high levels of student engagement
* School Improvement Experience: Previous involvement in academy-wide initiatives to enhance performance and student success
* Resilience and Passion: A strong commitment to developing as a senior leader, with a proactive and solution-focused mindset.

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