

Job Description for the Post of Assistant Principal of Dysart School

Salary: Leadership Scale L12 – 16

In addition to the conditions of employment and the professional duties of Assistant Principal in the School Teachers' Pay and Conditions Document 2009, the above post includes the following responsibilities:-

1. Purpose

Shared Responsibilities with Principal and VP	Specific Responsibility
<ul style="list-style-type: none"> ▪ To create, develop and maintain a high quality educational environment for pupils with severe and profound learning disabilities, including Autistic Spectrum Disorder. ▪ Alongside the SLT ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management, working in conjunction with the Principal, Governors and Senior Leadership Team. ▪ Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary. ▪ Alongside the SLT ensure that all responsibilities are discharged within allocated funding and budget constraints. ▪ To play a full and active role in supporting and promoting every aspect of the life of the school. ▪ To work alongside other academies within OHCAT and foster strong relationships to develop further partnership working 	<ul style="list-style-type: none"> ▪ Supporting the Principal and VP in Professional Duties: To assist the Principal and VP in mutually agreed areas of school leadership and management.

2. Organisation, Leadership and Management

Shared Responsibilities with Principal and VP	Specific Responsibility
<ul style="list-style-type: none"> ▪ To uphold the aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims. 	<ul style="list-style-type: none"> ▪ To be a Team Leader in the Performance Management for members of the in / out of class colleagues who do not have additional responsibility.
<ul style="list-style-type: none"> ▪ To work closely with the Principal, VP, SLT, including the Local Governing Body, and OHCAT on strategic school improvement planning and school self-evaluation 	<ul style="list-style-type: none"> ▪ In the absence of the Principal and Vice Principal, to be the most senior member of staff in school and to deputise accordingly. ▪ To act as a lead for a faculty group.
<ul style="list-style-type: none"> ▪ To chair and minute EHCP and other relevant pupil focused meetings across the school as appropriate to ensure high quality returns are made to parents and the LA ▪ To quality assure annual, termly and other relevant reports provided by teachers for parents and other professionals to ensure a consistently high standard of reporting ▪ To develop and maintain effective 	<ul style="list-style-type: none"> ▪ To continue to develop the curriculum offer for learning outside the classroom, including staff development and training.

<p>communication between children, staff, parents/carers, governors and the wider community</p> <ul style="list-style-type: none"> ▪ To assist in identifying advice and support for parents, carers and families. ▪ To ensure equality of opportunity and of access for all members of the school community 	
<ul style="list-style-type: none"> ▪ To be a member of the school's safeguarding team, attend regular internal safeguarding meetings, and to share safeguarding information, including referrals, to external agencies. 	

3. Management of Teaching and Learning

Shared Responsibilities with Principal and VP	Specific Responsibility
<ul style="list-style-type: none"> ▪ To ensure effective long, medium and short-term planning of the school curriculum. ▪ To assume a shared responsibility for assessment, ensuring progression and continuity. 	<ul style="list-style-type: none"> ▪ To lead on coaching and mentoring for newly-qualified / unqualified staff in line with CPD and Performance Management, including coaching within the classroom
<ul style="list-style-type: none"> ▪ To share responsibility for all monitoring and quality assurance activity and play an integral role in ensuring standards remain high 	
<ul style="list-style-type: none"> ▪ To maintain a stimulating, relevant and effective learning environment in which the individual needs of pupils are met. 	
<ul style="list-style-type: none"> ▪ To support the Heads of Departments to promote effective collaboration between staff within and between departments, to ensure coherent planning, consistency of educational opportunities for pupils and high standards of teaching and learning. 	

4. Management of People

Shared Responsibilities with Principal and VP	Specific Responsibility
<ul style="list-style-type: none"> ▪ To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues. 	<ul style="list-style-type: none"> ▪ To take the lead on teachers CPD, including organising courses, both in house and external, coaching and mentoring as well as school to school links ▪ To lead INSET day and specific training session as/when appropriate
<ul style="list-style-type: none"> ▪ To maintain a positive team ethos through effective communication and shared discussion and training. 	<ul style="list-style-type: none"> ▪ To undertake teaching duties, as and when required, in line with school need when requested by VP/HT
<ul style="list-style-type: none"> ▪ To promote positive links between the school and pupils' families, external agencies and the wider community. 	<ul style="list-style-type: none"> ▪ To arrange meetings as appropriate between staff, parents and outside agencies to ensure that the needs of pupils and their families are met.

The job description is subject to review and change in consultation with the post holder.