*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High Academy**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: Assistant Principal

Line Manager: Principal

### Purpose:

As a member of the Senior Leadership Team (SLT) you are expected to exercise leadership of the school in conjunction with other members of the team, deputising for the Principal should the Deputy Principals not be available. Assistant Principals (AP) are expected to use their initiative and judgement within the school’s vision, values and mission and lead on key identified areas of the School Improvement Plan. An AP must demonstrate accountability to the Principal and be flexible in the roles identified by the school and the Principal. Job descriptions will be periodically reviewed to ensure they take into account the strengths and preferences that best meet the needs of the school.

### Areas of responsibility and guidance:

* To have overall responsibility for identified curriculum areas;
* To review the performance of assigned curriculum areas;
* To carry out performance management reviews in line with school policy;
* To ensure the curriculum area of responsibility is broad and ambitious;
* To oversee faculties as assigned by the Principal;
* To enthusiastically promote the performing arts status of the school in all relevant tasks;
* To uphold the safeguarding policies, procedures and commitments of the school;
* To support and lead, where required, the pastoral life and expectations of the school;
* To support all events as directed by the Principal, and all that come under the roles and responsibilities assigned;
* To contribute as a member of the Senior Leadership Team and consistently display the values of the school;
* To contribute towards and lead, identified areas of the school improvement plan;
* To teach high-quality lessons as part of a normal timetable that reflect the position held and provide additional cover in line with the school cover policy;
* To assist in the supervision of pupils at unregulated parts of the school day
* To teach specific subjects where needed by the school or directed by the Principal;
* To lead strategically on the roles assigned by the Principal;
* To ensure that operational practices provide the capacity for all to achieve their potential within the school;
* Monitoring and ensuring good attendance and punctuality, with regular contact home for key identified areas and groups;
* Celebrating student success and achievement;
* Effective performance management of key staff;
* Providing training and development to staff under own line management and the whole school where relevant;
* Playing a proactive role in the day-to-day management of the school;
* Undertaking any other duties as may be requested by the Principal from time to time;
* Managing operationally and strategically the day-to-day management of any area of the school as assigned by the Principal;
* Regularly evaluating the effectiveness of areas of the school that have been assigned;
* Promoting high-quality teaching in line with the Shirley Learning Journey;
* Reinforce aspirational targets for all pupils based on prior attainment and aspirational targets as agreed by the school;
* Maintain effective regular tracking and monitoring of the progress of each student, meeting with and intervening where required. This includes meetings with Directors of Faculty, Heads of Departments, Heads of Year and communicating with parents / carers;
* Observing teaching and learning and carrying out learning walks;
* Ensuring information is available for pupils and parents to measure their progress and make decisions on their futures;
* Be an excellent member of the teaching and learning community;
* Provide leadership direction to pupils, staff, parents, governors and the wider community;
* Develop a culture of solutions, innovation and creativity in an environment in which all pupils, their families and local community find learning challenging, engaging and motivating leading to success in the next stage of their educational journey;
* Work collaboratively with the Principal, governing body and senior leaders to develop excellent provision for student and staff development and well-being;
* Deploy all resources effectively to achieve the school’s aims;
* Continuously evaluate and monitor school performance, identifying priorities for continuous improvement;
* Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives;
* Manage and organise the school’s environment efficiently to motivate learners and ensure that it meets the needs of the curriculum and health and safety requirements;
* Ensure that the use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money;
* Provide additional opportunities and experiences for all pupils to be successful and fulfil their potential;
* Implement strategies that secure high standards;
* Maintain and develop an inclusive and supportive approach to ensure that the school is a place where all pupils and potential pupils feel welcome;
* Keep up to date with national and local educational strategies and developments, communicating them to staff and governors and implementing them as appropriate;
* Collaborate with others to ensure that our curriculum and opportunities take into account the richness and diversity of our community;
* Treat people fairly and maintain effective strategies and procedures for staff induction, continued professional development and performance reviews;
* Maintain own workload and that of others to allow an appropriate work/life balance;
* To attend all meetings linked to SLT as instructed by the Principal;
* To support the implementation of extra-curricular, enrichment and intervention opportunities throughout the school at all key stages;
* Promote a Remote Learning environment to ensure that pupils and parents can access their curriculum, assessment and pastoral information at all times.

### Personal Qualities:

* Flexible, enthusiastic and innovative towards student and staff development;
* Reliable and conscientious teacher with high expectations in line with the academy;
* Demonstrate great communication skills with all within the academy community;
* Neat appearance in line with the academy policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all pupils are challenged in all aspects of academy life.

### Think Green:

* Support the academy in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction), wherever possible, in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the academy’s commitment to safeguarding and promoting the welfare of children and young people;
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.
* Promote and safeguard the welfare of all pupils.

We want all at SHS to believe in and maintain the values of our school:



Signed: ……………………………………………………………………………… Dated: ……………………………………………