



Job Description

POST:	Assistant Principal
RESPONSIBLE TO:	The Executive Principal, under day-to-day management and leadership of the Deputy Principal
SALARY:	Leadership Group L4 to L8
LOCATION:	Oasis Academies Blakenhale Infants and Junior
WORKING PATTERN:	Full-time and as described in the School Teachers' Pay and Conditions Document
DISCLOSURE LEVEL:	Enhanced

Job purpose:

The Assistant Principal will support the Executive Principal through the leadership and day to day line management of the Deputy Principals, to lead and manage the Academies towards achieving good and outstanding outcomes for the students, their families, staff and the local community of Oasis Blakenhale.

Key responsibilities:

- Teach minimum 0.6 of the timetable
- Lead primary phase provision, advising the Deputy Principals and Executive Principal on teaching methods, organisation and curriculum
- Develop a well-planned curriculum, working with other staff and external advice, to support the best possible learning for children within the primary phase
- Develop accurate and manageable assessment methods to ensure all staff know how well their children are doing
- Evaluate the children's progress and the effectiveness of teaching
- Contribute to the academies' strategic programmes for improvement

Other responsibilities

Strategic Direction and Development

- Effectively support an agenda of significant and necessary change to raise standards in all areas of Academy life and support the transformation of the local community

- Play a key role in creating an environment within the Academies where pupils and staff develop and maintain positive attitudes towards each other, teaching and learning, the environment and the community
- Liaise effectively with all stakeholders
- Network with other Academies and high achieving schools through Oasis Community Learning and other relevant networks

Teaching and Learning

- Lead on, and develop, the lower primary phase curriculum to best meet the needs of all pupils
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities
- Promote and support innovative pedagogy

Leading and Managing Staff

- Line manage all staff in the lower or upper primary phase
- Be an effective Team Leader as part of the Performance Management Policy and procedures
- Take responsibility, as part of the Academy Leadership Team, for the recruitment and retention of staff
- Provide structured support for, and assessment of NQTs and ITE Trainees and other related Graduate Training programmes to enable them to meet the relevant professional teacher standards

Efficient and Effective Deployment of Staff and Resources

Ensure a safe working and learning environment through effective deployment of staff, application of appropriate risk assessments and adherence to current Health & Safety Regulations.

Other Duties

- The post holder will be subject to performance objectives agreed annually with the panel from Oasis Community Learning and these objectives will be reviewed annually
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Executive Principal through the leadership and day to day line management of the Deputy Principals

- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Executive Principal through the leadership and day to day line management of the Deputy Principals. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

*****Please refer to the Person Specification on the next page.***

Assistant Principal Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified teacher status Evidence of advanced 	<ul style="list-style-type: none"> Evidence of advanced professional study
Experience, Skills & Knowledge	<ul style="list-style-type: none"> Recent experience of working successfully as a senior or middle leader in a school Evidence of a whole school responsibility and experience of turning policy into effective and successful practice Leadership of a significant area or phase or inclusion including responsibility for raising standards A clear understanding of the essential qualities necessary for effective teaching and learning Up to date knowledge of the primary National Curriculum, statutory regulations and guidance relating to the post <p>Demonstrate the ability to:</p> <ul style="list-style-type: none"> Ability to analyse data, to evaluate the performance and progress of different groups of children and plan an appropriate course of action for whole school or phase improvement Review school systems to ensure the robust evaluation of school performance and actions to secure improvements 	<ul style="list-style-type: none"> Experience in primary schools with underperforming or challenging circumstances Development of partnership with other schools, businesses and the community Evidence of relevant, recent in-service training in leadership and management

	<ul style="list-style-type: none"> • Lead and manage a school team/s to successfully achieve agreed goals • Be an effective team player that works collaboratively and effectively with others • Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate) • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate) • Demonstrate high quality teaching strategies • Support, motivate and inspire both colleagues and pupils by leading through example • Contribute effectively to the work of the Executive Principal and Academy Leadership Team • Deal successfully with situations that may include tackling difficult situations and conflict resolution • Work successfully with a range of external agencies 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced CRB checks, together with completion of Disqualification by Association declaration • Motivation to work with children and young people and create a high quality, stimulating learning environment • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. • Commitment to showing respect for all members of the school and wider community 	