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| **Post Title** | **ASSISTANT PRINCIPAL** |
|  | The Chalfonts Community College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment |
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| **Reporting to:** | The Principal |
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| **Senior Staff are committed to** | * To be a member of the Senior Leadership Team * Specific whole school responsibilities based on school priorities and areas of experience * Working as a mutually supportive team, sharing responsibility, successes and challenges * Exercising positive leadership and creating a shared vision of the purpose and future development of the School that reflects our Vision, Values and Strategic Plan * Maintaining high personal and professional standards in all aspects of school life * A consultative and participative approach to leadership and management * Being forward looking and anticipating change * Our own professional and leadership development |
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| **Liaising with:** | **Internal:** All staff (teaching and support), Governors, parents and other relevant stakeholders  **External:** Local community, Local Authority, OFSTED, DFE, Alternative Provision Providers, External agencies |
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| **Working time:** | Full Time |
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| **Salary/Grade:** | Leadership Scale Range L15-18 |
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| **Disclosure level:** | Enhanced |
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| **MAIN (CORE) DUTIES:**  **Strategic Planning**  **Operational** | **Leadership and Management**   * Contribute and lead on specific delegated aspects of the Strategic Plan * Chair relevant meetings in line with responsibilities * Develop and maintain positive links and relationships with all relevant external stakeholders * To be responsible for the day to day running of the College within the SLT * To ensure all students succeed including disadvantaged * Contribute to and lead on specific aspects of Policy implementation and review in line with responsibilities * Monitoring and evaluation of school performance |
| **Staff Development,**  **Recruitment/Deployment of staff** | * Contribute to the whole school monitoring of the quality of teaching and learning and pastoral care * To support the wellbeing of all staff * Be involved in the planning and where appropriate delivery of a range of staff training * Inform, consult and advise the governing body * To undertake Staff Appraisal Review(s) and to act as reviewer for a group of staff within the designated area * To participate in the interview process for all educational support staff roles when required * To promote teamwork and to motivate staff to ensure effective working relations. |
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| **Quality Assurance:** | * To lead on quality assurance in line with specific responsibilities to ensure school policies are implemented at all times * To ensure the maintenance of accurate and up-to-date information * To contribute to the process of the setting of targets within the SLT and to work towards their achievement * To contribute to the School procedures for lesson observation * To seek/implement modification and improvement where required * To have oversight of student data and reports |
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| **Communications:** | * To ensure all are of a high standard * To ensure effective communication/consultation as appropriate with the parents of students |
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| **Marketing and Liaison:** | * To contribute to the School liaison and marketing activities * To be the main link with Governors for designated areas of responsibility |
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| **Management of Resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down |
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| **Teaching:** | To undertake an appropriate programme of teaching |
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| **Additional Duties:** | To play a full part in the life of the college community, to support the college’s distinctive mission and ethos and to encourage students and staff to follow this example |
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| **You are to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Principal and consistent with the overall level, nature and grading of the post.**   * To promote actively the college’s policies * To continue personal development as agreed * To actively engage in the staff review and development process   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  The specific duties will be determined on appointment  The responsibilities outlined above are subject to the general duties and responsibilities for Teachers as stated in the Statement of the Conditions of Employment.  This job description is not necessarily a comprehensive definition of the post. This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title |

**DATE: May 2022**