



Temporary Assistant Principal Job Description

Temporary Assistant Principal Rushbrook Primary Academy BFET L6-L12 (£45,435- £52,672) School Teachers' Pay and Conditions

The role of Assistant Principal at Rushbrook Primary Academy is to provide the leadership to continue the transformational journey to ensure the *best for everyone, the best from everyone*.

The post reports to the Principal and is supported by a strong leadership team and leadership colleagues in our family of schools.

Key Responsibilities of the role

Excellent progress and achievement for all pupils

- Leading on teaching and learning to ensure the highest standards of attainment and progress are achieved.
- Effective use of accurate data to inform planning and support strategies to raise attainment, secure good progress and address underperformance of groups and individual pupils.
- Ensuring the continuing development of a rich and relevant curriculum and enrichment programme.
- Collaboration within the school, the Trust, and other partner schools to identify and maximise opportunities.
- Ensuring high quality staff training and development successfully impacts on raising standards in teaching and learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
- Securing exemplary behaviour and attendance for all pupils and staff.

An environment where our people are valued

- Line management of some staff to ensure that people are listened to and held to account, whilst being supported and offered opportunities to develop
- Staff training and development is targeted to needs, monitored and measured to ensure that it positively impacts on teaching and learning standards
- Implement the trust's people policies to ensure that people are supported and developed appropriately and in accordance with our vision, mission, values and commitments.



Rushbrook Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



- Support in the development of health, wellbeing, safeguarding and general safety across the academy for pupils and staff, ensuring that a safe environment is experienced by all.
- Open and transparent verbal and written communication strategies are implemented with staff, pupils, parents/carers and the local community, as appropriate.
- Develop an innovative and inspiring culture, including active engagement with other schools, all stakeholders, agencies and parents/carers to build an effective learning community.

Ensure financial viability

- Oversee the management of budget(s) in line with areas of responsibility.
- Contribute to the production of annual school budgets, for approval by the Trust Board, which enable robust teaching and learning and value for money

Robust governance and systems and processes

- Support the development and maintenance of school policies and practices to ensure consistent application.
- Support in the production of transparent and thorough materials and updates to the Principal in order for the governing body to challenge and hold the school to account and/or to make decisions
- Support in the establishment of robust systems and processes across all areas of the academy to achieve an environment that runs efficiently and effectively, reduces unnecessary workload and ensuring that the impact can always be measured

Community

- Be a visible presence for pupils, parents/carers and the local community and sustain effective and positive relationships.
- Work closely with the community, schools, the local authority and other agencies as and when required and foster effective and positive relationships.
- Contribute to support programmes for pupils and staff that may include occasional weekends and holiday periods.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974



Temporary Assistant Principal Person Specification

Category	Essential	Desirable	Means of identification
Qualifications, Education, training	Degree with qualified teacher status and/or QTS by any other approved route	Post graduate qualification and/or professional qualification e.g. NPQSL	Application form Certificates
Relevant Experience	<p>Successful leadership within a middle or senior role, demonstrated with outcomes</p> <p>Track record as a leader, of raising standards and achievement, demonstrated with outcomes</p> <p>Evidenced experience across the broad range of key responsibilities outlined in the job description</p> <p>Excellent classroom practitioner</p>		<p>Application form</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<p>Interview</p> <p>Tasks</p>
	Integrity: Evidence of doing the right things for the right reason		<p>Interview</p> <p>Tasks</p>
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<p>Interview</p> <p>Tasks</p>
Pre-employment screening	<ul style="list-style-type: none"> • Enhanced DBS check • 2 satisfactory employment references, from the last two employers • Evidence of the right to work in the UK 		<p>On-line DBS check</p> <p>References deemed suitable by BFET</p> <p>Passport or other evidence allowed by UK Home Office</p>