



Harrison College – Assistant Principal

Job Description

Post Title: Assistant Principal
Responsible to: Principal
Pay Scale: Leadership Spine L2 – L6

Introduction

Harrison College aims to develop a high quality, learner centred provision focussing on individual success, excellence and securing opportunities for the future via a business and enterprise specialism. The provision will be a Specialist Post 16 Institution for learners leaving Year 11 or Year 13 mainstream education with an EHCP.

Vision

A specialist post-16 institution providing a challenging, future focussed provision.

Mission

To create an inclusive, business and enterprise provision where learners can thrive, placing no limits on what can be achieved no matter their background or starting point, leading to a secure and prosperous future.

Values

Lead, Believe, Achieve, Exceed

Lead

Inspire yourself and others to do more, learn more and become more

“The people who are crazy enough to think they can change the world are the ones that do.” Steve Jobs

Believe

Believe in yourself and all that you are. Know that there is something greater inside you than any obstacles in your way

“Believe in yourself and you are halfway there” Theodore Roosevelt

Achieve

Have the strength of character to believe that no limits can be placed on what you can achieve

“Success isn’t about how much money you make; it’s about the difference you make to people’s lives.”

Michelle Obama

Exceed

Expectations of us are there to be broken, our dreams are there to be realised

"We are what we repeatedly do. Excellence therefore is not an act but a habit." Aristotle

Core Purpose

To assist the service in the provision of Further Education and Vocational programmes and instruction to students at the service aged 16 and over. The job involves; working closely with the Principal, other tutors and employees within the multidisciplinary setting. The role also calls upon the skills required to manage and review the learning and attainment for the adult provision with the remit of the post. A key element of this post is seen as the supervision, appraisal and mentoring of employees falling within line management responsibilities.

In addition to meeting Teacher Standards Part 1 and Part 2:

- To manage and review the learning provision for all learners that they teach
- To communicate effectively with learners and provide personal support
- To establish and maintain an effective learning environment, in line with behaviour management policies, safeguarding students and employees health and safety
- To make an initial assessment of learners needs
- To induct learners into the organisation, providing effective learning support
- To identify and plan the needs of students and ensure access to guidance opportunities for learners
- To identify the required strategies for an individual's learning plan
- To plan and structure learning activities
- To lead learning through experience, individual and group activities
- To identify appropriate teaching and learning techniques, using appropriate assessment methods to measure learning and achievement
- To select and develop resources, ordering and costing appropriate materials and equipment as per the service's ordering procedure, in liaison with the Principal
- To make use of assessment information. This will involve attendance at statutory reviews with other interested professionals and employees as required
- To review the learning process with learners, and maintain regular contact with consultants on specific issues, with parents and external agencies providing guidance, advice and progress reports as appropriate, keeping all relevant parties informed
- Plan and provide, short medium and long term planning on an annual basis
- To establish and maintain effective working relationships. This may involve attending meetings (which may sometimes occur outside education hours). There is an expectation that you will communicate information in a clear, legible, objective manner, in a variety of ways, using the required level of confidentiality. This includes the use of e-mail and computer based systems as they come into use
- To actively participate in arrangements made for your own supervision and performance management. This includes the responsibility to evaluate your own practice and engage in continuous professional development
- To contribute to the organisational quality assurance systems
- To work with a professional value base. Central to this is to ensure that people with whom you have contact have equal opportunities to acknowledge their individual differences, and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law
- To conform to agreed codes of professional practice. This includes reliable and punctual attendance for work as well as covering for absent colleagues when required

Further Senior Leadership duties include:

- Work with the Principal on the development and delivery of an effective College Self-Assessment Report (SAR) identifying appropriate priorities and targets for the next academic year

Achievement, Assessment, Reporting and Recording

They will:-

- Lead on achieving outstanding learner success driving a culture of continuous improvement
- Lead on the expectations regarding assessment, reporting and recording and monitor and quality assure these processes
- Monitor, evaluate and review learner progress through analysis of student assessment data and intervention with input and support from teaching staff
- Lead on the management of interventions for learner groups
- Establish and implement a vision for target setting and tracking across the school and in all key stages and establish a robust system of analysis that can be used by a range of stakeholders including staff, students, parents and governors.
- Report on student achievement to the Board of Governors

Parents/carers and the wider community

They will:-

- Communicate the vision of the College to parents, stakeholders and the wider community, both in person and via written and /or electronic media
- Participate fully in the local community and maintain good links within it
- Maintain and promote our open door policy where parents/carers views are valued
- Further develop links with other providers and use these links to support the strategic development of the College

Behaviour, Safety and Care of Learners

They will:-

- Monitor behaviour, rewards, attendance and punctuality
- Celebrate diversity and promote equality of opportunity regardless of gender, social, cultural, linguistic, religious or ethnic background

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The Board of Directors retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.