

# Assistant Principal Secondary Job Description



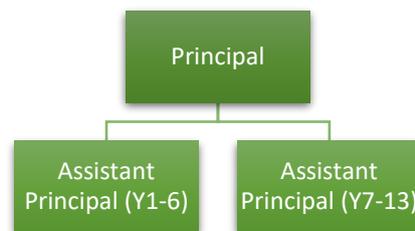
**Position:** Assistant Principal Secondary

**Reports to:** Principal

**Liases with:** Senior Leadership and Leadership team

## **Structure of Senior Management:**

The senior leadership will have a structure which includes the Principal and two Assistant Principals. One AP is responsible for Primary (Y1-6) and the other responsible for Secondary (Y7-13). Both will contribute to overall school decisions using a team-based approach. In the absence of the principal, APs or other staff may be delegated the role of Acting Principal.



## **Primary Objective:**

To lead the secondary school (Years 7 to 13).

## **Person Specifications:**

The Assistant Principal Secondary will:

- Have a personal relationship with the Lord Jesus Christ and be one who is led by the Spirit of God, this is the life-source of all Christian teaching.
- Have the ability and willingness to creatively engage with the motto, vision, and educational philosophy of the school.
- Use the Bible as a source of knowledge, understanding and wisdom that guides thinking in your key roles.
- View their ministry in the school as a call from God in service, rather than simply a position of employment.
- Be an example of Christian living, demonstrating a personal relationship with the Lord Jesus Christ by the way they relate to children, parents, staff and school administrators.
- Be active in prayer both for their class, the school and on a personal basis.
- Have the ability to communicate effectively both in written and verbal contexts.
- Be a pastoral, diligent and a humble team player.
- Understand and abide by 'Our Code, Our Standards' from the Teachers' Council.

## Key roles:

### Leadership

- Lead the whole secondary school in terms of administration as required by the Principal, and school policies and procedures: staffing, timetabling, subjects offered, management meetings, appraisal and qualifications (including UE accreditation).
- Lead the whole secondary school in terms of teaching and learning: students' personal development, curriculum content, pedagogy and assessment.
- Lead the growth of senior secondary as it is rolled out successively year by year starting with Year 11 in 2021.
- Work collaboratively with the Senior Leadership Team (SLT) to determine and develop the direction and philosophy and vision of the secondary school and, as part of the SLT, the school as a whole
- Work cooperatively in teams with all staff, teaching and non-teaching.
- Maintain their own professional development.
- Be committed to major school events.
- Be willing to contribute at all levels of the school.

### Relationships with Students and families

- Establish effective relationships with students that builds a positive, encouraging and safe learning environment, with sensitivity to their backgrounds.
- Consider each student's unique gifting in God and encourage and develop these God given qualities to the best of their ability.
- Have a conviction that every young person can glorify God through their lives.
- Have a passion for seeing young people develop in confidence, purpose and identity.
- Establish clear standards of acceptable behaviour and consistently and fairly apply these within the philosophy, policy and procedures of the school.
- Maintain confidentiality regarding students, parents and staff when communicating with others.
- Work from the understanding that parents are the first educators of their children.

### Teaching and Learning

- Manage behaviour restoratively, seeking to discern heart issues.
- Lead Teaching and Learning in areas of expertise.
- Work cooperatively with other teachers in designing and implementing students' personalised learning plans.
- Provide a stimulating classroom programme for effective learning.
- Use a variety of teaching techniques to meet the learning needs of the students.
- Have an understanding and commitment to evidence-based practice.