

Role Profile			
<b>Role</b>	Assistant Principal	<b>School</b>	Oryx International School
<b>Direct Reports</b>	To be allocated	<b>Reporting To</b>	Assistant Vice Principal – Head of Primary
<b>Internal and External Interactions</b>	Principals, school staff, students, Orbital Education, parents	<b>Hours</b>	40 hours per week

**Role Purpose**

To assist the AVP Head of Primary and the Senior Leadership Team with the leadership, management and organization of Oryx International School in seeking to achieve the highest standards of student engagement, behaviour for learning, achievement and wellbeing.

**Key Accountabilities**

**Key Responsibilities:**

- To be an exemplary and visible, positive role model for staff, students and parents.
- Ensure our safeguarding practices are of the highest standard and deal with primary child protection issues in liaison with the DSL
- To teach up to 10 lessons per week if/when required.
- Lead an area of Primary school development
- Line manages Phase Leader as well as specific subject leads
- Support Teaching Assistants to implement recommendations from BPTAA
- Actively promote parental involvement through the organization of termly parent events and workshops.
- Promote high levels of learner engagement and achievement to ensure the positive trajectory of student outcomes at Oryx International School.
- Keep abreast of UK best practices through personal research and disseminate this information to relevant colleagues in support of their professional development.
- Work effectively with the Assistant Vice Principal, other Assistant Principals and Phase Leads to ensure opportunities for students are maximized
- Promote the Quality Assurance cycle
- Promote a rigorous approach to the use of data and assessment for learning and how these impacts on classroom practice & outcomes.
- Liaise closely with Primary SLT, phase and year leaders to ensure expectations are clear and the systems for tracking data are adhered to
- Support subject leaders to ensure data is analysed in order to drive high quality learning and positive student outcomes
- Through termly Pupil Progress meetings with individual staff, ensure they are supported to use assessment information to drive positive student outcomes
- Ensure the reporting process is clear to parents and staff and that the reporting procedures and documents are updated following feedback.

**Effective Operation and Development of the School:**

- Support the vision, mission, values and policies of the school and promote high levels of student achievement. Actively support the Executive Principal, Vice Principal and staff in the promotion and achievement of the aims and objectives of the school.

- As a member of the school leadership team, be involved in the planning, monitoring, evaluation and development of the school through the School Development Plan and subject evaluation and development plans.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
- Support the Executive Principal, Vice Principal and Assistant Principals in implementing new directives; helping to ensure that staff are fully informed and supported by making the necessary changes to their practice.
- Contribute to the school's organization and the overall strategic direction of the school
- Support the leadership team to organize events and activities that benefit students, staff and the community

#### **Leading & Managing:**

- As a member of the Leadership Team be involved in the Appraisal process of colleagues and integrate this into their professional development through our Quality Assurance Framework.
- In partnership with the Primary Leadership Team, organize, monitor and evaluate the work of those members of the support team responsible for implementing intervention strategies in Primary.
- Participate in the appointment and induction of teaching and support staff.
- As a member of the Leadership Team share whole school responsibility for the pastoral care of students and staff.
- Ensure all staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team.
- As a member of the Leadership Team be available at the beginning and end of the day to welcome students to and from school as well as deal with any parental or staff concerns.
- Show commitment to the extracurricular and wider activities of the school.
- Promote and further develop a positive and constructive partnership with parents and the local community.
- Lead whole school responsibilities across Primary and Secondary at the direction of the Executive Principal.

#### **Resources:**

- Be aware of and respond appropriately to any health and safety issues raised by members of the team.
- Ensure plans are in place to cover classes where a teacher is absent or unavailable.
- Lead school assemblies on a regular basis.
- Ensure that you remain up to date on developments and issues with regard to the pastoral and pedagogical developments, particularly within Primary school.
- Work with the Senior Leadership Team to establish priorities for expenditure for the school and monitor the effectiveness of spending and usage of resources.
- Take on any additional responsibilities to be determined by the Executive Principal or the Vice Principal.

## SENIOR LEADER RESPONSIBILITIES:

**SAFEGUARDING:** responsible for promoting and safeguarding the welfare of students and for raising any concerns in line with school procedures.

**EQUALITY, DIVERSITY & INCLUSION:** responsible for promoting equality and diversity in line with school policies and procedures.

**HEALTH & SAFETY:** responsible for following health and safety requirements in line with school policies and procedures.

**TRAINING AND DEVELOPMENT:** participate proactively in training and development including qualification development required in the job role.

**OTHER RESPONSIBILITIES:** play a full part in the life of the school community, both curricular and extra-curricular, to support its mission and ethos and to encourage and ensure staff and students follow this example.

*Undertaking as required other duties and responsibilities relevant to the job as directed by the Executive Principal*

## Skills, Knowledge, and Experience

- ✓ A proven track record of excellent teaching
- ✓ Recent experience as a successful middle or senior leader
- ✓ Evidence of significant responsibility for the work of others and impact
- ✓ Experience of self-evaluation & improvement planning
- ✓ Experience of quality assurance
- ✓ Experience of managing data
- ✓ Knowledge and/or experience in a whole school setting FS1-Y13
- ✓ Degree or equivalent
- ✓ Qualified Teacher status or recognized equivalent
- ✓ Further recognized and relevant qualification e.g. NPQML, NPQSL, Masters etc...
- ✓ A clear vision of how to achieve educational excellence
- ✓ The ability to clearly and effectively guide staff in best practice in their pedagogy
- ✓ Outstanding communication skills to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively.
- ✓ The ability to lead and inspire staff
- ✓ An ability to form positive relationships with stakeholders
- ✓ Setting high standards for self, staff and students
- ✓ Outstanding pedagogy

- ✓ Up to date knowledge of pedagogical initiatives and developments
- ✓ A knowledge of current educational issues and their implications in an international setting
- ✓ A strong understanding of the impact of Curriculum and Assessment
- ✓ Ability to meet deadlines whilst working under pressure
- ✓ Excellent attendance record
- ✓ Commitment to the school's ethos and vision.
- ✓ Advanced understanding of safeguarding/child protection procedures and a responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns
- ✓ Willingness to continuously update skills and knowledge
- ✓ Emotional resilience and a flexible approach accommodating changing priorities and working patterns
- ✓ Ability to work effectively with people from diverse backgrounds
- ✓ Awareness of health and safety requirements relevant to the job

### Competencies

- ✓ **Exceptional Leadership:** An inspirational and innovative leader who can secure full engagement of staff and other key stakeholders
- ✓ **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- ✓ **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- ✓ **Strong Communicator:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- ✓ **Team Worker:** Ability to work as a strong team leader and team member as required
- ✓ **Commercially astute:** Strong commercial awareness in an educational setting, able to deliver against set budgets and plan resource needs for the school
- ✓ **Resilient:** Demonstrates resilience to respond to challenge

iii) Line Manager's signature

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertains to my position.

Position: \_\_\_\_\_

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Sign over printed name)