



Melbourn Village College - Job Description

Role: Assistant Principal

Reports to: Principal

Salary – A range of 5 points on the Leadership scale: L12 – L16

Full Time Position

Job Content

Strategic Purpose

- To contribute to the development of a strategic vision, policy and planning for the College so that staff and students are set and achieve rigorous personal and measurable goals.
- To work with the Principal and Leadership team to ensure an appropriate, positive ethos in line with our aims and values – Everybody is Somebody.
- To line manage named departments and ensure that teaching and learning are of the highest possible quality and that the College is innovative and forward-looking in its use of new technologies to enhance teaching and learning.
- To lead on Pastoral Support, including Mental Health, Safeguarding and Guidance.
- To keep abreast of relevant national and local developments, advise the Principal accordingly and contribute to the strategic development planning process.
- To work as a member of the school's senior leadership team.
- To assist the Principal as required.
- To contribute to and help implement the college Improvement Plan.

Operational Responsibilities

- To lead staff/middle leader meetings as appropriate.
- To monitor and evaluate the work of designated department(s) and year team(s) in accordance with the school's self-evaluation processes and endeavour to ensure that performance targets are met.
- To lead heads of department in their preparation of schemes of work, adoption of teaching and learning strategies and their analysis of data to promote high levels of student engagement and achievement.
- To undertake lesson observations in designated departments as appropriate.
- To support colleagues in their professional development.
- To undertake other whole school responsibilities in line with those appropriate for this level of post.

- To undertake supervisory duties
- To undertake other roles appropriate to the specific responsibilities of the role.

Specific Responsibilities

The exact nature and extent of responsibilities will depend on the postholder, but the list below gives an indication:

- To lead and manage the Heads of Year in supporting the whole college ethos.
- To lead and manage the college safeguarding team.
- To provide strategic oversight in the area of pastoral support.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's performance development scheme.

Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment