JOB DESCRIPTION FOR ASSISTANT PRINCIPAL

Administration Responsibilities

Key tasks	Expected Outcomes	Performance Indicators
Deputise for the Deputy Principal or Senior APs	Act in the role of deputy principal or Senior APs when they are away or occupied on other duties.	The school proceeds in the usual manner when the other senior leaders are away or occupied on other matters. Responsibilities undertaken in an effective manner.
Ministry returns	Ministry returns are completed and sent off on time.	Each ministry return is completed accurately and on time. The results of the return are communicated to the principal and Board of Trustees as needed.
Relief Co-ordinator	All classes are adequately supervised	Ensure a teacher has been allocated to each class when a staff member is absent Adequately brief relief teachers about their responsibilities Keep records Complete pay sheets weekly
EOCT/Approval of field trips	Any time students are taken out of the school grounds out of school hours, it has the approval of the deputy principal.	Appropriate permission forms have been prepared. Each application form provided is scrutinized for outdoor risk management, finance and its interface with the term calendar. Staff receive feedback as to the approval of their trip or otherwise. Action is taken on the financial analyses provided for field trips. Staffing and reimbursement costs for EOTC stay within budget.
Appraisal of Staff	Ensure that staff are appraised in line the school's policy	Carry out appraisals of given staff Ensure that there are regular meetings Give regular feedback

		Ensure all reports are completed by the end of the appraisal cycle
Organisation of events	School events proceed as planned. Staff organising events feel supported.	Responsibilities for assigned major school events are clear well in advance, e.g. work days. This will include responsibility for working with other smt, planning and implementing school camps at various levels Staff are well briefed as needed. Staff feel supported and able to request advice/assistance.
Deputy Fire Warden	Ensure the safety of staff, students and property in the event of a fire alarm.	Work with Deputy Principal to ensure all requirements are met

Curriculum Responsibilities

Key Tasks	Expected Outcomes	Performance Indicators
Assist Timetabler	Assists the timetabler to produce and maintain the school timetable.	Staff and students consultations activities completed in a timely manner. Teachers have timetables one week before each term. Students have timetables on the first day of each term. Timetable data is accessible from a computer network. Class numbers are balanced appropriately and within staffing parameters
Assist with Report Form Administrator	Reports form of all levels are on file complete and up to date	Reports forms are printed and available for staff when required
Report preparation and distribution	Reports reflecting a high standard of professionalism issued at appointed times.	Guidelines given to staff as to details for completion of reports. Quality of reports checked by tutors, deans, DP/P. Reports issued at report evening unless otherwise stated. Reports not collected at the evening held for one week and unless a note is provided, reports then posted home.
Collation of reports	All reports received and in order conducive to easy perusal at the next stage.	Relevant boxes placed in the staffroom for completed reports. Option reports placed in the main report file in the staffroom at appropriate time. Reports put in tutor group order for deans. After all checking is completed, reports put in alphabetical order according to level, ready for report evening. Respond to issues with regards to completion of reports at any level of the College

Pastoral Responsibilities

Key Tasks	Expected Outcomes	Performance Indicators
Backup of pastoral process and Consequences	The Senior leader in charge of pastoral processes and consequences is supported, when necessary, with behavioural matters.	When the Other senior leaders with responsibility for pastoral process and Consequences are unavailable due to teaching commitments, backup is available for any incidents that occur during that time. When there is a high level of disciplinary action occurring, backup assistance is given in the overview of disciplinary procedures. Act to support home room mentors and classroom teachers at year 9 and 10 to implement consequences for ongoing or more serious behavioural issues Seen in the school-wide settings such as assembles, to have an interest and focus on positive behaviour management
Monitor Year level progress	The academic, attendance and behavioural progress of a given required year levels is collated and analysed	Information is gathered and collated on students attendance and behavioural events. Work with other senior leaders and LSC to analyse and respond to patterns of behaviour requiring support of intervention. Teachers are asked for feedback on a termly bases Students are given feedback about their academic progress especially in terms of literacy and numeracy Parents are contacted regarding any concerns Work with Deans mentor teachers and other staff re students performance

Professional Responsibilities

Special Character	To support the Special Character of the College in one's classroom teaching and in all other relations with students	Content and method of teaching is in harmony with the Special Character, cultural and individual learning needs. Relationship with staff, students and parents are marked by Gospel centred values such as respect, love and honesty Attends and contributes to events in the school e.g. staff reflections and prayers, whole school masses and liturgies
	To develop professionally within Special Character	To keep up to date with Special Character matters through involvement in related professional development opportunities

From time to time there may be other delegated tasks, specific duties, roles and responsibilities assigned, as part of the overall work that seniors leadership share in term of supporting each other in their roles

All senior managers will have a teaching component attached to their roles