



Mossbourne
Federation

Assistant Principal

Job Description

Date last reviewed on:	18th March 2025
Date to be revised on:	



POSITION	Assistant Principal
SALARY	Leadership Pay Scale – Spine 12 - 19
START DATE	Monday, 1 st September 2025 [INSET Days 26- 29 th August 2025]
HOURS	40 hours per week
FULL TIME EQUIVALENT	Full Time, 52.143 weeks per annum
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Vice Principal
LOCATION	Mossbourne Community Academy
KEY WORKING RELATIONSHIPS	SLT, ELT, teachers, students, parents and carers

Background

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Community Academy (MCA)

The Mossbourne Federation’s flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the students in our care in order for them to succeed. MCA has not only changed the face of education in Hackney but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All students, regardless of background or ability, are encouraged to achieve their true potential and the behaviour of our students is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as ‘outstanding’ and starts with the sentence ‘Mossbourne Community Academy changes student’s lives for the better’ because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times ‘Good Schools Guide’, the 5th most oversubscribed school in England and the most oversubscribed school in London. Such recognition is testament to the pride, hard work and dedication of our staff body, students and parents.

If you want to be part of the team that is improving the life chances of our students, then read on.



The Senior Leadership Team (SLT)

The Senior Leadership Team comprises the Principal, the Senior Vice Principal, Vice Principals, and Assistant Principals. They are expected to lead by example and continually express the academy's vision, values and priorities. They actively contribute to decisions on policies, strategy and development, and frequently evaluate the effectiveness of the academy's overall provision including: the curriculum; student achievement; teaching and learning; and pastoral care. The Senior Leadership Team ensure that Mossbourne Community Academy retains its culture of high expectations, excellence, unity and 'no excuses', as established in 2004, and drives the academy to further improve for the students we serve. The team is innovative, solution focused and supportive of each other, fellow colleagues and students.

Job Summary

The successful candidate's role is to support the Principal in embedding the ethos of aspiration, success and high standards in every area of academy life, ensuring that the vision and values of the academy are shared and acted upon by staff and students, and are understood by parents and the wider community. The responsibilities of the role will be determined based on the needs of the academy and the skills and experience of the successful applicant, but you will lead directly or indirectly on one, some or many of the following areas:

- Curriculum, including the wider curriculum and timetable.
- Pastoral Care, which includes behaviour, student wellbeing, safeguarding and inclusion.
- Assessment, including external and internal examinations.
- Teaching and Learning, including teacher training.
- Staff Development, including performance management.
- Parental and Community Engagement.

You will ensure the day-to-day smooth running of the academy, supporting the Principal and the Senior Vice Principal in the continuous improvement of the academy in its 'second stage'.

The Principal invites applications from candidates who are confident, well-organised, lead by example, inspire staff and put children at the heart of everything they do.

Main Duties & Responsibilities

As a member of the Senior Leadership Team you will be expected to lead in driving forward the high standards for which Mossbourne is renowned. You will:

- Take a lead role in raising the standards of achievement, attainment and behaviour across the academy and in promoting the academy's ethos of high aspirations and outstanding performance in all areas.
- Set high standards of personal effectiveness, punctuality and attendance.
- Work closely with senior staff to ensure a coherent whole academy approach to all aspects of academy life.
- Play an active role in the recruitment and induction of new staff to the academy.
- Maintain a high profile and visible presence within the academy and its immediate vicinity.
- Maintain the high standards of student behaviour around the academy, leading by example and supporting junior colleagues when necessary.
- Model, in everything you do, the academy's values of courtesy, hard work and excellence.
- Promote and be committed to the academy's aims and objectives and to implement academy policies.
- Performance-manage, support and advise your line-managed departments/ learning areas as well as teaching staff, as necessary.
- Observe colleagues as part of their performance management and give objective feedback, setting targets, where appropriate.
- Undertake duties, including senior duties, as directed and in accordance with academy expectations.



- Attend and support all academy events, including concerts, parents' evenings and results days.
- Work with Heads of Learning Area and other members of the Extended Leadership Team to ensure the effective implementation of interventions.
- Supervise and manage the Saturday and Holiday School (including Saturday detentions), on a rota.
- Take part in the academy's wider curriculum offer including Personal Development Days, the Bourne Scholar and Enrichment, as required.
- Support in ensuring the effective safeguarding and protection of children.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. To play a leading role in driving forward the high standards for which Mossbourne is renowned.



Person Specification				
E Essential or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	A proven track record of success in middle or senior leadership	X		X
E	Ability to lead and manage a department	X		X
E	A track record of supporting staff in improving their practice	X		X
E	A track record of supporting students to achieve superb outcomes in your subject area	X		X
E	Ability to reflect on your own and student performance in lessons and adapt practice accordingly		X	X
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work		X	
E	Effective planning, assessment and record keeping	X		X
E	Ability to work independently and as part of a team, contributing to INSET	X		X
E	Ability to develop and maintain positive relationships with teachers, support staff and parents			X
E	Excellent classroom management and efficient organisation of resources	X	X	X
Qualifications				
E	A good degree in a relevant subject	X		
E	Qualified Teacher Status (QTS)	X		
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)	X	X	
D	Ability to swiftly adapt to and utilise new/various systems/software	X		X
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area		X	X
Behavioural Competencies				
E	Ability to uphold and promote the core principles of the Academy		X	X
E	The ability to critically evaluate strategies for school improvement		X	X
E	Superb communication and interpersonal skills	X	X	X
E	The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	X		X



E	Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard			X
E	The upmost integrity and high levels of motivation and commitment.			X
E	Proactive approach and efficient time management and prioritisation skills			X
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X		X
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

***The document is not a comprehensive list; it simply outlines the expectations of this role.
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***