

JOB DESCRIPTION

Version 2 – February 2018

JOB TITLE – Assistant Principal - Mathematics	
JOB GRADE	Leadership
JOB PURPOSE	
<ul style="list-style-type: none"> Carry out the duties of this post in line with the conditions of employment of the RSA Academy Under the overall direction of the Principal of the RSA Academy play a lead role: <ul style="list-style-type: none"> In formulating the aims, objectives of the Academy and establishing the policies through which they are to be achieved In implementing for the curriculum for all learners Monitoring standards of progress towards exceptional achievement Proactively managing staff and resources Take full responsibility for the academy as required as a result of absence of other Senior Leaders Carry out the professional duties of a teacher as required Take responsibility for promoting and safeguarding the welfare of children and young people within the academy To embody the values, vision and ethos of the RSA Academy and assist the Principal in delivering policy which will ensure high quality and successful outcomes To support the monitoring, evaluation and continuous review of the quality and effectiveness within the Academy To support the collaborative work across the Academy and within the local community <p>1. Shaping the Future of the Academy</p> <ul style="list-style-type: none"> In partnership with the Principal, Governors and other senior leaders establish and implement an ambitions vision and ethos for the future of the schools Play a leading role in the academy improvement and academy self-evaluation planning process In partnership with the Principal and other senior leaders management the academy resources Devise, implement and monitor action plans and other policy developments Lead by example to motivate and work with others In partnership with the Principal and other senior leaders, lead by example when implementing and managing change initiatives Promote a culture of inclusion within the academy community where all views are valued and taken into account In partnership with the Principal and other senior leaders support the aims and development of the RSA Family of Academies and the RSA Academies Teaching School Alliance <p>2. Leading Learning, Teaching and Assessment</p> <ul style="list-style-type: none"> Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the academy community Support the strong implementation of academy policy to secure excellence in all areas of delivery Work with the Principal to raise standards through staff performance management Lead the development and delivery of training and support for staff 	

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- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all learners
- Work in partnership with the Principal and other senior leaders in managing the academy through strategic planning and the formulation of policy and delivery of strategy, ensuring the management decisions are implemented
- With the Principal and other senior leaders, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the academy, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the academy
- Develop, review systems to ensure robust evaluation of academy performance, progress data and actions to secure improvements comparable to appropriate national standards
- Work with the Principal and SLT to develop review systems to ensure robust evaluation of school performance, progress data and actions to secure excellence, taking urgent actions as required to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of learners and staff in their own learning.

3. Developing Self and Working with Others

- Support the development of collaborative approaches to learning within the academy and beyond, including through our Teaching School Alliance as required
- Support, with other senior leaders, the induction of staff new to the academy and those being trained within the academy
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as required
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the academy
- Be an excellent role model for both staff and learners in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of groups, progress data and target setting
- Work with the Principal and other senior leaders to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the academy improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff as required

4. Managing the Organisation

- Lead regular reviews of the academy systems as required to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal and cross-school communication
- Working with the Principal and other senior leaders, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the academy.

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- Be a proactive and effective member of the senior teams as required
- Ensure the day-to-day effective organisation and running of the academy including the deployment of staff as appropriate
- To undertake any professional duties as required.

5. Securing Accountability

- Lead and support the staff and governance committee members in fulfilling their responsibilities with regard to school performance and standards
- Support the Principal and other senior leaders in reporting school performance as required
- Promote and protect the health, safety and welfare of learners and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people

6. Strengthening Community

- Work with the Principal and other senior leaders in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Proactively support the aims of the RSA Family of Academies
- Proactively support and develop the work of the Teaching School Alliance
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies.

MAIN DUTIES

- Key remit to ensure that leadership in Maths is good or better. Bring about rapid improvements in outcomes including:
 - The quality of teaching and learning.
 - Standards in progress
 - Attitudes to learning
 - Any other duties as agreed with the Principal
- Accelerating achievement and progress in Mathematics
- Raising standards Lead for Year 9 including:
 - Yr8/9 transition programme
 - Options
 - Leadership development
 - Quality assurance and self-evaluation
 - Quality of teaching and learning
 - Staff CPDL

OTHER

- Participate in managing student behaviour
- Year 9 Raising Standards Lead (RSL)
 - Leading RSL meetings with VP RS and Progress Lead (PL) in Year 9 to ensure that progress gaps are addressed with urgency leading to improved outcomes.
 - Lead RSL meetings

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- Challenge/support PL lead in Year 9

- Options process:
 - To lead on the Year 8 Options process:
 - Development of options choices
 - Oversight of options experience
 - Organisation and delivery of options evening
 - Organisation of advice and support for year 8 students

Health and Safety

- To comply with procedures on all matters concerning health, safety and welfare in accordance with the RSA Academy policies and procedures
- To take responsibility for persona health, safety and welfare and that of others who may be affected by your actions or inactions.

Other Specific Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

PROFESSIONAL DEVELOPMENT

- Participate in professional development opportunities, willingness to develop additional skills and expertise

PROFESSIONAL SLT DUTIES

- Resource management including budget of allocated areas
- Lunchtime, walkabout, meet & greet and other associated duties as required of the senior leadership team
- Responsibility along with the Principal for the safeguarding of all students Academy wide and leading others to ensure this is achieved
- Line management/challenge and support of/for the Maths department
- Regular attendance at SLT meetings and Academy events

MANAGEMENT RESPONSIBILITIES

The structure above depicts the Direct Line Management responsibilities for your post and the operational management responsibilities.

I sign to agree I have read the above and understand the remit of the post:

Signed:

Dated:

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