Job Description

Position: Assistant Principal

Grade: Leadership Scale L11-15

Reports To: Principal / Senior Vice Principal

Key Purpose

Lead the Academy’s Teaching and Learning Programme. To provide professional leadership and management of staff in order to promote high quality teaching throughout the academy and constantly improving standards of learning and behaviour for all students, and to develop curriculum opportunities so that teaching, learning and effective learning behaviours increase in effectiveness.

Key Responsibilities

*Shaping the Future:*

* To contribute to the strategic planning process for the academy with a focus on improved outcomes for all students through high standards of teaching and learning.
* To support the Heads of School and ensure that pastoral care supports student progress and is used to improve learning and teaching and to inform and motivate students, parents and Governors.
* To ensure that monitoring of Teaching and Learning informs CPD, staff, Parents and Governors
* As a member of ALT to contribute towards leading the development of whole academy strategy and policy.

*Managing the Organisation:*

* Maintaining and developing the ethos, values and overall purpose of the academy
* To share in the development of academy policies by means of informed decision making.
* To implement and manage agreed change
* To participate in the appointment of staff
* Participate in activities for quality assurance, development planning and self-evaluation.

*Developing Self and Working with Others:*

* To effectively develop all standards of Teaching and Learning across the academy through CPD, coaching, support and mentoring strategies
* To be the Academy’s Professional Mentor of NQT’s and routes into the profession.
* To be a champion of innovative approaches to Teaching and Learning across the academy and communicate these effectively

Specific Areas of Responsibility

*For Assessing Progress*

* To strategically lead and manage teaching and learning across the academy and meet regularly with the SENCO to identify vulnerable children overseeing the use of academy assessment databases
* To regularly report strengths, improvements and issues to the Principal, Vice Principal and Governors etc.
* To assist the Principal in securing and sustaining effective teaching and learning throughout the academy by monitoring and evaluating the quality of progress and standards of student achievement in a curriculum area and ‘School’ using appropriate benchmarks and target setting.
* To ensure that all students and staff fulfil their potential in a curriculum area and ‘School’ by encouraging high expectations within the academy in the context of a broad, balanced curriculum for all.
* To monitor the quality of teaching and learning across the academy, in line with the academy policy, this may include lesson observations, learning ambles, monitoring of short and medium term planning and scrutiny of students’ work focusing on progress, intervention and quality of provision.

*For Teaching & Learning*

* Monitor and evaluate student achievement and attainment in a curriculum areas and across the academy
* Lead by example as a teacher and as a leader, achieving high standards of student attainment, behaviour and motivation through effective teaching.
* Support colleagues in the development and implementation of curricular initiatives.
* To monitor the quality of teaching and learning in a curriculum area and across the academy, in line with the academy policy, this may include lesson observations, learning ambles, monitoring of short and medium term planning and scrutiny of students’ work.
* Strategic management of training needs in a curriculum area and across the academy and provision for the improvement of teaching and learning
* To review long term planning in a curriculum area to ensure coverage, progression and a range of learning experiences throughout the academy.
* Contribute all aspects of the academy organisation and management, including preparing agendas and chairing meetings, in order to ensure that academy policies and practices are being delivered.
* Set appropriate expectations for staff and students in relation to standards of student's achievements and the quality of teaching, establishing clear targets for improving and sustaining students’ achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
* Supporting staff to meet personal and professional targets
* Ensure staff share the aims of the academy in promoting a high quality of learning in the classroom.

*For Pastoral Care*

* Support pastoral care and line management of Behaviour, Pastoral and Attendance across the academy
* To line manage the Heads of ‘School’ and the behaviour, attendance and student improvement leaders.
* Strategic leadership and management of duty teams across the academy
* Consulting with stakeholders in the community, staff, students, sponsors to engage all in transforming students attitudes to learning
* To keep ALT informed about progress towards raising standards of learning and teaching with regards to student progress, attendance and behaviour.
* To monitor the quality of teaching and learning, in line with the academy policy, this may include lesson observations, learning ambles, monitoring of short and medium term planning and scrutiny of students’ work focusing on behaviour, engagement and expectation.
* Participate in training and learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health &Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* To carry out the duties of a schoolteacher and a Deputy Principal as set out in the Schoolteachers’ Pay and Conditions document 1999.
* Undertake in the absence of the Principal and to the extent required by the Principal, or the Governing body, the professional duties of the Principal.
* To be involved in the strategic management and day-to-day running of the academy
* To work with the Principal and Governors on developing, implementing and monitoring of the Academy Development Plan and ensuring accountability of all stakeholders.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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