



Principal: **Anne Hill**

Corporation Road, Wisbech, Cambs PE13 2SE. t 01945 585237, f 01945 474226, e HR@thomasclarksonacademy.org

## JOB DESCRIPTION

### Job Details

Post Title	Assistant Principal
Responsible to	SLT

### Purpose of job

#### Purpose:

Be accountable for and provide professional and strategic leadership and day to day management of core responsibilities, under the direction of the relevant member of the Senior Leadership Team (SLT). The SLT play a key role in maintaining and driving up standards in the areas for which they have responsibility. This will include securing high quality of teaching and learning and high standards of achievement for all students. These include:

#### Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

#### Line Management

- Line manage and review departments in an agreed area of responsibility
- Supervise the line management and review of staff, identified by the Principal, including all those for whom the post-holder is the SLT link

#### Key Responsibilities:

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive**

- Develop the quality of teaching and learning
- Demonstrate and articulate consistently high standards of pedagogy and classroom practice
- Leadership of an effective quality assurance cycle and evaluation of whole school teaching and learning
- Present a coherent and accurate account of the school's performance in forms appropriate to a range of audiences including governors, parents/carers and Ofsted
- Lead on the TCA professional development programme including teacher training days
- In collaboration with local teaching alliances, develop TCA as a centre of hosting ITT, NQT students

and Teach First Graduates

- Lead the performance management process and oversee the implementation of teacher support plans when required
- Generate and evaluate the TCA wide professional development programme
- Identify and implement appropriate strategies to support staff and students to achieve success and realise their full potential
- Further develop and deploy the coaching workforce at TCA
- Improve the quality of middle leadership and support them in improving the quality of teaching and learning
- Act as line manager to specified middle leaders
- Lead the induction process for new teachers and cover supervisors
- In collaboration with the HR manager, develop a strategy for better recruitment and retention of staff
- Lead the Teaching & Learning team at TCA.

**The SLT will have accountability for the following aspects of the Academy's organisation:**

- Strategy, vision and ethos
- Curriculum and innovation
- Student progress, guidance and support
- Human resource management
- Organisation and day to day running of the academy
- Data management
- Departmental line management.

**In addition to the general duties of a teacher as outlined in the job description for teachers at Thomas Clarkson Academy, the Assistant Principal will undertake the following activities:**

**Leadership responsibilities:**

- Lead by example supporting the ethos of the academy in a way that inspires, motivates and challenges students and staff
- Ensure that all students are prepared for the opportunities, responsibilities and experiences of the outside world
- Contribute to the daily running of the academy including tutor time and extra-curricular programmes

**Other duties:**

Any other duties as deemed appropriate by the Principal or the Executive Principal of the Brooke Weston Trust.



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### Collegiate responsibility

In addition to the specific responsibilities of this post, every member of staff at Thomas Clarkson Academy will commit to:

- ✓ *Providing a courteous and efficient service to students at all times.*
- ✓ *Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.*
- ✓ *Working to maintain the Academy at the forefront of educational practice.*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.*

### Performance Management

All staff will participate in Thomas Clarkson Academy's Performance Management review scheme as outlined in the Academy's pay and CPD policies.

### Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.

*Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.*