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| **Job Title:** | ***High School Assistant Principal: Academic*** | | |
| **Reporting To:** | ***High School Principal*** | | |
| **Direct Reports:** | ***IB Coordinator, IGCSE Coordinator, Heads of Department, University Guidance Counsellor, Examinations Officer*** | | |
| **Effective starting from:** | ***January/August 2018*** | **To:** | ***end July 2021*** |

**Primary Purpose:** The Assistant Principal is accountable for all aspects of curriculum, teaching and learning, assessment and curriculum progress of students in Years 7-13.

**Position in Context:** The Assistant Principal is responsible to the High School Principal for all academic student issues in Years 7-13 as well as monitoring and supporting curriculum progress in Years 7-13. The Assistant Principal is a member of the High School Senior Leadership Team and as such is expected to contribute to the strategic and operational planning and policy development of the High School.

The Assistant Principal works closely with the High School Principal, IB Coordinator, IGCSE Coordinator, Heads of Department, University Guidance Counsellor and Examinations Officer to oversee and further develop the curriculum and academic needs of students in Years 7-13. In addition, the Assistant Principal will:

1. Develop an overarching framework for all students in the High School regarding reporting, tracking and supporting student academic progress, and other relevant High School events.
2. Lead and manage all curriculum, teaching and learning issues in the High School, including timetabling and cognitive assessments.

# Personal Specifications:

* + Leadership
  + Decision making and problem solving skills
  + Excellent communication
  + Ability to engage and motivate students
  + Knowledge of tracking student academic progress
  + Knowledge of reporting systems
  + Knowledge of teaching and learning best practice
  + Knowledge of rigorous assessment models
  + Ability to work collaboratively, develop effective relationships and establish productive partnerships
  + Excellent organisational and time management skills

# Major Activities:

1. Oversee the academic progress of Years 7-13 students.
2. Teaching and learning.
3. Assessment.
4. Curriculum development.
5. Timetabling and monitoring ISAMS data input
6. Oversee reporting procedures and data tracking procedures for Years 7-13 students.
7. Lead the CPD programme.
8. Lead and manage key school activities pertaining to Years 7-13 students.
9. Contribute to the leadership and management of Performance Development and professional development of staff in the High School.
10. Lead all direct reports.
11. Teaching.
12. Other general/administration.

# Specific Duties and Responsibilities:

## 1a. Oversee the academic progress of Years 7-13 students.

* + Lead and manage all staff involved in the academic progress of Years 7-13 students.
  + Oversee the use and analysis of academic data to monitor achievement and performance for individual students in Years 7-13 and initiate action in identified areas as a result of this analysis.

## Teaching and learning

* + Lead and manage Heads of Department.
  + Oversee pedagogical practices (for example, AfL) within the school to ensure high quality teaching and learning occurs.
  + Monitor the use of technology to enhance teaching and learning within the school and provide assistance and support when required to individual teachers and departments.
  + Monitor the quality of teaching and learning within the school and provide assistance and support when required to individual teachers and departments.

## Assessment

* + Lead Heads of Department by developing policy and practice in all areas of assessment.

## Curriculum development.

* + Keep up to date with curriculum developments and inform appropriate parties of relevant developments.