**Job Description for Assistant Principal**

**Job Title:** Assistant Principal – English

**Salary:** £49,481 to £54,503

**Reporting to:** Principal

**Responsible for:** English

*This job description should be read in conjunction with the current United Learning Pay & Conditions Policy and the respective Conditions of Employment (copies available from HR support)*

**Job Description:** All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning’s policies and procedures.

**Role Purpose:** To provide the strategic lead for driving improvements in English across all year groups, to monitor and support the department in order to maintain and improve student outcomes. Sharing good practice from within and outside the Academy.

**Role Tasks:**

* Reporting to SLT as required to keep them informed of Department performance on standards.
* Supporting the Head of Department (HoD) in driving standards of attainment and progress at Key Stage 3, 4 and 5 in English.
* Support the Assistant Principal- Data, Progress and Reporting in establishing and sharing department target setting agenda to ensure that ambitious targets are set for whole Academy and subject level performance.
* Support the HoD in the development and monitoring of plans appropriate to drive improvements.
* Investigate best practice to support the HoD, department and curriculum development alongside developments in teaching and learning.
* Work with the HoD to further raise the profile and aspirations of the English Department.
* Work to ensure SLT and where appropriate Governors have a regular, clear understanding of the work and interventions undertaken in the department, the impact of the work and its outcomes.
* To work collaboratively within and across departments in order to ensure that an effective strategy is in place to provide high quality information, advice and guidance in order to promote pupil progression and support transition between key stages.
* Work with the HoD to advise the Assistant Principal- Data, Progress and Reporting and wider SLT on requirements to enable them to make staffing decisions on the deployment of its physical resources.
* Fulfil a wider whole Academy responsibility dependent on previous skills, experience and organisational needs.

**The postholder will share responsibility with the Senior Leadership Team for:**

* The strategic vision, direction, planning and ethos of the Academy
* Providing dynamic, high quality leadership and commitment
* The monitoring, review, evaluation and reporting of all aspects of the school’s performance
* Retain strategies for the development of teaching and learning as the core theme to impact upon the progress of all students
* Informing the annual Academy improvement planning process
* Participation in the Performance Management process both as reviewer and reviewee
* Positively promoting the Academy in the community

**The postholder will:**

* Undertake any other reasonable duties and responsibilities that may arise or as directed by the Principal

*The role description will be reviewed on an annual basis and any changes deemed necessary negotiated with the postholder.*

**Competencies, Skills and Experience**

The post holder, who will be an excellent subject practitioner and teacher, will clearly understand the rigorous requirement of our profession to be held accountable for the achievement, attainment and progression of each individual student. With a total professional commitment to excellence, the post holder will have demonstrated that he or she has a personal and individual track record in delivering outstanding achievements. The ability to successfully work in partnership with colleagues to plan and teach, driving up achievement and attainment is essential. Strong communication skills are equally important and team working both with staff and students will offer good foundations for the post.

It is anticipated that successful candidate will be a diligent and flexible worker driven by a sense of the social mission of education and a determination that the young people of Carlisle should have an equal access to provision that maximizes their ability to compete for employment, training or higher education on an equal footing with their peers.

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| **Attributes** | **Priority** | | **Evidence found from** | | |
| **Evidence of:** | **Essential** | **Desirable** | **Application** | **Interview** | **Reference** |
| The highest possible standards of personal integrity | ✓ |  |  | ✓ | ✓ |
| A complete commitment to excellence | ✓ |  | ✓ | ✓ | ✓ |
| A determination to lead improvement through change | ✓ |  | ✓ | ✓ |  |
| High aspirations for students, staff and the organisation | ✓ |  | ✓ | ✓ |  |
| Leadership abilities with both colleagues and students | ✓ |  |  | ✓ |  |
| A positive and results focused outlook | ✓ |  |  | ✓ |  |
| High professional expectations of staff and the organisation | ✓ |  | ✓ | ✓ | ✓ |
| A willingness to take and manage risk | ✓ |  |  | ✓ | ✓ |
| **Skills - Evidence of:** |  |  |  |  |  |
| Use of data to inform judgement and actions | ✓ |  |  | ✓ |  |
| Good to outstanding teaching, learning and assessment practice | ✓ |  |  | ✓ |  |
| Support and challenge practice | ✓ |  |  | ✓ |  |
| Coaching and support of staff | ✓ |  | ✓ | ✓ |  |
| Excellent communication skills | ✓ |  | ✓ | ✓ |  |
| The ability to use quality cycles to drive up performance | ✓ |  |  | ✓ |  |
| Strong persuasive skills | ✓ |  | ✓ | ✓ |  |
| Strong team working skills | ✓ |  | ✓ |  | ✓ |
| **Experience - Evidence of:** |  |  |  |  |  |
| A qualified teacher with at least 7 years teaching experience in an 11-19 environment | ✓ |  | ✓ |  | ✓ |
| Evidence of delivering outstanding progress and exam results | ✓ |  | ✓ | ✓ | ✓ |
| Relevant additional qualifications e.g. M Ed |  | ✓ | ✓ | ✓ | ✓ |
| Evidence of delivering quality improvement | ✓ |  | ✓ | ✓ | ✓ |
| Curriculum planning and development | ✓ |  | ✓ |  | ✓ |
| An assessor for relevant exam board or subject |  | ✓ | ✓ | ✓ |  |
| Successfully securing improvements in student outcomes | ✓ |  | ✓ | ✓ | ✓ |
| Evaluation, improvement planning and progress monitoring experience | ✓ |  | ✓ | ✓ | ✓ |