



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title:	ASSISTANT PRINCIPAL
Purpose:	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.• To monitor and support the overall progress and development of pupils as a teacher/form tutor.• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.• To share and support the Academy's responsibility to provide and monitor opportunities for pupils' personal and academic growth.
Reporting to:	Principal.
Responsible for:	The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.
Liaising with:	The Principal of School/Deputy Principals, teaching/support staff, external agencies and parents.
MAIN (CORE) DUTIES:	To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
Operational/Strategic Planning	<ul style="list-style-type: none">• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.• To contribute to the department's development plan and its implementation.• To plan and prepare courses and lessons.• To contribute to the whole Academy's planning activities.• To carry out pre-school, break, lunchtime and after school duties as assigned to you.
Curriculum provision:	To assist the Principal of Department to ensure that the curriculum area provides a range of teaching that complements the Academy's strategic objectives.
Curriculum development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Academy's mission and strategic objectives.

Staff development:	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process.
Recruitment/deployment of staff:	<ul style="list-style-type: none"> • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance:	<ul style="list-style-type: none"> • To help implement Academy quality procedures and adhere to them. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant, accurate and up-to-date information for CMIS etc. • To complete the relevant documentation to assist in the tracking of pupils. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
Marketing and liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies, primary schools and other secondary schools.
Management of resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials.

- To assist the Principal of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

Pastoral system:

- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the form tutor group as a whole.
- To liaise with the director of achievement/year based support worker to ensure the implementation of the Academy's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Academy concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to Academy policies.
- To support the Academy's behaviour management protocols so that effective learning can take place.

Teaching:

- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and

Academy procedures.

- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any TAs or LMs allocated to pupils in your classes.

Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To actively promote the Academy's corporate policies.
- To continue personal development as agreed.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

Additional Specific Responsibilities

Deputy Principal Teacher and Assistant Principal Teacher posts

- All Deputy Principal Teachers and Assistant Principal Teachers will carry out the professional duties as detailed in part 10, paragraphs 64.1 to 65.4 in the STPCD.
- In particular, working with the Chief Executive and Principal of School on:
 - Strategic direction
 - Academy discipline
 - Overall standards
 - Managing the Academy
- To line and performance manage staff assigned to them by the Chief Executive

And, additionally, to take a lead in the following areas

- schools standards in designated years
- tracking and monitoring the progress of pupils in designated years
- responsibility for one core subject
- other roles as designated annually by the Principal of School.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.