

**JOB PROFILE**

**Post Title:** Assistant Principal (Teaching and Learning)

**Location:** Bridge Academy Central

**Accountable to:** Assistant Principal, Bridge Academy

**Grade:** Leadership Spine 6-10

**JOB PURPOSE**

To work alongside the Assistant Principal in order to improve the quality of Teaching and Learning within Bridge Academy Central, ensuring standards and achievements for all students and groups of students are high and that the proportion of students making at least expected levels of progress, is appropriate in terms of the Academy having high expectations for its students

**PRINCIPAL ACCOUNTABILITIES**

* Under the leadership of the Assistant Principal take the support lead for the development of Teaching and Learning in the centre. This will include the development of an annual cycle of review that will include formal lesson observations, learning walks, book scrutinies and any other review mechanism set out in the Academy’s Teaching and Learning Policy
* To undertake the line management of all teachers, Instructors, HLTAs and Learning Mentors, this to include their performance management and annual appraisals
* To monitor the quality of Teaching and Learning ensuring timely and appropriate action is taken to address unsatisfactory performance.
* To tailor and implement appropriate CPD sessions to develop further the quality of teaching and learning and support colleagues where necessary. To work with the Lead Core Practitioners to further develop standards in English and mathematics
* To support teaching colleagues across Bridge Academy where requested
* To deputise for the Assistant Principal as appropriate with regards to Teaching and Learning.
* To be part of the Senior Leadership Team within the centre.
* To undertake a timetabled teaching commitment.
* To consistently set and adhere to high standards of professional conduct and expertise and model appropriate practice.
* Tracking of student achievement across the Centre, identifying and monitoring cohorts of achieving and underachieving groups of learners, implementing systems of support, praise and intervention.
* Provide the Assistant Principal with relevant data on a half termly basis and working alongside the AP to ensure all students are making sufficient progress. Produce an annual report in September analysing outcomes from public examinations and making, where necessary, appropriate recommendations for improvement.
* To undertake appropriate CPD to develop teaching and learning across the Academy
* To undertake an annual survey, for all staff, of satisfaction in respect of teaching and learning

****

**PERSON SPECIFICATION**

**JOB TITLE:** Assistant Principal (Teaching and Learning)

**LOCATION:** Bridge Academy Central

**Please show, in no more than 2 sides of A4, how you believe you meet all the essential criteria listed under A [Application Form] and, where you are able, those listed under D [desirable]. We will use your completed Application Form and the information contained in the enclosure to shortlist candidates.**

**CVs will not be considered.**

**E=Essential D=Desirable**

**Assessed**: **A= Application Form, I= Interview, T= Task R= References**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Examples Specific to Role** | **Required** | **Assessed** |
| **Essential** | **Desirable** |
| **Technical knowledge and qualifications**  | * QTS
* Relevant experience training or qualifications in behaviour management
* Educated to degree level
* Knowledge of issues affecting student outcomes (behaviour, academic, social)
* Good understanding of legislative framework in relation to schools and Pupil Referral Units
* Demonstrable experience in developing the social and emotional competencies of young people
* Demonstrable understanding of child protection and safeguarding processes and procedures
* Evidence of continuing professional development including working towards or attainment of Leadership Pathways, NPQML or NPQSL.
 | XXXXXX | XX | AA, RAIIA, I, RA, I, RA |
| Knowledge, experience and achievement.  | * A consistently outstanding teacher who has achieved excellent outcomes by showing a sound understanding of how children learn best
* Proven success in teaching and managing young people with challenging behaviour
* A thorough working knowledge of the National Curriculum and emerging best practice, with experience in managing its development, planning, delivery and assessment.
* Involvement in the delivery of training programmes / presentations to staff including ITT/NQT tutoring/mentoring
* Knowledge/experience of effective alternative curriculum provision for individual pupils.
* Up to date experience of Ofsted inspection criteria and processes
 | XXXX | XX | A,I, TA,I,TA,IA,IA,IA, I,T |
| **Planning and** **organising work** | * Able to develop and deliver relevant personalised education plans
* Able to develop, monitor and evaluate quality of behaviour for learning
* Able to action plan for the medium and long term within agreed parameters
* Able to use data to produce reports
 | XXXX |  | A,I,RI, TA,TI,T, R |
| **Planning capacity** **and resources**  | * Able to lead and motivate staff
* Able to engage and work with a range of partners, understanding their needs
 | XX |  | AI,T |
| **Influencing and interpersonal skills** | * Ability to communicate effectively to a range of audiences (notably schools, and other professionals)
* Ability to forge positive partnerships with young people and families (including those who have little regard for education) and helping them to support their child’s development
* Successful experience of working with challenging and vulnerable young people and appropriately meeting their needs
* Sound in the knowledge and application of appropriate professional boundaries for school staff
 | XXX |  | IA,I RA,I,T,RA,I |
| **Using initiative to** **overcome problems** | * Awareness of OfSTED requirements relating to teaching and learning
* High level competence and experience of negotiation and conciliation
 | XX |  | A, I,T,RI,T |
| **Managing Risk** | * Ability to quality assure risk assessments for activities undertaken by young people
* Ability to assess risk and plan appropriate responses
 | X | X | AI |
| **Managing Change** | * Experience of managing and delivering change
 | X |  | A,I,R |
| **Accountability and Responsibility** | * Ability to undertake tasks without direct supervision to deliver agreed outcomes
* Take responsibility for overall performance and development of identified staff
 | XX |  | A,RI |
| **Managing People** | * Successful management of a team in an educational setting
* Has a clear leadership vision for service delivery and improvement
* Able to deal effectively with poor performance
 | XX | X | A,I,RA,IA,I, |

**Other Information – you will need to be confident that you can meet and are willing to undertake the requirements set out below**

Ability to undertake appropriate positive handling and undertake Team Teach training

Able to travel to meet service delivery requirements

Available to undertake work outside of normal working hours

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

**Stephenson (MK) Trust is an Equal Opportunities employer.  We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.  This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.  An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.**