

Title of Post	Director of Student progress - Assistant Principal	
Salary Scale/Range	Leadership pay spine ISR 14-18	
Responsible to:	Principal	The duties may be varied by the Principal to meet changing circumstances in a manner compatible with the post.
Employment duties:	To carry out the duties of an Assistant Principal (Assistant Headteacher) in accordance with the provisions of the current Teacher's Pay and Conditions document and to work towards the agreed aims of the school.	
Purpose of Job:	To raise levels of student progress and achievement To be responsible for the efficient and effective day to day running of the school To promote positive relationships and appropriate behaviour and discipline within the school To be responsible for efficient and effective internal and external communications, especially those from tutors and Heads of Year To support the work of the Heads of Year and the Vice Principal	
Duties & Responsibilities	Strategic responsibilities To promote consistently high quality tutoring throughout the school To support the Heads of Year and build consistency in the leadership of their year groups To manage attendance, behaviour, discipline, rewards and sanctions and the celebration of achievement across the whole school under the guidance of the Vice Principal To promote effective communications from Year Teams both internally and externally To oversee the quality and delivery of assemblies for the year teams To promote participation in extra-curricular and enrichment activities	
	Quality Assurance To ensure systems are in place to enable the Heads of Year to improving the quality of tutoring To conduct regular learning walks and observations to quality assure processes associated with year teams To implement spot checks and support staff in areas of concern To develop outstanding tutoring, guidance, support and transition between Key Stages To develop consistency and fairness in the application of rewards and sanctions	
	Policy and practice To organise the production of and use of the student planner as an effective aid to learning To plan and oversee the implementation of Academic mentoring, including the Academic Review Days To plan for the dissemination, collection and any follow up action from parental surveys To lead policy and practice in Attendance, Behaviour and Discipline at whole school level To manage and promote the rewards and sanctions systems across the whole school To promote the celebration of achievement at whole school level To work closely with other staff, such as those coordinating literacy and numeracy, to ensure that the students receive a coherent and coordinated tutorial programme to support their academic and pastoral needs and which meets all current legal requirements To manage SLT detentions and monitor the use of all detentions across the school	
	Line Management To line manage Heads of Year, SSOs, the Attendance Officer and the Administrators for Lower and Middle School, offering guidance, support and challenge as necessary	
	Liaison To liaise with Heads of Year to promote consistency in the application of rewards & sanctions To liaise with the Inclusion Manager and SENCo in helping to meet the specific needs of vulnerable students To participate as required in the pastoral development meetings and support the inclusion meetings	
	Health & Safety Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy	
	Events To oversee the transition days for new students and parent information evenings To oversee any year group activities To oversee Parents Evenings and Standards and Information evenings for all year groups	
	Other To inspire excellence and develop potential To act as a role model in high quality teaching and learning To support the work of the Governor's committees as required	
	Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment	