**Person Specification**

**Post: Assistant Programme Leader TLR2a, Waterhead Academy**

Key to selection / assessment methods:

**I** Interview

**A** Application

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| **Competencies and Attributes** | **Assessment** |
| ***Personal Qualities***  1. Empathy, affability and a good sense of humour  2. Confidence, influence and gravitas  3. Positivity and resilience  4. Tact, loyalty and diplomacy  5. High levels of motivation and commitment  6. Effective communication with a variety of audiences  7. The ability to inspire trust, respect and confidence amongst staff, students and parents  8. Strong personal reflection, analytical and flexible thinking | I  I  I  I  I  A I  A I  A I |
| ***Commitment***  1. To the vision and values at Waterhead Academy  2. Working in a ‘can-do’ culture with a commitment to a continuous drive for improvement, even when faced with pressure and deadlines  3. To the happiness, well-being, self-esteem and progress of all at the academy  4. To the success of all students across the Moor End Multi Academies Trust  5. Own personal and continuous development.  6. A role model to students, parents and other staff. | A I  A I  A I  A I  A I  A I |
| ***Qualifications***  1. Qualified Teacher Status  2. Good honours degree  3. Evidence of relevant leadership CPD activity | A A AI |
| ***Experience***   1. Significant impact on improving outcomes as a teacher 2. Evidence of improved practice following feedback. 3. Teaching in the secondary age sector to at least to GCSE level. 4. Evidence of effective behaviour management, with clear boundaries, sanctions, praise and rewards. 5. Evidence of good planning, organisational and communication skills. 6. Evidence of high quality assessment and feedback. 7. Evidence of commitment to regular ongoing professional development to improve practice. 8. Working with other colleagues to secure improvement in standards of teaching and learning. 9. Experience of examination marking training/practice or a willingness to undertake it. | A I A I  A I  A I  A I  A I  A I  A I  A I |

Waterhead Academy Job Description

**Assistant Programme Leader: Named Programme**

TLR2a

The Job description should be read alongside the range of professional duties of Teachers as set out in the School Teachers’ Pay and Condition Document (STPCD).

**Purpose of the post: Assist the Principal in providing leadership so that all students achieve together, by;**

* Supporting the Assistant Principal for the named programme, in the planning, implementation, monitoring and evaluation of the academy’s strategy for teaching learning and assessment, to secure engagement and excellent outcomes for students, in line with academy targets.

**Reporting to**: Assistant Principal; named programme area.

**Key Responsibilities:**

1. Be a role model for the delivery of the Teacher Standards.
2. To monitor standards in their area of responsibility within the programme, evaluate and contribute to wider self-evaluation of the school.
3. Scrutinise progress data, in class evidence, assessments and teacher planning to ensure teaching and learning in a specific programme area is of the expected quality,
4. Ensure students in all year groups have access to high quality programme through; planning, teaching, assessment, feedback, home-learning and enrichment.
5. Use accurate evidence to inform practice, identify areas for intervention and provide feedback to colleagues in order to promote progress and outcomes.
6. Support the development of colleagues practice by delivering mentoring, coaching or training.
7. Participate actively and work collaboratively throughout the Trust and beyond, by attending relevant meetings, and, as appropriate, delivering Trust-wide training and initiatives to the benefit of colleagues and students.
8. Contribute to the academy’s intervention, mentoring extra-curricular and enrichment programme.
9. Provide improvement plans, progress and impact reports as requested.
10. Support the Assistant Principal/Programme Leader in the effective use of resources and Academy facilities.
11. Lead on appraisal for named colleagues as directed.
12. Be a tutor for a specific year as allocated.

Footnote

* 1. The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to her/him by the Principal or her representative.
  2. This job description may be reviewed at any time via consultation between the governing body and/or the SLT and the post-holder as may be necessary and appropriate to the needs of the Academy.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post-holder)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_