أكاديميات الدار
أكاديمية البطين

ALDAR ACADEMIES
AL BATEEN ACADEMY

Job Description

Job Title: Assistant Principal (Teaching, Learning & CPD)
Responsible to: Principal
Post Holder: *To be confirmed*

Job Purpose
To provide professional and inspirational leadership and management for all matters relating to teaching, learning and continuing professional development and, in doing so, improve education, standards and achievement for all students.

Main Areas of Responsibility and Accountability
A Teaching and Learning
B Continuing Professional Development (CPD)
C Senior Leadership
D Other Responsibilities

A Teaching and Learning
- Lead, plan, develop, implement, monitor and evaluate a compelling vision and innovative strategies to further improve quality of teaching and learning across the school;
- Accountability for improving, monitoring and evaluating standards relating to the quality of Teaching & Learning (ADEK, SEF, CIS, School Development Plan);
- Keep up-to-date with developments and pedagogy in the UK and international schools to identify, disseminate and develop outstanding practice.

B Continuing Professional Development
- Lead, plan, develop, implement, monitor and evaluate the school's CPD (INSET), Induction and Leadership Development Programmes, which will also include planning and leading internal CPD (leadership) workshops;
- Accountability for the school's International Investors in People Accreditation;
- Lead, facilitate and develop Staff Well-Being (Work-Life Support Programme).

C Senior Leadership
- Line and performance manage selected Heads of Department, Lead Teachers and Academy of Excellence Coordinator;
- Work as a collaborative member of Senior Leadership Team, Extended Leadership Team, and Strategic Governance Group (Governors);
- Model professional, calm, solution-focused leadership at all times.

D Other Responsibilities
- Teaching within a specialist curriculum area (up to 10 lessons maximum per week);
- Contribute to the school's CAS Programme by leading/supporting one after-school activity each term;
- Academic Mentor and/or Extended Essay Supervisor;
- Undertake duties as part of the staff duty rota;
- Invigilate examinations, as required, including a minimum of one evening and one weekend external examination session, to support the Examinations Officer and Summer Examination Schedule;
- Any other duties as assigned by the Principal.

Signed: (Principal)

Signed: (Post Holder) **Date:**