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**Job description: Assistant Principal (Quality of Education)**

**Responsible to:** Co-Principal (Education)

**Period of Notice**: 12 weeks

**Job Purpose**

The Assistant Principal (Quality of Education) will take the strategic lead throughout the Academy for Teaching, Learning and Outcomes. The job holder will also be a member of the Senior Leadership Team (SLT).

The role will involve a timetabled Teaching load of 0.25 FTE and 0.25 FTE cover.

The following roles will report into the Assistant Principal (Quality of Education):

1. Foundation Learning Lead
2. Data Lead

**Key responsibilities**

**Intent**

Curriculum

1. To construct/oversee managers in the construction of an ambitious coherent and sequenced curriculum/s, designed to give all learners (esp. PP, SEND/high needs) the knowledge, skills and cultural capital they need to succeed in life & equip them for future learning & employment.

Assessment

1. The management and implementation of highly effective assessment models used to accelerate the progress each learner makes;
2. Appropriate aspirational subject & EHCP ‘target-setting culture’ embedded across the Academy –one that demonstrates that knowledge and skills are developed sequentially and embedded in long-term memory & that is evident in the curriculum/s planning.

Teaching Learning, & Outcomes

1. Manage improvements in T&L & Outcomes (see implementation section).

CPD

1. Support school improvement through overseeing the implementation of a CPD programme in line with the Academy’s SIP that supports, develops and improves the knowledge and skills of all staff so that all learners are able to make accelerated progress.

**Implementation**

1. QA of Teaching, Learning & Outcomes:
2. To devise a rigorous QA programme (effective strategic LM meetings, planning & work scrutiny, observations, coaching audits, student/teacher voice +external improvement partners) that captures an accurate picture of progress & identifies areas for improvement across Teaching Learning & Assessment;
3. To work closely with the Assistant Principal (Student Experience) to provide quality and support to advance the development of knowledge & skills for all learners;
4. Effectively hold other managers to account in order to improve standards and student achievement across SEND provision.
5. Support school improvement through overseeing the implementation of a CPD programme (& QA) in line with the Academy’s SIP that supports, develops and improves the knowledge & skills of all staff & all learners are able to make accelerated progress.

**Other duties:**

1. Participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy’s Health & Safety Policy).
3. Provide cover in other areas as required.
4. Carry out any other appropriate duties requested by the Co-Principal (Education).
5. To make secure all buildings on leaving the site.
6. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy’s Safeguarding Policy & Procedures

**The above list is indicative and not exhaustive. The Assistant Principal (Quality of Education) is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of the Assistant Principal (Quality of Education).

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed............................................... Date.........................................

Print name..........................................

**Person specification: Assistant Principal**

**(Quality of Education)**

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|  | **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Teacher of the Deaf/Multi Sensory Impairment qualification or commitment to work towards this within the next 3-5 years | **\*** |  |
| Qualified Teacher Status  | **\*** |  |
| Educated to degree level  | **\*** |  |
| A commitment to achieve British Sign Language qualifications up to Level 3  | **\*** |  |
| Emergency First Aid at Work qualification |  | **\*** |
| Level 2 qualification in Food Hygiene  |  | **\*** |
|  |  |  |  |
| **Management** | Management/leadership experience within either an education on non-education environment | **\*** |  |
| Experience of the Academy appraisal process | **\*** |  |
| Experience of dealing with attendance issues | **\*** |  |
| Evidence of developing underperforming staff and of confidently addressing capability issues | **\*** |  |
|  |  |  |  |
| **Experience**  | Experience of leading and managing change to deliver improved performance | **\*** |  |
| Experience of implementing strategies for raising standards of teaching and learning which impact upon improved student achievement | **\*** |  |
| Experience of successfully raising literacy standards across the whole organisation  | **\*** |  |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation | **\*** |  |
| Understanding of principles of child development and learning processes | **\*** |  |
| Experience of leading and managing change to deliver improved performance and success rates of students | **\*** |  |
| Tangible experience of working with and supporting other professionals from within and outside the Academy. | **\*** |  |
| * Experience and a commitment to Safeguarding best practice
 | **\*** |  |
|  |  |  |  |
| **Personal Qualities** | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | **\*** |  |
| An understanding of Deaf Culture and the issues facing Deaf individuals | **\*** |  |
| Student-centric people-person | **\*** |  |
| Aspirational  | **\*** |  |
| Inspirational | **\*** |  |
| High Standards  | **\*** |  |
| High expectations | **\*** |  |
| Consummate professional | **\*** |  |
| Passionate | **\*** |  |
| Positive | **\*** |  |
| Tenacious | **\*** |  |
| Solution Focused | **\*** |  |
| Resilient | **\*** |  |
| Calm under pressure | **\*** |  |
| A coach | **\*** |  |
| Ability to prioritise a heavy workload  | **\*** |  |
| Capable of leading and influencing others to make positive change | **\*** |  |
| Exceptional organisation skills | **\*** |  |
| Risk-taker | **\*** |  |
| Considered and measured | **\*** |  |
| Sense of humour | **\*** |  |
| Excellent communicator | **\*** |  |
| Able to deal with under-performance proactively and supportively | **\*** |  |
| Confident and able to hold others to account professionally | **\*** |  |
| Optimist  | **\*** |  |