

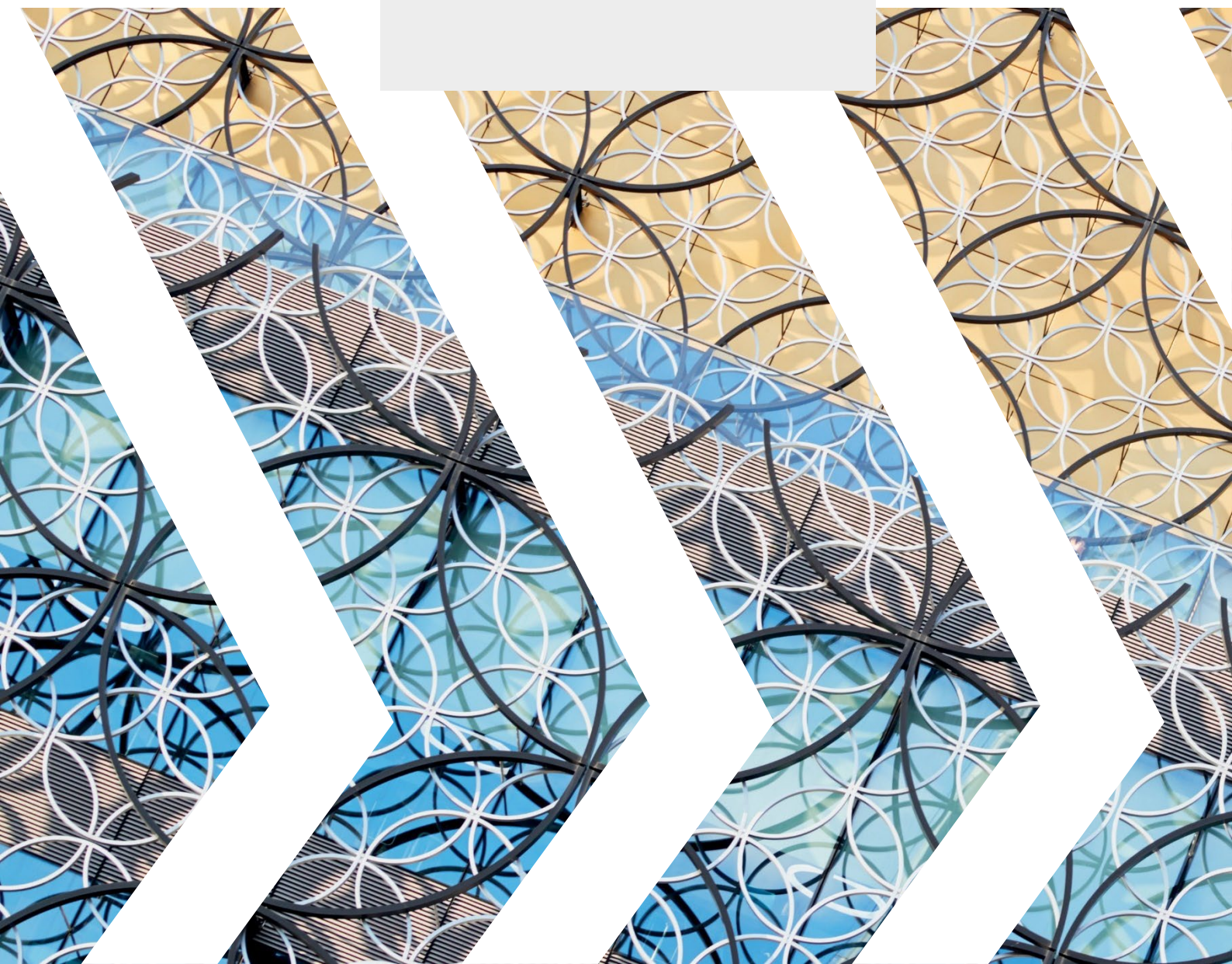


**FAIRFAX**  
MULTI-ACADEMY TRUST



**Associate Assistant Principal**

**JOB DESCRIPTION**



## JOB DESCRIPTION

### Associate Assistant Principal -

**POST HOLDER****DEPARTMENT**

Subject Area

**RESPONSIBLE TO**

Vice Principal

**LINE MANAGEMENT OF**

Various Faculty TLR post holders

**SALARY**

Leadership Scale

## JOB PURPOSE

To work closely with the Principal, senior management and colleagues to raise standards of student attainment and progress within the [redacted] Faculty.

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

Strategic Direction and Development of Science provision in the academy (with the support of, and under the direction of the Principal and leadership team).

- Strategically lead the Faculty to ensure strong academic outcomes for students
- Support all staff in understanding the needs of pupils and achieving priorities and targets in line with the Academy Improvement Plan
- Monitor progress of objectives and targets for pupils from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use this analysis to ensure future improvements
- Analyse and interpret relevant academy, local and national data and advise the Principal on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Oversee the management (including performance management) of the Science Faculty
- Use the Trust provision mapping tool to monitor and evaluate provisions in place

### Teaching and Learning

- Consistently deliver high quality lessons
- Support the identification of and disseminate the most effective teaching approaches for pupils with a focus on quality first teaching
- Develop effective ways of bridging barriers to learning through:

- assessment of needs
- Monitoring of teaching quality and pupil achievement  
Support team members to improve their teaching practice

### **Leading and Managing**

- Provide professional guidance to staff to secure consistently strong teaching, through both written guidance, meetings and professional development opportunities
- Contribute to the performance management process of teachers
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Provide regular performance information and updates to the Principal and governing body (Academy Associates)

### **Effective Deployment of Staff and Resources**

- Advise the Principal and Associates of priorities for expenditure and deployment of staff and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of academy policies
- Ensure effective risk assessments are in place and adhered to

### **Other Professional Requirements**

- Contribute to the strategic leadership and management of the Academy under the direction of the Principal
- Ensure that the Science Department uphold the values of the Academy and implement Academy Policies with consistency

## **GENERAL**

- Be familiar with the Academy's Child Protection Policy and to report concerns to the designated safeguarding lead.
- Actively promote the academy's equality agenda for all.
- Ensure the behaviour policy and systems are implemented consistently in the Faculty so that effective learning can take place.
- Play a full part in the life of the Academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- Continue personal professional development as agreed.
- Engage actively in the performance review process.
- Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified in the Leadership Section by STPCB not mentioned in the above.

## CLASS TEACHER RESPONSIBILITIES

- Undertake the normal responsibilities of a teacher
- Undertake such duties as their respective Line Manager may determine as reasonably falling within the role
- Undertake whole academy duties as may be reasonably determined by the Principal
- Uphold the values of Fairfax Multi-Academy Trust and Erdington Academy with all stakeholders
- Carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Plan and deliver lessons in line with the Academy's Teaching and Learning Policies
- Develop students' literacy and numeracy skills within a specialist subject area
- Ensure **ALL** learners make good progress by differentiating tasks and liaising with Teaching Assistants as necessary
- Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework
- Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment
- Set an exemplary role model in terms of dress, punctuality and attendance
- Attend and participate in parent and open evenings as required
- Uphold the Academy's Behaviour for Learning Policy and Uniform Code
- Participate in staff training, INSET and Professional development opportunities
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning
- Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips
- Provide cover for staff in line with the 'Rarely Cover Agreement'
- Make a particular contribution to building team commitment, in particular:
  - Provide a role model for professional practice in the school
  - Make a distinctive contribution compared with other less experienced teachers
  - Contribute effectively to the wider team

I have read and accept this job description

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**