

Ref: SLT06

Assistant Principal - Job Description

Job Title: Assistant Principal - Quality of Education (Assessment & Data)

Reports to: Vice Principal – Quality of Education

Line management of: Designated staff

Overall Job Purpose

As a member of the Senior Leadership Team, take a leading role in establishing Trinity Academy as one of the best schools in South London and ensuring that all pupils achieve to their full potential. To support the Principal and Vice-Principals in ensuring that the vision, ethos and values of the Academy are consistently reflected in the practice of all staff. To support the Principal and Vice-Principals in the management of Quality Assurance. Responsible for line managing designated academic staff and also deputising for the Principal and Vice-Principals as required.

Accountabilities – Role Specific

- Work with the Principal and other members of the Senior Leadership Team to implement, maintain and improve whole school assessment and target setting strategies.
- Manage the assessment support unit and any designated staff to ensure that the work in relation to exams and data management is conducted accurately, to the required Academy and national standards and in a timely fashion.
- To line manage designated staff, as required.
- Work with the Vice Principal (Quality of Education) and Assistant Principal (Quality of Education – Teaching & Learning) to implement a robust and coherent teaching and learning assessment strategy, both formative and summative.
- To work with the Vice Principal (Quality of Education) to ensure the:
 - Quality assurance of internal assessments used at the Academy.
 - Moderation of assessment and marking at the Academy.
 - Consistent and timely gathering of pupil data.
 - Effective interrogation of pupil data.
 - Findings are used to improve performance in conjunction with the Senior Leadership Team and Middle Leaders.
 - Organisation of Assessment Weeks.
 - Production of accurate and timely reports for the Principal, Executive Principal/CEO and the Board of Trustees as required.
- To ensure that staff make consistent, timely and accurate use of the Academy's Management Information System, in respect of pupils' academic achievement.
- Implement and maintain timely, efficient and effective reporting of pupil progress to parents/carers.

- Responsible for ensuring the Academy's examination policies and procedures are accurately developed, implemented and maintained and are compliant with all relevant regulations.
- Manage arrangements for the implementation of pupil examinations, ensuring consistency and adherence to Awarding Body requirements.
- To ensure consistent, timely and accurate use by academic staff of the Academy's Management Information System.
- To work with the Assistant Principal (Quality of Education – Teaching & Learning) to ensure the early identification of underperforming pupils and groups of pupils and to instigate timely and appropriate action.
- To work with the Assistant Principal (Quality of Education – Teaching & Learning) to support Curriculum Leaders in ensuring that effective and timely learning interventions are developed, implemented, monitored and evaluated.
- To assist the Vice Principal (Quality of Education) in implementing the whole Academy curriculum.
- **Accountabilities – SLT Generic**
- To work with the Principal and key stakeholders to ensure that the vision for the Academy is understood, clearly articulated, shared and acted upon effectively by all.
- To demonstrate and promote Trinity Academy's ethos, vision and values in everyday work and practice.
- To motivate and work with others to create a shared culture of high expectations.
- To work with the Principal and SLT to ensure continuous improvement across the curriculum and all areas of teaching.
- To line manage designated staff in order to secure coherence and to ensure that learning provision promotes equality and diversity and secures high quality learning outcomes, progress and enjoyment for all pupils.
- To undertake staff appraisals, as required.
- To work with the Principal and SLT in the effective implementation of Quality Assurance and reporting arrangements.
- To assist the Principal in producing the Academy's Self Evaluation Form (SEF) and School Improvement Plan.
- Work as a member of the SLT to ensure the effective implementation of all policies and procedures across the Academy.
- To be responsible for reviewing and updating specific Academy policies relevant to the post-holder's areas of responsibility.
- To ensure that all records within the post-holder's area of responsibility are maintained accurately and in a timely fashion and stored securely and safely.

- To ensure that all data is stored and maintained in accordance with the Academy's Data Protection policy.
- To keep up-to-date with all relevant legislation and guidance, e.g. from the DfE and Lambeth LEA, and cascade to staff members as appropriate.
- Work as a member of the SLT to ensure that the academic and pastoral needs of all pupils are met.
- To ensure that all pupils develop high-level skills in oracy, literacy, numeracy and ICT.
- To assist the Principal with the day-to-day operation of the Academy.
- To support the Principal and SLT in ensuring that the behaviour policy is implemented consistently across the Academy.

Accountabilities – Generic for all staff

- Undertake teaching commitments, either as lead practitioner or as classroom support, as directed by the Principal.
- To ensure that all teaching is delivered in accordance with the Teachers' Standards and in line with Trinity Academy policies, procedures and guidance.
- Ensure that all pupils receive excellent pastoral care and support.
- Contribute as required to the Academy enrichment programme.
- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- Carry out such duties as may be reasonably assigned by the Principal.

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the

main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the CEO.

Person Specification

A. Qualifications

	Essential	Desirable
Bachelor's Degree or equivalent	X	
Further Degree		X
Qualified Teacher Status		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
High level skills as a classroom practitioner – good or outstanding sustained over the past 2 years	X	
Proven impact at middle leadership level or above	X	
Experience of leading and working as a member of teams	X	
Experience of supervising and managing the performance of staff	X	
Pastoral experience		X
Experience of effective behaviour systems	X	
Experience of child protection and safeguarding	X	
Experience of target setting and data tracking systems	X	
The ability to analyse data in order to identify underperformance	X	
Experience of raising attainment through the use of effective intervention strategies	X	
Ability to develop and implement appropriate assessment strategies.	X	
Ability to develop and maintain the highest quality of teaching and learning across academic staff.	X	
Ability to form effective	X	

professional relationships with colleagues, parents/carers and external individuals and organisations		
Experience of managing change		X
Excellent communication and presentation skills	X	
Competent in the use of Microsoft Office packages	X	
Ability to relate well to young people	X	
Excellent project management skills		X
The ability to motivate and enthuse others	X	
Excellent organisational and time management skills	X	
Experience of working in a school in a similar context	X	

C. Knowledge & Understanding

	Essential	Desirable
High level understanding of the features of effective pedagogy, how pupils learn and strategies to improve performance	X	
Knowledge of research and evidenced best practice relating to the quality of teaching and learning	X	
Knowledge of curriculum design and development	X	
Understanding of safeguarding / Child Protection requirements	X	
Knowledge of Quality Assurance processes.	X	
Understanding of the specifics of the free school context		X
Understanding of the latest Ofsted inspection framework and how this should be reflected in practice	X	
Knowledge of recent developments at national level pertaining to examination reform, curriculum reform and school accountability measures	X	
Knowledge of legislation and	X	

good practice in relation to Data Protection, Equal Opportunities and confidentiality.		
Knowledge and understanding of the importance of CPD for all staff	X	
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	
To understand and be able to apply the principles of effective teamwork	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own CPD	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach		X
Excellent record of attendance and punctuality	X	