



King's Academy Binfield and King's Academy Oakwood

Job Description

Assistant Principal

KGA L31- 39 (£69,705pa to £76,641pa) plus KGA Bonus Scheme

This Job Description may be amended at any time following discussions between the Executive Principal and member of staff, and will be reviewed annually. It is anticipated that the strategic and day-to-day nature of the role will evolve as the academy grows and develops.

Job Purpose

As a member of the Senior Leadership Team, to support the strategic and operational management, development and leadership across King's Academy Binfield, secondary phase; in line with the Academy Improvement Plan and the mission and values of the academy.

As a key member of the Senior Leadership Team, to work in partnership with the Executive and Vice Principals and the rest of SLT to plan, implement, develop, monitor and review all policy and practice within the academy.

Areas of responsibility - *the exact responsibilities will be tailored to the successful candidate:*

Supported by the leadership team, will take overall responsibility for an area of Academy improvement and practices with other related key responsibilities in addition to the requirements of a class teacher.

Strategic Direction and Development of the Academy (in partnership with, and under the direction of the Executive Principal) to:

- Support the vision, ethos and policies of the academy and promote high levels of achievement through remarkable teaching and learning;
- Support the creation and implementation of the academy improvement plan within the national, KGA and local context, and to take sole responsibility for appropriately delegated aspects of it;
- Take responsibility for (as part of the SLT) promoting and developing a caring, healthy and productive academy;
- Support the evaluation of the effectiveness of the academy's policies for an area of the Academy improvement plan.
- Monitor the quality of teaching, learning and student achievement including the analysis of performance data across the academies;
- Ensure teaching staff develop their pedagogy, share best practice and focus on student learning outcomes;
- Lead CPD: whole academy, team and individual;
- Take responsibility for staff twilight professional development seminars and for developing opportunities for collaborative and collegiate sharing of pedagogical ideas;
- To act as a deputy designated safeguarding lead;
- Play an active and pro-active role as a member of the Senior Leadership Team of the academy.

Teaching and Learning to:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display and high standards of achievement, behaviour and discipline;
- Take responsibility (as part of the SLT) for the monitoring and evaluation of line management pastoral and curriculum areas;
- Support the SLT in developing links with parents, other schools, education institutions and the wider community, including business and industry, to enhance the children's personal development;
- Use data to monitor groups of students and develop strategies to narrow gaps in attainment and progress;
- Oversee, monitor and evaluate and thereby ensure, effective programmes for all types of intervention;
- Working in partnership with the Assistant Principals, Teaching and Learning to develop and coordinate flexible curriculum pathways to most effectively address the needs of all students in order to ensure maximum life chances;
- Monitor and develop systems to promote excellent behaviour for learning, sanction and rewards;
- Collaborate with all staff to ensure effective Home/Academy Partnership.

Behaviour and attitudes to:

- Demand ambitious standards and expectations for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Support the school culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Promote the King's Academy Binfield "Ready to be Remarkable" behaviour culture.
- Encourage high standards of behaviour from students, built on rules and the 'Ready to be Remarkable routines' that are understood by staff and students and clearly demonstrated by all adults in the academy.
- To work with parents and students to ensure that the academy is meeting students' academic and social needs.
- To promote and uphold the behaviour and conduct policy and support and ensure staff in the academy use the policy consistently.
- To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
- Lead by example, with integrity, creativity, resilience, and clarity; drawing on scholarship, expertise and skills, and that of others.

As a Teacher to:

- Teach throughout the academy in a manner appropriate to students' ages and abilities;
- Assess and record students' progress in accordance with faculty/departmental and academy policies;
- Attend and contribute to faculty/phase meetings;
- Develop and share teaching and learning resources;
- Monitor the work and progress of pupils, including those with specific learning needs;
- Maintain professional skills through INSET and our Professional Development programme;

- Explore innovative ways of delivering ICT through the curriculum to enhance teaching and learning.

Leading and Managing Staff to:

- Support the Executive Principal and Vice Principal in developing positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- Support the Executive Principal in the implementation of the academy's performance management policy;
- Support the Executive Principal in the implementation of the academy's monitoring and evaluation policy;
- Support all staff in developing a positive ethos and a climate of achievement;
- Ensure that transition is as effective and positive as possible for all groups of students.

Management of Personnel and Resources

- Assist in managing efficiently and effectively the staffing, physical and financial resources, ensuring robust Health and Safety;
- Assist in staffing deployment and appointment opportunities;
- Lead and manage colleagues in their line management and work with senior colleagues to manage all staff effectively, including assisting in implementing a system of performance management in order to ensure the provision of high quality education.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this academy.

March 2024