



## JOB DESCRIPTION

### ASSISTANT PRINCIPAL – RAISING ACHIEVEMENT – INTERVENTION/ASSESSMENT

<b>Job Title</b>	Assistant Principal - Raising Achievement – Intervention/Assessment
<b>Responsible to</b>	The Principal
<b>Responsible for</b>	N/A
<b>Grade</b>	L10 -14
<b>Purpose of the Role</b>	<p>To support the Vice Principal (Assessment and Curriculum) with driving up standards across school.</p> <p>To support the Principal and SLT in developing highly effective assessment practices across the school.</p> <p>To support the planning and evolution of the school's Pupil Premium Strategy and Catch Up funding.</p>

#### **Employment Duties**

To be performed in accordance with the provisions of the school Teachers Pay and Conditions Document and within the range of teachers duties set out in that document.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part of the Teacher's Pay and Conditions Document, sections 48 to 50. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

#### **Key Responsibilities**

1. To work with the Vice Principal (Assessment and Curriculum) to evaluate, plan and implement the school's Pupil Premium Strategy.
2. To evaluate and plan the school's use of Catch Up Funding.

3. Support the development of the use of data systems including SIMs to track and monitor learner achievement and progress in all subjects and to ensure all staff can access relevant, accurate data to inform planning and support.
4. Identify key learner groups to target as a result of analysis and ensure that there are strategies put in place which have positive impact over time.
5. Implement strategic support programmes to improve attainment and progress for targeted individuals/groups.
6. Monitor, evaluate and adapt support programmes to ensure maximum impact on learner outcomes.
7. Work with the Curriculum Team Leaders to ensure that lessons are informed by learners prior attainment and predicted data.
8. Work with the Principal and Vice Principal (as necessary) to produce and present to Governors.
9. Line manage and appraise designated Middle Leaders to include specific subjects and other responsibilities.

### **As a member of the Senior Leadership Team (SLT)**

#### **Work with the SLT supporting the leading of Teaching and Learning:**

1. Be an exemplar learner.
2. To ensure that data and target setting is used to maximise learner aspirations and progress.
3. To ensure that learning and classroom practice is at the centre of strategic planning and resource management.
4. To establish creative, innovative and effective approaches to teaching, learning and assessment.
5. To ensure a culture and ethos of challenge and support where all learners can achieve success and become engaged in their own learning.
6. To demonstrate and articulate high expectations and set realistic, attainable targets for the whole school community.
7. To implement strategies which secure high standards of behaviour and attendance.
8. To work with key staff members to lead on the development and use of new and emerging technologies to support effective learning and efficient work flow.

#### **Work with the Vice Principal, developing self and working with others:**

1. To treat all people fairly, equitably and with dignity and respect to create and maintain a positive, learning centred school culture.
2. To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

3. To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
4. To recognise and celebrate the achievements of individuals and teams and ensure robust challenge to tackle underperformance.
5. To develop and maintain a culture of high expectations for self and others
6. To regularly review own practice, set personal targets and takes responsibility for own personal development.
7. To promote staff wellbeing and work life balance

#### **Work with the Principal in managing the organisation:**

1. To create systems that are driven by and reflect the school's core values
2. To produce and implement clear, evidence based improvement plans and policies
3. To recruit, retain and deploy staff appropriately
4. To implement successful performance appraisal processes with all staff.
5. To manage and organise the school environment efficiently and effectively to ensure that it supports learning, promotes the values of the school and meets the needs of the curriculum, health and safety regulations
6. To use and integrate a range of technologies effectively and efficiently to both support learning and manage the organisation
7. To comply with policies and procedures relating to the Code of Conduct, Safeguarding, Health and Safety, Security, Confidentiality and Data Protection.

#### **Work with the Principal and Vice Principal to secure accountability:**

1. To fulfil commitments arising from contractual accountability to the governing body
2. To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
3. To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
4. To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
5. To reflect on personal contribution to school achievements and to take account of feedback from others.

#### **Work with the Principal and Vice Principal in strengthening community:**

1. To build a School culture and curriculum which takes account of the richness and diversity of the School's communities.
2. To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.

3. To ensure learning experiences for learners are linked into and integrated with the wider community and to ensure that learners have opportunities to take on leadership roles within the School and the wider community.
4. To ensure a range of community based learning experiences.
5. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of learners and their families.
6. To create and maintain an effective partnership with parents and carers to support and improve learner's achievement and personal development.
7. To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its value to the wider community.
8. To contribute to the development of the wider education system by, for example, sharing effective practice, working in partnership with other schools and Schools and promoting innovative initiatives.
9. To co-operate and work with relevant agencies to protect children.

#### **OTHER POINTS OF NOTE**

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

#### **REVIEW ARRANGEMENTS**

- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document I agree to the terms and conditions detailed therein.

**Signed:**

**Dated:**

