

Job Description: Assistant Principal Maths

Reports to: Principal/Vice Principal (agreed on an annual basis)

Pay Scale: £49,320 - £53,060 per annum

Key Responsibilities of the Post:

The successful candidate will have proven impact in raising standards and outcomes in their current role. The key responsibility of this role will be to take the lead in driving up standards in the Maths department and numeracy across the school but the role will also include some wider whole school responsibilities which will be discussed upon appointment.

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Principals and the school's own policy.
- Under the overall direction of the Principal play a lead role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved.
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.
 - proactively manage staff and resources.
- Take on the responsibilities of the Principal as agreed and appropriate in the absence of the Principal and Vice Principal.
- Carry out the professional duties of a teacher as required.
- To support child protection issues as appropriate.
- To support the promotion and safeguarding of the welfare of children and young people within the school.

1. Shaping the Future of the School

- Support the Principal and Governors in establishing an ambitious vision and ethos for the future of the school.
- Support the school improvement and school self-evaluation planning process, through agreed priorities. Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- Lead by example to motivate and work with others.
- In partnership with the Principal, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

2. Leading Learning and Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Principal to raise standards through staff performance management.
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning.
- Contribute to the development and delivery of training and support for staff.
- Contribute to the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Be part of the Senior Leadership Team managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.
- Be part of the Senior Leadership Team in developing the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality.
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

3. Developing Self and Working with Others

- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school and those being trained within the school as appropriate.
- Act as an induction coordinator for NQTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate.
- Participate in the selection and appointment of teaching and support staff as appropriate.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- As part of the senior leadership team ensure an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
- Contribute to the annual appraisal process for all identified support and teaching staff.

4. Managing the Organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met.
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- As appropriate and under the leadership of the Principal, undertake activities related to professional, personnel/HR issues.
- Contribute to the management of HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Contribute to the day-to-day effective organisation and running of the school.
- To undertake any professional duties, reasonably delegated by the Principal.

5. Securing Accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance.
- Contribute to the reporting of the school's performance to the school's community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

6. Strengthening Community

- As part of the Senior Leadership Team develop the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

In addition to the job description for Assistant Principal, you will have a specific responsibility for;

- ● Leading Maths so that student progress and attainment in this key subject is at least good, year on year.
- Developing and leading the strategy for the maths department and numeracy across the school to enable ample opportunities to read regularly and to raise standards in numeracy.
- Closing the gap between the progress and attainment of "Disadvantaged" students and other students at the school.
- Producing Departmental Improvement (Development) Plans to address identified priorities.
- Ensuring that effective tracking of students' progress is in place throughout all Key Stages; through accurate identification, and that any underperformance is supported by intervention programmes whose impact are closely monitored.
- Setting appropriate, but challenging, targets for the department as a whole and individual targets for those who work within it.
- Any further specific whole-school responsibilities as agreed with the Principal.

General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cambridge Cluster and United

Learning, and their commitments to equal opportunities and safeguarding.

- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- Be a duty team leader on a specific day.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.