



Assistant Principal- Curriculum & Achievement job description

Post:	Assistant Principal- Curriculum & Achievement
Grade	Leadership Scale L15
Responsible to:	Vice Principal Curriculum & Assessment

Job Purpose

The Assistant Principal- Curriculum & Achievement will be expected to:

- Work with the Principal and SLT to secure the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, providing outstanding leadership that establishes the academy as a leading provider of high quality education for its students.
- Deliver the highest possible educational standards and create a high expectation culture in which students feel safe, valued and motivated to succeed.
- Lead and manage the academy on a day-to-day basis providing the consistent leadership necessary to ensure staff are supported, have high expectations and are fully committed to their students achieving outstanding outcomes.
- Secure the achievement of Key Performance Indicators and targets identified in the Academy Strategic Plan and KPI sheet.
- Liaise with all stakeholders and external agencies in matters relating to the academy.

Key Responsibilities

Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:

- The learning, teaching, progress and outcomes for the students of the academy.
- The effective day-to-day management of the academy.
- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- The planning and delivery of Academy policy in key areas.
- Advising and reporting to the SLT, Governing Body and CoLAT as required.
- The delivery of key strategic objectives as determined by the Principal and Vice Principal.

Contribute (with other members of the academy Senior Leadership Team) to:

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence and innovation in education.
- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective self-evaluation of outcomes, practice and consequent planning for improvement for the academy.
- Ensure efficient and effective use of resources across the academy.
- Develop strong productive relationships with a wide range of stakeholders.

Lead on curriculum development by:

- Ensuring that a rich, broad and balanced curriculum is in place for all students.
- Supporting with all aspects of curriculum development across all Key Stages.
- Being up to date with the latest national and local curriculum developments.
- Supporting the timetabling process including staff and student timetables, duty rotas, options choices and data analysis.
- Ensuring the implementation of simple, innovative curriculum structures that create an exciting and stimulating learning experience for students and lead to outstanding outcomes.
- Devising and promoting appropriate learning pathways that ensure successful outcomes for all students at KS4.
- Supporting the implementation of an effective target setting and assessment system that provides quality assured, accurate and timely data for students, parents and staff.
- Ensuring high quality provision exists for the wider statutory curriculum.
- Subscribing to national information providers such as Ofqual, The Key and EEF.
- Using research-based evidence to ensure that the academy delivers an innovative, world-class curriculum for its students.
- Determining a curriculum that is informed by current knowledge and best practice to develop the potential of all students and equip them for the demands of 21st century life and work.

Support teaching, learning and assessment by:

- Liaising with Subject Leaders to ensure that Schemes of Work and programmes of study are in place for all year groups and subjects.
- Liaising with Subject Leaders to ensure that teachers 'teach to the top end' and that their curriculum promotes this.
- Support Subject Leaders with embedding learning and revision strategies across all subjects and year groups.
- Liaising with Subject Leaders to produce resources for parents which detail topics covered, useful resources and how they can support their child's learning at home.
- Liaising with Subject Leaders to ensure that assessments are appropriate for terminal exams and incorporate a degree of cumulative assessment.
- Ensure that sufficient moderation and quality assurance takes place internally and externally, enabling assessment data to be robust.
- Using data to inform curriculum structure and interventions to improve student outcomes.
- Promoting excellence in teaching and learning, ensuring a continuous and consistent academy focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Ensuring that a high quality educational experience is available for all children and young people that attend the academy.
- Ensuring that the skills, learning and aspirations of children and young people are developed and enhanced at all key stages.
- Challenging underperformance at all levels and ensuring appropriate action.
- Providing a range of extra-curricular activities which support the reputation of the academy for providing a broad and well-rounded education.

Leadership of self and others by:

- Providing dynamic, consistent and motivational leadership for the academy and its staff, ensuring the successful delivery of the vision, ethos, aims and objectives of the academy.
- Providing an approachable, authoritative and visible presence in and around the Academy to provide support for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Developing and maintaining respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Taking a lead in creating a positive, inclusive climate that carries the academy's vision forward.
- Ensuring that Performance Management and Appraisal processes for all staff are robust, fit for purpose and effective in raising the quality of teaching, learning and service delivery.

- Training, coaching, supporting and directing staff as required to ensure a positive, professional and achievement focused ethos is maintained.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Ensuring that systems are in place to encourage all teaching staff to be similarly active in their personal and continuous professional development.
- Building a culture of high commitment, standards and drive for success through coaching, mentoring and motivating staff.
- Maintaining open professional dialogue with SLT about the academy's identification of strengths and weaknesses ensuring a proactive approach to sharing potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Performing other duties to be determined in discussion with the Principal.

Management of the organisation to:

- Deliver effective operational management for the delivery of education within the academy's budget and in accordance with financial and organisational structures.
- Report to the Governing Body on academy performance and the implementation of policies, thereby ensuring full involvement of the governors in strategic planning, business activities, monitoring and building relationships with the wider community.
- Work to, and report on, targets for achievement of the academy and personal targets as agreed by the Governing Body.
- Work within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Recruit, deploy, develop and motivate a committed, effective and diverse education workforce whose members have a clear understanding of the vision of the academy and the academy's strategic plan and of their personal role in enabling and promoting high quality learning.
- Act in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.
- Monitor and evaluate student and organisational progress to ensure that objectives are being achieved.
- Undertake any other duties commensurate with the post as reasonably delegated by the Governing Body.

Strengthening Community

- Develop, implement and maintain effective strategies to promote engagement of the whole academy community. In particular to establish effective relationships with all parents/carers and promote their involvement in their children's learning and academy activities.
- Develop the academy's extended academy provision.
- Actively support the diversity of the academy's communities and students.

Safeguarding and Promoting the Welfare of Children

- Have substantial knowledge and effective experiences of addressing all statutory safeguarding issues.
- Ensure a safe and supportive academy culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
- Act as a Child Protection Officer.
- Identify key features of staff recruitment that help deter or prevent the appointment of unsuitable people.

Other Responsibilities

- Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.

- Ensure equality of opportunity for all staff to facilitate their continuing professional development.
- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.
- Ensure the Chair of the Governing Body is made aware of and kept fully informed of any concerns arising in relation to safeguarding and/or child protection.

Standards/Quality Assurance and Additional Responsibilities

- Fulfil a negotiated teaching commitment and be an excellent classroom practitioner.
- Uphold the academy's behaviour code and uniform regulations.
- Participate in staff training and development.
- Develop links with governors, LEAs and neighbouring schools/academies.
- Conduct assemblies and detentions as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Attend and participate in open evenings and student performances.
- Compile statistical returns as required.
- Assist in the generating of additional finance for the Academy through attendance at meetings and preparation of bids.
- Assist the Principal and Vice Principal Resources with the management of the school's delegated budget and help oversee management of resources.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Associated Duties

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken by Principals in the course of their employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue:

Signature of postholder:

Signature of Chair of Governors:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Aspiration to headship	✓	
Evidence of continuing professional development	✓	
Experience		
Minimum of 2 years' experience at Middle Leadership level	✓	
Demonstrable experience of improving student outcomes	✓	
Experience of having lead, or made a significant contribution to, the success of an academy through its leadership, student outcomes and ethos	✓	
Leading curriculum initiatives using the latest technologies to support learning	✓	
Understanding of innovative approaches to timetabling	✓	
A rigorous understanding of the National Curriculum and OFSTED Framework	✓	
Demonstrable experience of high quality teaching and learning	✓	
Experience of policy writing and devising schemes of work	✓	
Successful leadership and management of a team of people	✓	
Experience of leading and training staff to be successful practitioners	✓	
Experience of supporting staff to optimise attainment and progress of students	✓	
Extensive experience of working with children with significant barriers to learning	✓	
Excellent organisational skills	✓	
Well-developed interpersonal and communication skills	✓	
Teaching and Learning		
Outstanding learning secured for students through outstanding teaching	✓	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
Innovative and relevant curriculum offer to challenge and inspire students	✓	
Vision and Strategy		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Understand how to set high aspirations and lead effective strategies across all aspects of an academy including learning, accountability, curriculum, administration and communication	✓	
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards	✓	
Leadership		
Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction	✓	
Able to develop, empower and sustain individuals and teams	✓	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	
Rigorous use of data to inform and shape teaching and learning to secure outstanding outcomes for all students	✓	
Strong organisational skills and the ability to delegate to others and hold them to account for outcomes	✓	
Have a deep commitment to the safeguarding and wellbeing of all students	✓	
Leading Relationships with Stakeholders		
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to inspire and secure strong relationships with other academy staff, families, trustees and a very wide range of other external relationships	✓	
Work-Related Personal Qualities		
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	