Job Description

POST: Assistant Principal – Mathematics

RESPONSIBLE TO: Principal

SALARY: L12 – L16

LOCATION: Oasis Academy Lord's Hill, Southampton

KEY RELATIONSHIPS: Academy Leadership Team; relevant teaching and support staff; students; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE:

All leaders in the Academy share in devising strategies for raising standards and fulfilling the Academy vision of 'Excellence for all'.

The post holder will lead the strategic direction of a whole Academy priority, which in the first instance will be improving the quality of education and outcomes in Mathematics. This will involve setting high expectations to ensure the delivery of high quality teaching and learning and exceptional progress of all students.

The post holder shall have the professional duties of a senior teacher in accordance with the current DfE's School Teachers' Pay and Conditions document.

KEY RESPONSIBILITIES

1. To assist the Principal, together with other members of the Academy Leadership Team, in fulfilling the Academy vision and providing leadership and management of the Academy.
2. To provide strategic leadership that provides an outstanding quality of education in Mathematics, in addition to other specified whole school priorities.
3. To actively support the vision, ethos and policies of the Academy.
4. To promote and safeguard the welfare of children you teach or come into contact with.

SPECIFIC RESPONSIBILITIES:

Leadership and Management

- Communicate compellingly the Academy's vision and drive the strategic leadership of Mathematics, empowering all students and staff to excel.
- Be a strategic and supportive member of the leadership team of the Academy, playing a key role in the development of the Academy as it becomes an innovative, high performing organization.
- Contribute to the development and review of the Academy SEF and Academy Development Plan.
- Play a key role in creating an environment within the Academy where students and staff develop and maintain positive attitudes towards each other, the environment and community.

- Take an active role as a team leader within the Academy's performance management policy, in addition to promoting and providing induction and continuous professional development opportunities, to ensure the professional effectiveness of teaching and support staff colleagues.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy's strategic priorities.
- Use appropriate resources, in consultation with the Principal, for effective, efficient and safe teaching and learning across the Academy; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources.
- Liaise effectively with all stakeholders including parents, Hub Council, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- To lead Mathematics development across the Academy and support in the sharing of good practice across the Academy Trust.
- Network with other academies and schools through the Oasis Community Learning and other relevant networks; make and host regular visits in order to learn more about the ways that other institutions are effecting change and transformation.
- Ensure the Academy is compliant with national, local and Academy statutory, legal and policy requirements.

Systems Leadership

- Ensure that the Academy's systems, organisation and processes are followed consistently throughout the department.
- Lead the implementation of the monitoring, evaluation and review cycle in the post-holder's area of responsibility.
- Effectively line manage designated middle leaders and support staff.
- Ensure performance management of staff is rigorous, fair and transparent, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Distribute leadership throughout the department, forging a team of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Lead on self-evaluation processes and strategic planning processes within Mathematics which are shared with staff and developed as a team.

Quality of Education

- Drive the quality of teaching within the department, ensuring this secures outstanding progress and engagement of all students.
- Ensure consistency of practice in accordance with Academy policy.
- Ensure all teachers have developed the skills necessary to manage learning and behaviour in the classroom.
- To lead on curriculum development within the Mathematics department, including the development of mastery.
- Ensure, through collaboration, that medium and long term plans, and lesson planning and associated resources support outstanding teaching.
- Support teachers to enable them to provide accurate and timely assessment of students' progress, which informs teachers' planning and further accelerates student progress.
- Develop effective assessment resources across the subject which will provide accurate and reliable data about levels and grades for students.

- To take a lead in the analysis of assessment information to support action-planning, including test and examination data to identify targeted interventions for individuals and groups of students.

Staff

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience to raise standards of achievement across the Academy.
- Ensure that all staff have a clear understanding of their roles and responsibilities
- Hold all staff to account for their professional conduct and practice.
- Lead CPDL activities and disseminate good practice based on educational research assessment and data.

Students and Parents

- To demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Provide a safe, calm and well-ordered environment for all students, focused on safeguarding students and developing their exemplary behaviour.
- To lead on assessment, recording, reporting and monitoring of student progress in Mathematics to secure outstanding progress of all groups.
- Ensure an effective partnership with parents to support students' academic and personal development.
- Seek opportunities to invite parents, careers and other members of the community into the Academy to enrich the opportunities for all students.
- Ensure parents are well informed about their child's progress and targets and their part in the process of improvement.
- Seek the views of parents, and other members of the community on the development of the Academy.

Equality of Opportunity and Safeguarding

- To promote equality of opportunity and safeguarding the welfare of children and young people.
- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

- Carry out any other reasonable tasks as directed by the Principal.

Assistant Principal (Mathematics)

Person Specification

	Essential	Desirable
Qualifications	• Qualified to degree level • PGCE (or equivalent) – Qualified to Teach in the UK • Evidence of recent, relevant professional development	• Qualified to Masters degree level in Mathematics
Experience, Skills & Knowledge	• Excellent teaching experience in secondary setting • Leadership experience in a mixed, comprehensive school or academy • Proven record of success in improving outcomes in Mathematics as a middle leader • Experience and understanding of the academy/school planning, monitoring, review and evaluation process • Knowledge and understanding of recent educational initiatives and the legislative framework • Understanding of what is required to secure effective teaching and learning in Mathematics to improve student performance in an inclusive environment • Ability to use data effectively to set targets and improve behaviour and attendance • Understanding of the practical application of equal opportunities in an academy context • Knowledge of safeguarding and promoting the welfare of children and young people	• Experience in more than one comprehensive school or academy, at least one graded outstanding • Evidence of success at a senior or middle leadership level in developing whole academy/school strategy and vision

Personal Qualities	• Passionately committed to safeguarding and the welfare and wellbeing of children and young people • To work hard and remain fully committed, even when under pressure, always acting with consideration for yourself and others • Forgiving and committed to healthy inclusive relationships (strong interpersonal & diplomatic skills) and ability to work as part of a team • Act with humility and as a team player by serving others both in the Academy and the Oasis family • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos • Ability to motivate students and staff • Good communication skills • Ability to reflect and use and act on own initiative • Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working in a range challenging situations	