



Job Description – Horsmonden Primary Academy

Role: Assistant Principal (Teaching & Learning and Curriculum Development)
Reporting to: Principal

JOB PURPOSE: *In conjunction with the professional duties set out in the current School Teachers' Pay and Conditions*

- to provide professional leadership and management of Teaching & Learning across the school in order to raise standards of student attainment and achievement across the school by:
- establishing systems for Quality Assurance (through Team Reviews) to inform the Academy Performance Agreement and Ofsted Action Plan and to establish a positive culture of self-review and improvement
- leading innovation and development of Teaching & Learning through ICT and other new technologies and research
- developing and enhancing the teaching practice of others through coaching
- developing and enhance the curriculum across the school from Year R to Year 6

Leadership

- To be accountable for the achievement, attainment and progress of students across the school
- Strategic lead on the development of Teaching & Learning for all staff
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives
- To strategically develop the whole school use of national initiatives to ensure effective planning for future improvements
- Line Management of identified curriculum areas

Curriculum Development and Teaching & Learning

- To monitor classroom performance and manage interventions and support
- To be accountable, evaluating Teaching & Learning and Curriculum Development strategies
- To create structures to ensure that Teaching & Learning is innovative and of a high quality throughout the school
- To lead on whole school curriculum, enhancing subject teaching and how teachers are supported to achieve this
- To create structures to ensure that the Curriculum is of a high quality throughout the school

Learning

- To keep up to date with national developments in pedagogy
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy
- To ensure that challenging targets are set, understood and used effectively to raise standards of attainment
- To develop a culture of independent learning
- To ensure that new technologies are introduced and deployed effectively across the school and that pedagogy embraces and develops with available technologies

Staff Development

- To undertake Appraisal Review(s) and to act as reviewer for other school staff
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To participate in the school's ITT programme
- To support development in Teaching & Learning within and across curriculum areas through CPD, monitoring and review
- To support colleagues to be successful in their own leadership role through mentoring, coaching and line management
- To contribute to mentoring/coaching programmes and induction of new staff and NQTs in conjunction with Director of Improvement for Learning and Teaching
- To work alongside colleagues from across the cluster to lead initiatives when appropriate and develop new strategies.

Assessment

- To evaluate the performance data provided and take appropriate action on issues arising – setting realistic deadlines where necessary and reviewing progress on the action taken
- To provide all relevant bodies with robust information relating to the school's performance and development
- To contribute to intervention and mentoring strategies

Communication

- To ensure that all members of the school are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders
- To represent the school's views and interest in a professional manner

Operational

- To promote teamwork and to motivate staff to ensure effective working relations