



Job Description – Assistant Principal, Continued Professional Learning

Title of Post: Assistant Principal, Continued Professional Learning

Responsible to: Cross Campus Principal

Teaching Load: 10%

Direct Reports:

- Secretary for Academic Professional Development
- First Aid Advisor
- Certain Middle Leaders from Primary and Secondary as defined by line management structures as agreed by the Senior Leadership Team.

Indirect Reports:

- Cross-Campus ICT Advisor
- Water Safety Instructor
- Primary: Leader of Excellence in Teaching and Learning
- Secondary: Learning and Teaching Advisor

Role and Position in the Organisation

The purpose of the Assistant Principal, Continued Professional Learning is to:

- Provide professional leadership and management of continuing professional development (CPD) to drive school improvement and personal development
- In conjunction with the Cross Campus Principal, co-lead the Performance Management (PM) System
- Develop initiatives in order to secure high-quality teaching, the effective use of resources and improved standards of learning and achievement in accordance with the school's guiding statements

The Assistant Principal, Continued Professional Learning reports to the Cross Campus Principal and is a member of the Primary Leadership Team (PLT), Secondary Leadership Team (SecLT) and the Academic Leadership Team (ALT).

Key Relationships

- Secondary and Primary Principals
- ALT
- PLT and SecLT



- Secondary - Heads of Faculty and Heads of Year
- Primary – Leaders of Learning and Welfare and Leaders of Learning and Curriculum
- IB Coordinator and Exams Officer
- HR Manager/Personnel Team
- Teachers, students and parents

Responsibilities, by area

Goal I: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – the Assistant Principal, Continued Professional Learning will:

- provide strategic and operational advice to the Head of School and the Principals on all academic matters relating to CPD and PM, keeping abreast of good practice and opportunities both locally, internationally and in the UK specifically;
- ensure that the implementation of the CPD policy supports the needs of the school, whilst supporting individualised needs in the Patana community;
- liaise with external agencies to provide quality professional learning opportunities;
- in consultation and collaboration with key Senior and Middle Leaders, ensure effective planning, delivery and evaluation of CPD provision which shows continuity and progression;
- ensure that PM directly informs CPD;
- carry out an annual needs analysis and, based on identified needs, investigate and lead opportunities for CPD linked to the development plan, analysis and individual PM strategies;
- maintain an accurate and up-to-date record of professional development opportunities using BPSNet;
- take a leadership role in developing specific initiatives in learning, teaching and leadership, leading training as and when required and participating fully in any relevant committees and working parties;
- coordinate opportunities for members of staff to observe colleagues teaching across the school;
- coordinate and lead the induction and ongoing orientation of new staff in collaboration with the HR Department, ALT, PLT and SecLT;
- coordinate and complete all compulsory CPD opportunities linked to Student Safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS) with the relevant personnel;
- undertake a teaching role (approximately 10% of the week).

Strategic Area 2 – Professional – the Assistant Principal, Continued Professional Learning will:

- demonstrate the highest standards of professional behaviour and act as an ambassador for Bangkok Patana School both within the school and amongst the wider community;



- ensure that there is efficient and effective line management and appraisal of individual members of the teaching staff following the school's PM System;
- in consultation and collaboration with the Principals, monitor, evaluate and review classroom practice and promote improvement strategies aiming for outstanding standards of learning and teaching at all times through the exacting implementation of PM and other strategies;
- act as a Reviewer to specific, designated staff as part of the school's performance management system;
- demonstrate a readiness to challenge and remedy underperformance in consultation with the Head of School and Principals using the Performance Support Procedures;
- support the Principals in the process of revising and updating job descriptions and the Professional Standards;
- coordinate the recruitment and induction of supply teachers;
- proactively manage his/her own personal professional development.

Strategic Area 3 – Culture and Communication – the Assistant Principal, Continued Professional Learning will:

- actively participate in ALT/PLT and SeCLT meetings keeping all members informed about areas related to CPD and PM;
- investigate and lead opportunities for CPD and communicate these to the academic community;
- consistently use and develop information systems to ensure exemplary communication links with all stakeholders;
- represent the school at CPD - related events in order to promote the school's vision for CPD and to keep abreast of current trends;
- oversee programmes for visiting teachers, leaders and organisations;
- promote, support and communicate work/life balance initiatives to ensure that the professional, social and personal needs of the academic staff are met;
- develop and maintain communication with other schools and external agencies for the purpose of providing quality professional learning opportunities for staff;
- assist with the introduction of the school to prospective teachers;
- contribute articles related to CPD issues to the school newsletter and other publications.

Goal II: We align our structures, policies and practices to support learning



Strategic Area 1- Policy and Planning – the Assistant Principal, Continued Professional Learning will:

- lead the relevant staff to ensure short, medium and long-term planning and development of the Professional Learning Programme;
- play a leading role in Primary, Secondary and Cross-Campus development planning;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern;
- contribute to whole-school calendar planning.

Strategic Area 2- Finance and Resources – the Assistant Principal, Continued Professional Learning will:

- in conjunction with the Principals and Head of School, determine the budgetary implications of CPD needs;
- monitor the budget for CPD, ensuring funds are allocated appropriately based on identified needs and linked to the development plan;
- prepare and monitor budgets for ongoing CPD events and activities hosted at school.

Strategic Area 3 – Admissions – the Assistant Principal, Continued Professional Learning will:

- assist with the introduction of the school to prospective parents, in particular in explaining issues related to teacher performance and professional development.

Strategic Area 4 – Health and Safety – the Assistant Principal, Continued Professional Learning will:

- maintain a watching brief on health and safety matters and be proactive in reporting any perceived risks;
- liaise and advise the Services Manager and Health and Safety Officer regarding any training required in relation to health and safety issues.

Strategic Area 5 – Facilities – the Assistant Principal, Continued Professional Learning will:

- ensure all facilities are appropriately deployed to ensure the effective delivery of the curriculum.
- contribute to the planning and development of the school's facilities and liaise with the Head of School and Principals on suggestions for enhancing the facilities to ensure optimum use.

These duties will be developed into short and longer-term targets in consultation with the post-holder.