# JOB DESCRIPTION

Post: Assistant Principal – English

Responsible to: Principal

**Purpose:**

The role of the Assistant Principal is to ensure the climate for learning and the academy environment is one of high standards, incredible behaviour, mutual respect and optimism. As a figure head of the organisation the Assistant Principal is relentless in their pursuit of ‘excellence in all we do.’

**Leadership:**

As a member of the Academy Leadership Team, the Assistant Principal works alongside the Principal in defining and articulating the vision and values for the Academy and then implements this through their actions. They are committed to ‘Excellence in all we do’ and believe in the Castle View Leadership Principles.

**Principles:**

1. Ensure your moral purpose is known and understood by all, lead by example and ensure that you have students at the heart of your decision making.
2. Be restless and aware of new ideas, have a detailed overview and understanding of data, ensure intervention is implemented clearly and with precision.
3. Leave absolutely nothing to chance or let emotion get in the way of necessary action.
4. Find opportunities to offer deep personal gratitude for the work of colleagues in an open and closed forum and create a culture of positive support and encouragement.
5. Be relentless in the pursuit of excellent outcomes and better education opportunities for the community we serve.

**Main Core Duties:**

* To lead the whole school literacy and reading strategy
* To provide strategic direction and leadership on the schools Direct Instruction strategy
* To lead the English department and ensure academic outcomes continue to rise in English
* To work in partnership with the Vice Principal to ensure the best teaching, learning and progress is evident across the school
* To actively contribute to the Castle View teaching and learning strategy
* To contribute to raising standards of achievement and maximising student attainment in all subjects across the academy
* Play a major part in securing outstanding outcomes in the classes you teach and across the Academy
* Be committed to the safeguarding of children across the Multi Academy Trust

## Teaching:

* To be an ‘exceling’ classroom practitioner
* To teach students according to their educational needs
* To use and share teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus
* To undertake a designated programme of teaching
* To ensure a high quality learning experience for students which meets internal and external quality standards
* To maintain good order, discipline and respect for others; to promote understanding of the school and Trusts rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
* To undertake assessment of students as requested by external examination bodies, department and school/ United Learning procedures

## Staff Development:

* To take part in the school’s staff development programme by participating in arrangements for further training and professional development both at Castle View Academy and within United Learning
* To continue personal development in the relevant areas including system leadership, influencing from afar, coaching, mentoring and leading in the effective implementation of pedagogy at senior level
* To engage actively in the performance appraisal process
* To work as a member of a designated team and to contribute positively to effective working relations within the schools across the trust as required

## Quality Assurance:

* To adhere to and implement school and group wide quality procedures
* To contribute to the process of monitoring and evaluation of departments in line with Trust procedures, including evaluation against quality standards and performance criteria
* To implement modifications and improvement where required to the teaching and learning demonstrated across the Academy and within your own classroom
* To take part, as may be required, in the review, development and management of activities relating to the academy, curriculum, organisation and structure
* To actively engage in the school and United Learnings self-review and evaluation processes
* Update, and present to the Governing Body, any policies in designated senior areas of responsibility

## Management Information:

* To be highly organised, punctual and professional
* To maintain appropriate records and to provide relevant accurate and up-to-date information for the work completed as a successful member of the senior leadership team
* To smile, laugh and demonstrate a sense of humour. Senior posts require high levels of effort and dedication. It is important to laugh in order to enjoy the role to its fullest

## Other specific duties:

* To play a full part in the life of the school, community and Multi Academy Trust to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
* To promote actively the school and United Learning policies
* To attend meetings as determined and directed by the Principal
* To undertake any other duty as specified by the Principal
* To comply with United Learnings procedures concerning safeguarding and to ensure that training is accessed when appropriate

January 2021