

Capital City Academy - Job Description

Title of Post

Assistant Principal: Teaching and Learning
(2 roles together incorporating the duties listed below. The exact remit of each role is to be negotiated on appointment)

Salary

L16 – L19

Reporting to

Vice Principal – Curriculum

Job Purpose

As a member of the Capital Leadership Team to plan and ensure the successful delivery of the vision for the Academy by ensuring excellent standards of teaching and learning including leading on whole school teaching and learning strategies and initiatives, line managing Curriculum Area Leaders and the review and monitoring of teaching and learning. Alongside the Assistant Principal: CPD to develop teaching and learning more widely across the academy. To be responsible for leading on some whole school operational processes e.g. calendar, cover.

Duties

1. To be part of the Capital Leadership Team and undertake senior leadership supervision duties and cover lessons as required by the agreed rotas and policies.
2. To support the Principal and Vice Principals in embedding a strong Culture for Learning across the Academy.
3. To report to the Governors' Committee on Curriculum and Standards on the quality of teaching and learning.
4. To ensure that Curriculum Area Leaders develop high quality Schemes of Learning, Curriculum and Assessment Maps and learning resources and embed a strong Culture for Learning in each department in the Academy.
5. To provide visionary leadership for whole school teaching and learning and ensure the smooth running of whole school activities to develop teaching and learning such as learning walks, work scrutiny, DEFT (Department Evaluation and Feedback Tool) and the SEF process.
6. To work to improve and develop Literacy, marking and feedback and homework across the Academy.
7. To line manage Curriculum Area Leaders.
8. To provide feedback for students in line with Academy and curriculum area policies.
9. To maintain high expectations and standards in classroom practice, promoting good behaviour, not only by the use of rewards and sanctions, but principally through pacey, challenging lessons.
10. To plan and deliver high quality lessons which meet the needs of individual students through appropriate differentiation liaising as appropriate with Teaching and/or Learning Support Assistant(s).
11. To establish and maintain a positive and stimulating learning environment and to provide cover work for classes for up to 5 days in any one period of absence.

12. To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
13. To take personal responsibility for professional development and to produce an annual plan for improved professional practice.
14. To participate as appropriate in the Academy's arrangements for Appraisal.
15. To undertake such further activities as may reasonably be directed by the line-manager or Principal.

Person specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree with significant subject content QTS status PGCE (or equivalent) 	<ul style="list-style-type: none"> Masters, NPQML or similar externally accredited leadership course
Experience	<ul style="list-style-type: none"> Successful teaching experience of secondary age students. Recent successful experience in leading, managing and delivering a high quality service e.g. curriculum area, pastoral team or development project within an educational setting Contribution to the management of whole school issues. 	<ul style="list-style-type: none"> Recent successful senior middle leadership experience Experience of working in an inner-city school
Ability/Skills	<ul style="list-style-type: none"> Commitment to the values of Capital City Academy Ability to think and act strategically and convey a vision for the future. An effective teacher who relates well to children and young adults Ability to teach all ability groups to at least GCSE, meeting the needs of all pupils including those with SEN Ability to monitor and evaluate teaching and learning and to analyse student and school performance data and to use the outcomes to improve the quality of teaching and learning. To have an up-to-date knowledge of the National Curriculum and relevant subject specifications. The ability to achieve cultural 	<ul style="list-style-type: none"> Financial planning and budget management skills

	<p>change and translate vision into reality.</p> <ul style="list-style-type: none"> • The ability to enhance performance by motivating, developing and empowering staff, equipping them with key skills and preparing them for more senior roles. • An interest in the development of new technologies within the classroom • Strong oral and written communication skills including diplomacy, influencing, networking and presentations skills. • Evidence of continuous professional development and learning. 	
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Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.