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**Job Description**

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| **Job Title:** | Assistant Principal English and Literacy |
| **Location:** | Havelock Academy |
| **Job Purposes:** | To provide outstanding leadership of the English curriculum, and raise aspirations, standards and outcomes for students. To develop reading, writing and oracy across the curriculum, having a critical impact on Academy improvement. |
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| **Background:** | **The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.** |
| **Reporting To:** | Deputy Principal Quality & Standards |
| **Salary:** | Leadership Group Pay Range £54750 |
| **Key Responsibilities****Key Duties and Responsibilities*** Member of the Senior Leadership Team
* Contribute to all aspects of Senior Leadership Team responsibilities
* Support all Senior Leadership Team members
* Supervision of students during unstructured periods of recreation before, during and after school
* Community walk as and when required
* Lead the development of the English curriculum
* Oversee the Academy-wide development of Literacy through line management of the Raising Standards Leader Literacy Across the Curriculum
* Undertake and complete whole Academy performance data analysis.
* Use Academy prior attainment data to monitor, evaluate and review the effectiveness of learning outcomes and the English and Literacy curriculum.
* Deliver INSET and professional coaching when appropriate to support the development of English and Literacy Across the Curriculum
* Responsibility for target setting, tracking, and monitoring student progress and achievement within English and Literacy
* Ensure effective assessment for learning, consistent recording and reporting of student progress and the effective use of assessment data
* Monitor progress and standards of attainment in English through analysis of performance data in line with the academy’s assessment cycle
* Identify students at risk of underachieving in English and in need of additional support
* Implement effective intervention strategies where required at subject, group or individual student level
* To lead on one other aspect of Academy Improvement, to be agreed by the Principal, subject to skills and experiences

**Management Accountability and Partnership Working*** To be accountable for delivery of aspects of the academy improvement plan
* To be accountable to the Principal for the quality of assessment data
* To contribute to regular academy self-evaluation and strategic policy development
* To report as required to the governing body on progress and outcomes in relation to all areas of responsibility
* To advise the academy’s management on resource requirements in relation to this area of responsibility
* To actively promote partnership working to support this area of responsibility

**Other Duties and Responsibilities*** Supervision of pupils during unstructured times such as pre-morning sessions, break, lunch and post-afternoon sessions
* Attendance at Senior Leadership Team meetings and other Academy events as and when required
* Under the guidance of the Deputy Principal, undertake lesson observations and feedback under the QA and Performance Management programmes
* Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages and who consistently achieves as a minimum “good”, and often “outstanding” lesson observation grades
* To achieve and maintain high standards of student attainment and progress within own classes
* To fulfil the responsibilities indicated below and the terms and conditions of service required of an Assistant Principal as indicated in the Department for Education Terms and Conditions of Service
* To be involved in the Academy’s student mentoring scheme in order to provide support and raise standards
* To contribute to the annual Academy Improvement Plan
* Support all teachers to build constructive working relationships with students, parents and other staff
* To take part in the Academy’s staff development programme by participating in arrangements for further training and professional learning
* To continue own professional development in relevant areas including subject knowledge and teaching methods
* Engage actively in the performance management review process of the Academy
* To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines
* Ensure staff are aware of and uphold all relevant academy policies and health, safety and welfare requirements
* Lead assemblies as and when required
* Undertake any other specific or time limited leadership or management duties as directed by the principal
* Participate in delivery of assemblies
* Line manage at least one Head of Faculty
* Line manage the Raising Standards Leader Literacy Across the Curriculum i/c Ramillies

**Key Responsibilities – All Staff*** To support the academy ethos.
* To contribute to academy-wide events including curriculum‐focused events as and when required.
* To support and contribute to the Academy’s commitment to ‘Every Child Matters’ to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
* To be aware of the Academy’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
* To be aware of and comply with the codes of conduct, regulations and policies of the Academy and its commitment to equal opportunities.

The above responsibilities are subject to the general duties and responsibilities contained in the ‘School Teachers’ Pay and Conditions’ document. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing. The description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not, necessarily, a comprehensive definition, and the Assistant Principal should undertake any other duties reasonably deemed appropriate to the role. It will be reviewed regularly. |
| **Person Specification****Qualifications and Professional Development**Essential* Qualified Teacher Status
* Subject Degree qualifications
* Evidenced experience of manipulating and interrogating large and complex data sets
* Very strong track of professional development
* Middle Leadership experience with evidence of successful project / system management

Desirable* NPQH qualified or willingness to undertake the qualification
* Higher degree and/or professional qualification
* Membership of a national professional organisation
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**Knowledge, Skills and Competencies**

Essential

* Excellent knowledge of the new English curriculum across all key stages
* The ability to plan strategically, to set out clear aims and objectives and to manage transformational change successfully
* The ability to carry out rigorous self-evaluation and review and to act on the findings in order to bring about improvement
* The ability to lead and manage individuals and teams of staff so as to bring out the best in them and the best outcomes for students
* The ability to provide effective support to staff so as to ensure the maintenance of good conduct and relationships
* A record of consistently delivering good or outstanding lessons and good outcomes for students
* An in depth knowledge of best practice in teaching, learning and assessment for learning
* A thorough understanding of how to use performance data to monitor standards of attainment and to plan appropriate interventions
* Excellent oral and written communication skills and confidence in the use of new technologies

Desirable

* Understanding of the new accountability measures at KS4 and KS5
* Understanding of the new accountability measures at KS2
* Understanding of ‘Life Without Levels’

**Experience**

Essential

* Recent successful leadership of an English Faculty and good and improving outcomes for students
* Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance and outcomes
* Experience in promoting a wide range of teaching methodologies
* Experience in effective use of planning, assessment and analysis in raising standards
* Experience of carrying out effective classroom observation to reliably assess standards of teaching, learning and attainment to Ofsted