

# **JOB DESCRIPTION AND PERSON SPECIFICATION**

## **ASSISTANT PRINCIPAL ACADEMIC**

### **The Role**

Assistant Principal Academic reports to the Executive Principal.

The post would suit an ambitious senior leader. You should be a highly visible and proactive source of inspiration, committed to cultivating the learning environment of your students. You should be a strong communicator with proven strengths in inspiring, engaging and motivating staff at all levels.

We seek an outstanding and imaginative academic leader who will foster and advance the distinctive opportunity to shape the role, and to influence the life of the school. He or she will report to the Executive Principal to lead and inspire our exceptional educational programme, which culminates in A Levels.

The Assistant Principal Academic' priority will be to build on the A Level success of the school, advancing our successful delivery of the programme. The Assistant Principal Academic will lead and oversee the review of curriculum, structure of the day and week, timetabling, academic operations.

It is anticipated that the post holder will retain some classroom teaching.

### **Main duties and responsibilities include:**

The Assistant Principal Academic will:

#### Academic Management

- be responsible to the Executive Principal. To meet regularly with the Principal and report on academic matters;
- to set the highest standards of creative academic rigour within the School and to model behaviours that encourage this to staff and students alike.
- to take responsibility for the oversight, delivery and review of policies that support academic rigour. (e.g. Curriculum Policy, Marking Policy, Assessment Policy, Reporting Policy)
- to present on academic matters to students, staff, parents and members of the Board with authority and conviction.
- to take responsibility for academic management within the School and development of the school curriculum.
- to set up systems that enable students to have an effective pathway into high quality universities. This will involve effective support for staff, students and parents and a detailed understanding of a wide variety of university entry systems.
- to direct the use of detailed academic data to inform learning within the School

- to ensure that Special Educational Needs are met within the School.
- to keep up to date with developments in the education world and report to the Executive Principal on their possible implementation within the School.
- to be a member of the Senior Management Team and to contribute to whole school management as appropriate;

The successful candidate will lead and be responsible for the academic experience of our students, and be a key member of the senior leadership team, contributing more broadly to school strategy. A creative and open-minded approach to the curriculum and co-curriculum is essential, as is the practical wherewithal to develop structures and processes to deliver the educational vision.

### **Curriculum Management**

He or she will be responsible for the leadership and success of the academic programme, including:

- Quality of teaching and learning, including: to ensure that Schemes of Work are appropriate and up to date; to ensure consistency in marking and grading within the School;
- Academic performance, to design and coordinate a programme of staff training within the School. This should include academic INSET requests;
- Annual departmental reviews, to take responsibility for academic staff INSET; to coordinate the induction programme for new academic staff; to coordinate the Appraisal of academic staff within the School;
- Heads of Department: to chair the Heads of Department Committee and to act as line manager to HoDs of the curriculum of secondary school.
- Academic budgets for all curriculum departments of secondary school.
- Internal and international public exams.
- To take responsibility for university entry programmes and support staff involved.
- Timetabling, assessment, data tracking and reports, to track data for different groups within the School and to give staff and parents access to this through a variety of means; to coordinate collation of test results and academic reporting in the School;
- Subject choices and information evenings
- Academic publications and curriculum booklets
- Learning Support: to direct school responses to SEN. This should include formulation of policy, management of resources and ensuring that systems to support students are appropriate; to establish systems that support individual students whose data suggests they are struggling.
- Digital learning, to develop a Virtual Learning Environment that supports students, staff and parents in the delivery of academic rigour.

- The post holder will keep abreast of trends and research in education.

### **School Routines**

- To monitor academic rigour within the School. To support HoDs and teaching staff and ensure that students are working to the highest possible standards. To initiate reviews of student performance and recommend actions to The Executive Principal as appropriate.
- To organise and coordinate the teaching timetable in the School.
- To keep abreast of university entry issues and produce a database of university interview information.
- To ensure the smooth running and rigour of assessment procedures in the School (weekly tests, end of semester exams).
- To coordinate testing of new students and ensuring that test papers are regularly reviewed and updated; liaise with the Directors of Middle School as appropriate.
- To assist in the development of the student survey and the utilisation of the academic information gathered.
- To play a part in the development of integrated data management within the School.
- To issue timetables to students and administer changes of subject.
- To coordinate nominations for academic prizes as required by the Executive Principal.
- To be available to assist the Executive Principal during the results period of mid to late August.

The Assistant Principal (academic) should also be willing to take on any other reasonable responsibility to develop the academic life of the School as requested by the Executive Principal.