



St Ambrose College
Assistant Principal (Curriculum)
Job Description

Main Purpose:

To work with the Governors, Principal and others in the Senior Leadership team to ensure that St Ambrose College provides an outstanding and exceptional quality of education, specifically leading on constructing an ambitious, engaging curriculum as well as leading on assessment, intervention and reporting. In addition, the successful candidate will support leadership of the quality assurance and subject reviews schedules to ensure that consistent, high quality teaching and learning is evident across the school and that standards of progress and achievement are consistently outstanding.

Introduction:

The Assistant Principal will have delegated responsibilities which are both school-wide and of considerable weight. The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document.

Generic Responsibilities:

1. To work with the Governors, Principal and Senior Leadership Team to formulate and shape the aims and vision for the school to ensure the best possible outcomes for all students.
2. Act as role model for all members of the school community, promoting high expectations of the quality of teaching and learning, attendance and behaviour.
3. To keep up to date with national and local educational developments which fall within the overall remit of the Senior Leadership Team but, specifically, within each leadership team member's areas of responsibility and provide information for staff, Governors and others as appropriate.
4. Make leading and significant contributions to the School Development Plan.
5. To actively contribute to the Senior Leadership Team, attending weekly meetings and other relevant meetings as may be required. Being available for examination results days in August is also a requirement of the role.
6. To undertake joint responsibility, with other members of the Senior Leadership Team for School Self Evaluation and Performance Management.
7. To act as a Link Manager for identified areas.
8. To undertake joint responsibility with other members of the Senior Leadership Team for the development of effective teaching and learning across the school.
9. To actively promote and develop the school's positive ethos and culture.
10. Develop, review and support school policies to ensure their effective implementation.
11. Take an active role in the appointment of staff.

12. Be accountable for the planning and expenditure of delegated budgets within the remit of the post.
13. To undertake responsibility for identified strategic areas of school leadership, as negotiated with the Principal.

Specific Responsibilities:

Curriculum & Achievement

1. Support the Principal and Vice Principal responsible for the quality of education with devising a curriculum model which offers appropriate breadth for students so that can achieve the necessary qualifications to meet their future goals and aspirations
2. Support the Principal and Vice Principal responsible for the quality of education with the planning, processes and quality assurance necessary to ensure that the curriculum across all key stages is ambitious, challenging and engaging for **all** students
3. Whilst not a requirement for the post, it is expected that the successful candidate will seek to develop their knowledge of timetabling systems over time
4. Lead on the whole-school assessment strategy ensuring robust data, assessment and tracking systems are in place for effective monitoring and reporting to students, staff, parents and governors.
5. Ensure that assessment practice within departments supports curriculum development and impacts on teaching and learning.
6. Maintain an up-to-date knowledge and understanding of relevant data management systems including SIMS, SISRA and any other packages that may be suitable for school use.
7. Lead and manage school data management systems that enables the tracking of individual pupil progress and the targeting of appropriate interventions.
8. Ensure that student data is used to improve teaching and learning practice.
9. Ensure that there is a school-wide focus on raising achievement through the use of effective, regular assessment and skilled data analysis.
10. Ensure that Heads of Faculties/Departments are fully conversant with data and are implementing strategic interventions when required.
11. Ensure all staff are trained in the effective use of data to promote student progress.
12. Produce data analysis to support strategic planning and intervention.
13. Lead on target setting - Make effective use of 'baseline data' to set whole school, departmental and individual student targets.
14. Monitor outcomes against targets and lead interventions.
15. Lead on all aspects of reporting to parents/carers, including organisation of Parents' Evenings.
16. Provide timely reports for senior staff and governors.
17. Produce the whole school assessment calendar, including supporting the co-ordination of the internal examination system.

18. Lead on the quality assurance of assessment at whole school and department level.
19. Analyse the outcomes of public and school examinations in order to identify trends in standards and achievement and advise the Senior Leadership Team on strategies for improvement.
20. Ensure that strategies are in place for **all** students to make excellent progress.
21. Liaise with Heads of Year to implement and monitor appropriate and timely interventions for those students who are not progressing.
22. Line-manage and support the work of the school Data Manager and Intervention Coordinator & liaise with other key staff regarding plans for internal examinations.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. Post holders are also expected to undertake tasks as reasonably directed by the Principal.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes cooperating with the school and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.

Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the school's business

Safeguarding

The school has safeguarding policies and procedures in place and is committed to safeguarding and promoting the welfare of all its students. Each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the Designated Person of any concerns and record any potential safeguarding incidents appropriately.