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**Welcome to TSFA**

**Job Description and Person Specification:**

**Associate Assistant Principal**

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| Trinity Sixth Form AcademyJob Description | C:\Users\mfitzsimons\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\269CA212.tmp |

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| **Post Title:** | Associate Assistant Principal |
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| **Core Purpose:** | 1. *Support the Principal in developing a clear strategic vision of how to develop the academy successfully* 2. *Model the values, ethos and vision of the academy* 3. *Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the academy and leading by example* 4. *Strategically lead the direction and development of the academy as appropriate to the role* 5. *Raise standards of student attainment and achievement across the academy* 6. *Celebrate and reward student and staff successes* 7. *Be prepared to work ‘across the piece’ being flexible and interested in other senior leader roles* |
| **Reporting to:**  **Responsible for:** | Principal  Line management responsibility for identified middle leaders  SLG Improvement Partner to curriculum area  SLG link to a proportion of the pastoral team |
| **Salary:** | L5 – L10 |
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| **Core Duties:** | |
| **Leadership** | * Strategic leadership and management of specific facets of Sixth Form provision * Manage the effective deployment and performance of staff by ensuring their professional development. * Create, maintain and enhance good working relationships among all members of the academy community. * Provide feedback to the Principal and Assistant Principals relating to specified area/s of 6th Form provision. * Involve those staff engaged in sharing effective practice in understanding how the work will be structured and disseminated so that transparency about the purpose of the work can be maintained at all times. * Promote the academy mission and ethos modelling the highest possible expectations from all members of the academy community. * Line Management of identified staff within an identified curriculum area. |
| **Accountability** | * Support the Principal and Assistant Principals in creating and developing an organisation in which staff recognise that they are accountable for the success of the academy – everyone is accountable, all of the time as a high performing team. * Ensure that a good communication flow is maintained within the academy. * Present a coherent and accurate account of the academy’s performance in a form appropriate to a range of audiences. * Ensure that students and parents/carers are well informed about curriculum attainment, progress, behaviour and attendance and are able to understand targets for improvement. * Develop and encourage good relations between the academy and the local community: Work closely with other Sixth Form Colleges, schools and FE Colleges, locally, regionally and nationally. * Evaluate performance data and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken. * Contribute to intervention strategies that support progress across all performance measures. |
| **Curriculum** | * Contribute towards creating a modern, innovative, and relevant core and wider curriculum to raise aspiration and achievement. * Contribute towards establishing relevant provision to establish and grow the Sixth Form as a successful 16-19 pathway. * Help create and maintain a climate and culture, which promotes the development of life ready learners. * Support in developing the Graduation programme, extending the academy experience beyond the limits of the core curriculum. |
| **Learning** | * Monitor and evaluate the quality of learning and teaching and achievement of students in order to set and meet challenging targets for improvement. * Support the achievement of an outstanding culture for education through effective behaviour management and student support. * Maintain effective assessment, recording and reporting systems for student progress. * Sustain and meet the high expectations of staff and students so that they recognise the value that academy can add to their work. |
| **Staff Development** | * Work with the Principal, the Assistant Principals, the Director of Finance and colleagues to recruit and retain staff of the highest quality. * Undertake Performance Management Review(s) and to act as reviewer for other academy staff. * Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures. * Participate in the academy’s ITT programme where appropriate. |
| **Assessment** | * Evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken. * Produce reports on examination performance, including the use of value-added data. * Provide all relevant bodies with robust information relating to the academy performance and development through A&I process * Assess academic performance in the light of previous achievement to enhance the value-added results of all students. * Assess how well learning outcomes have been achieved and use them to improve specific aspects of learning and teaching. * Facilitate regular formalised reviews of student progress, in line with the TSFA monitoring process. * Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and or written feedback that clearly indicates strategies for improvement – as such that students are very clear as to how to move specifically to the next grade/level. |
| **Communication, Marketing and Liaison** | * Promote the academy in the local community. * Develop and maintain partnerships with students, parents, governors, outside agencies including the local authority, employers and local businesses, examination boards, other stakeholders and the local community and to communicate the values of the academy where appropriate. * Attend relevant meetings in the local area (16-19) and nationally, where appropriate. * Ensure good communications are maintained throughout the academy community, including with parents. * Develop effective links with feeder schools and the community; attending where necessary, liaison events in feeder schools and the effective promotion of subjects at open days, enrolment days and other events. |

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| **Other Specific Duties:** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  ………………………………………………….. ……………………………………………  Postholder Date  ………………………………………………….. ……………………………………………  Principal Date |

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| **PPERSON SPECIFICATION** | | |
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| **Job Title: Associate Assistant Principal** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Degree in relevant subject * QTS and GTC registered * An excellent track record of recent, relevant professional development * Accountability for the performance of a significant cohort of young people * Evidence of good/outstanding classroom practice * Responsibility for an area of whole school performance * Experience of effective teaching and performance within the curriculum area at A-Level / L3 | * Masters degree in relevant subject or education/further study * Experience of exam board marking |
| **Leadership & Management** | * Experience of working as a strong leader and as a member of a team in and educational setting * Innovative approaches to working with students, parents, staff and other stakeholders * Initiate, lead and manage change programmes * Prioritise, plan and organise * Direct and co-ordinate the work of others * Set high standards and provide a role model for students and staff * Deal sensitively with people and resolve conflicts * A commitment to an open and collaborative style of management | * Motivate all those involved in the delivery team * Liaise effectively with other organisations and agencies |
| **Knowledge & Understanding** | * Good understanding of 16-19 accountability measures * Good understanding of the A-Level curriculum of your subject * Knowledge of current issues facing your subject * A record of appropriate CPD * Good knowledge of school improvement and Ofsted inspection programmes * Knowledge of subject monitoring and tracking systems and their role in securing improvement * Ability to provide clear evaluation and strategies for improvement for leadership teams * Ability to use L3VA and other data to analyse and evaluate academy, subject and student performance * Good understanding and knowledge of examination specifications * Knowledge and understanding of the ethos of TSFA and to demonstrate a commitment to our mission * The application of ICT to effective management and learning | * Different methods of consulting with stakeholders * Professional and community links * Strategies for ensuring equal opportunities for staff, students and other stakeholders |
| **Skills** | * To be able to demonstrate high quality teaching * Genuine passion and belief in the potential of every student * A clear vision for academy improvement, teaching and promoting the mission of the academy to all stakeholders * Good communication, planning and organisational skills * Ability to manage, motivate and develop staff * Ability to work in a team, supporting other members in developing and sharing good practice * Ability to communicate effectively orally and in writing to a range of audiences * Ability to provide clear strategies for improvement, following analysis of data and performance * Highly motivated with the ability to plan, problem solve and negotiate * An ability to make sound decisions | * Develop, maintain and use an effective network of contacts * Think creatively and imaginatively to anticipate, identify and solve problems |
| **Personal qualities** | * Pleasant, polite and friendly manner * Punctual, reliable and resilient * A commitment to working as part of the whole academy team and supporting the vision and aims of the academy * To have high aspirations but to manage those with pragmatism * To have the ability to win the respect of colleagues and students alike * Energetic, enthusiastic and hard-working * Highly motivated, ambitious, and upbeat * Calm under pressure * Flexible and collaborative * To be a leader but also with the emotional intelligence to be a team player * Take responsibility for own professional development as identified with the line manager |  |