

Empower

Respect

Aspire

Title of post: **Assistant Principal – Quality of Education**

Salary: **Leadership Scale: 12 - 16**

Working hours: **Full time**

Terms and conditions

- a) The terms and conditions as set out in the current Pay and Standards Documents and any orders made under it.
- b) The other terms and conditions set out in the various national collective agreements in force from time to time.
- c) The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions.
- d) The school's Instrument and Articles of Government as appropriate.

DESCRIPTION OF GENERAL SENIOR LEADERSHIP POST

The post holder must be able to:

- Work as part of the Senior and Wider Leadership Teams in order to promote the strategic leadership of the school.
- Fully commit to the vision and ethos of the school as determined by the Principal, Trust Directors and Governors.
- Fulfil the role in line with the National Standards and National Code of Practice.
- Support the school's vision and ethos
- Be an excellent role model for all members of staff and students and maintain a positive and visible presence around the school.
- Lead by example and take a leading role in developing leadership in others.
- Help students to become confident and successful learners.
- Strive to establish productive and supportive partnerships with parents and carers.
- To assist with, or lead as appropriate within relevant areas of responsibility, the delivery of assemblies to further promote the ethos of the school.
- To actively engage in the school's support systems to ensure an SLT presence throughout the day and during extended school activities.
- To present reports on the effectiveness of your role and produce plans to further develop your role.

QUALITY OF EDUCATION SPECIFIC DUTIES

The post holder must be able:

- To raise the standards of teaching, learning and attainment across the academy.
- To lead on Instructional Coaching across the academy.
- To lead, train and support a wider team of coaches.
- To use Steplab effectively to monitor and facilitate staff coaching.
- To work with other members of the Senior Leadership Team, responsible for the quality of Education, to continually drive pedagogical standards across the academy.
- To quality assure curriculum implementation.
- To ensure a positive culture regarding coaching and pedagogy.
- To have oversight of ITT, ECT and NPQ provision and support.
- To work with other members of the Senior Leadership Team to conduct new staff induction.
- To work with the Senior Leadership Team to plan and implement the academy's professional development sessions and deliberate practice.
- To create and foster an environment of reflective practice and well-being, leading by example in all aspects of personal and professional development.
- To strategically lead EAL and Literacy through the effective leadership of lead practitioners of EAL and Literacy.
- To line manage specific subject areas of the curriculum.
- To maintain up-to-date knowledge of the sector developments relevant to the remit of the role/position, act in accordance with best practice and provide professional advice, based upon the same.
- To develop and maintain a culture of high expectations for self and others.
- To challenge under-performance at all levels and ensure corrective action and follow up.
- To support the development and maintenance of academy policies and practices to ensure consistent application.
- To lead by example as a teacher and as a leader, achieving high standards of student attainment and progress, behaviour and motivation through effective teaching.
- To have a teaching commitment in line with this Assistant Principal role.
- To liaise effectively with all stakeholders, including parents/carers, feeder schools, business and community partners, in line with strategic objectives.
- To maintain clear expectations and high standards of professionalism.
- To attend academy events and activities as directed by the Principal.
- To strengthen community links through school led social media and marketing contributions.
- To undertake any other duties as directed to by the Principal.

GENERAL DUTIES

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health & safety duties commensurate with the post and/or as detailed in the schools health & safety policy.

SAFEGUARDING CHILDREN

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level or responsibility entailed.

The person undergoing this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

Reporting to (also responsible for Appraisal):

Principal

Review/Appraisal arrangements

This document will be reviewed at all stages of the appraisal process and in conjunction with the arrangements stated in the appraisal policy. However, either party may raise issues at any time that is appropriate.

Signed.....

Signed..... (Principal)

Date.....

An electronic copy of this document will be kept with your personnel records.