

## **Assistant Principal (Academic) Job Description and Person Specification**

**Job Title:** Assistant Principal (Academic)

**Main Function:** The Assistant Principal (Academic) will be responsible for leading teaching and learning provision in Years 7-11 and will lead on all matters relating to Year 11. The post holder will be a member of the Senior Management Team and will ensure that an excellent standard of Teaching and Learning and academic progress is maintained across the Senior School. The Assistant Principal (Academic) will take overall responsibility for teaching and learning in Key Stage 3 and 4, supporting Heads of Department to ensure successful delivery of an innovative, relevant and engaging curriculum that encourages aspiration, motivates high achievement and adds significant value for pupils.

**Reporting Line:** Vice Principal

### **Overall responsibilities**

- Assisting the Strategic Plans and leading the Development Plans for the academic side of the College and overseeing departmental documentation, including SoWs and departmental development plans, in line with the College development plan.
- Review of academic performance against the above on an annual basis ensuring that suitable progress is made and anticipated developments are clearly planned for, communicated and understood.
- Ensuring the whole College, staff and students, understand the vision for the above through careful tactical planning, far-sighted operational management and effective communication.
- Devising and implementing strategies for raising attainment and achieving excellence in the classroom.
- Line managing Heads of Departments, the SENCO and the Library appropriately, according to need and advising on their CPD requirements.

- Working closely with Heads of Departments to provide an engaged and proactive lead to ensure that individual teachers and whole departments are developed appropriately through appraisals and CPD.
- Assessing academic achievement using an appropriate range of metrics to ensure effective delivery of the curriculum and positive outcomes for pupils.
- Utilising data regarding results, added value and tracking for the performance management of departments and identification of training needs.
- Working with the SMT in order to set the standards and framework to enable teaching staff to oversee and record pupil effort and attainment.
- Ensuring academic reports provide meaningful information to pupils and parents and are produced in an efficient and timely manner.
- Analysing public examination results and value added data, interpreting the data to influence strategies for improving pupil performance for the future.
- Using devices and google classroom to improve teaching and learning.
- Pupil tracking (academic) and the effective use of tracking data for the identification of gifted and talented pupils and those in need of additional support, and to differentiate teaching and provide academic stretch / support (including coordinating with the Learning Support department). This will include overseeing setting and streaming.
- Leading on the Year 9 GCSE choices and option blocking to ensure a broad and balanced curriculum which meets the needs of Shoreham College pupils and allows for effective workforce planning.
- Assisting the Vice Principal on the timetabling to ensure it meets the needs of all pupils and deploys staff effectively.

### **Leadership Responsibilities**

- To innovate educationally and lead change in a nuanced way, partnering with senior and middle leaders across the Shoreham College community to bring a bold and exciting educational vision to life for all Senior School pupils and staff.
- To anticipate trends and developments nationally in Senior School education and to advise how Shoreham College can utilise the opportunities that ongoing change presents.
- Attend meetings with the Principal and SMT and be willing to chair as required.
- Contributing to the development of the curriculum, academic policies and associated guidance.

- Liaising with the SMT to progress work on curriculum development.
- Line manage the Heads of Departments ensuring clear and effective academic middle leadership, thus ensuring delivery of the curriculum to a consistently high standard within and between departments.
- Working with the SENCO, ensuring regular dialogue with wider colleagues for the effective use of tracking data to assist identification and support of potential learning needs.
- Responding to concerns about the effectiveness of teaching and working with the Heads of Departments to resolve these. This will include strategies for improvement and communication with the member of staff and other stakeholders. Escalating to the Vice Principal appropriately.
- Establishing a culture of reflective practice and professional learning to build organisational capacity and for continuous improvement of the educational offering.
- Leading on the planning and the management of the Academic College calendar.
- Producing reports and analysis to provide a better collective understanding of the College's strengths and weaknesses (e.g. GCSE Results Analysis and contributing to the SEF).
- To lead the Senior Challenge ensuring breadth across the three year cycle with focus on providing opportunities for pupils to explore their interests and talents, whilst enhancing their independent learning and creative thinking.

### **Staff Responsibilities**

- To undertake teaching load as appropriate (approximately 8ppw) and other duties that may include supervision.
- Leading appraisals for teaching staff and assuring the quality of the process.
- To support induction of new teaching staff including ECTs and assisting the IStip coordinator for ECTs working in conjunction with the Vice Principal.
- Using findings from appraisals to coordinate Teaching and Learning CPD according to need.
- Establishing a culture of reflective practice and professional learning to build organisational capacity and for continuous improvement of the educational offering.
- Fostering peer learning and collaboration within and between departments, and with colleagues in other educational schools/settings, for the sharing and development of outstanding teaching practice.

- To lead and manage department-based work scrutiny, lesson observations and the quality of the learning environment (e.g. classroom displays).
- Working closely with relevant colleagues to contribute to the appropriate sections of reports to Governors, with particular attention to curriculum and also the implications of national education and examination reform, and the presentation of these.

### **Person Specification:**

- Experienced, well-qualified teacher with expertise in academic leadership.
- An accomplished leader – respected, authoritative and with presence.
- An excellent teacher who will serve as a role model to others.
- A skilled communicator with the confidence and charisma to inspire and engage staff, parents, pupils and trainees across the College.
- The ability to build relationships outside the College with other education professionals, and keep up to date with developments nationally and internationally.
- A positive and practical individual and team player with the ability to take both a long-term strategic approach and to handle situations immediately as they arise.
- A positive and constructive member of the SMT who would add to the team and take on responsibility for the leadership of aspects of the College when necessary.
- A willingness to work with others, and the ability and readiness to adopt a flexible approach as dictated by circumstances.
- A person who is able to relate to and understand the difficulties and problems faced by staff, parents and pupils, and possessing the skill to make positive interventions in order to help overcome them.
- The diplomacy and tact to manage difficult conversations with a high degree of sensitivity.
- A person possessing high-order management and administrative skills and adept in the use of IT.
- A person of principle, sincerity and integrity who will support the Principal and the direction of the College, maintaining a positive dialogue in their relations with staff, pupils and parents.
- A good academic background, a good employment record with sound references and an impeccable career background
- Strong leadership skills, tact and diplomacy, a willingness to consult others, and the ability to command respect.

- An understanding of the main trends and issues in education and teaching and learning, with the ability to develop a vision and plan.
- Modelling very high standards of professional conduct and setting an example for colleagues and students alike, to foster a climate of aspiration, optimism and high achievement.
- Ability to work under pressure and balance a very high workload.
- A strategic thinker.
- A confident public speaker to varied College and external audiences.
- Resilient, thorough approach with a positive 'can do' attitude.