



Job Description and Person Specification

JOB TITLE	Assistant Principal – Curriculum, Data and Achievement
RESPONSIBLE TO	Principal & Vice Principal
LINE MANAGES	Faculty & Subject Leads, Exams Officer
GRADE	L12 - L16
SALARY	£67,898 to £75,049 per annum
Start Date	01 September 2026

JOB DESCRIPTION

Overall purpose of the post:

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- **To work alongside the Principal and Senior leadership team to deliver the vision of Ambition and Excellence for All**
- **To provide proactive support to the Principal /Vice Principals / Governors to ensure that the Leadership and Management of the Academy operate at the most effective level possible.**

Main Responsibilities

To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by Principal. In particular you will be required to play an active part to:

- Ensure the Academy achieves the objectives/targets set out in the Academy Development Plan
- Contribute to school Quality Assurance, Monitoring and Self-Evaluation processes including the regular updating of the School Self-Evaluation Form (SEF)
- Lead the development and implementation of a broad, balanced, and impactful whole-school curriculum that meets national standards
- Oversee the sequencing of learning across subjects and year groups to ensure continuity and progression
- Lead the analysis of half-termly/termly student progress data to identify trends and areas for improvement at the subject and cohort level
- Oversee the effective use and development of the school's Management Information System (MIS) and data tracking systems to ensure accurate and efficient recording, reporting and analysis of student progress.



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- Lead the development and implementation of a whole-school assessment strategy, ensuring that assessment is valid, reliable and supports learning.
- Strategically manage the administration and review of external examinations (e.g., GCSEs, Reading Tests) and mock exams
- Plan the reporting cycle to ensure parents and stakeholders receive timely and meaningful progress updates.
- Establish ambitious yet realistic attainment and progress targets for students and departments
- Designing and monitor the impact of catch-up or intervention programs, particularly for vulnerable students, and students with SEND
- Lead on curriculum continuity between key stages, including effective transition from primary school into Key Stage 3
- To be a high profile and visible leader by providing a presence around the academy
- Conducting lesson observations, work sampling and learning walks to evaluate the implementation of the curriculum
- Collaborate with the principal and senior team to design and manage the school timetable and staff deployment
- Work closely with Faculty and Subject Leads to identify setting arrangements for students
- Work closely with the SENCo and Inclusion Managers to ensure that all learners access an ambitious curriculum
- Monitor the progress and attainment of disadvantaged students and evaluate the impact of Pupil Premium strategies
- Line-manage Heads of Faculty and Subject Leads, holding them to account for student achievement in their areas.
- Identify and lead upon staff training related to data use, assessment, and curriculum innovation
- Support and develop Heads of Faculty and Subject Leads in curriculum design, assessment and data analysis
- Participate in the appraisal cycle for teaching staff to drive school improvement

Safeguarding

- Demonstrate a strong commitment to keeping young people safe
- Report any disclosures following the child protection and safeguarding policy and procedures and record on CPOMS
- Communicate regularly with reminders to the Pastoral and Inclusion team on child protection and safeguarding policy and procedures

General

- Maintain positive relationships and work together as a team with colleagues
- Keep up to date with national developments in the department area and remain informed of recommended best inclusive practice
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Contribute to the overall ethos and aims of the school and uphold the school values



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- Undertake CPD relevant to the post and whole staff training, as required
- To lead, attend and participate in regular meetings
- To be an effective communicator in presenting complex information in an accessible way.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal or Line Manager from time to time, up to or at a level consistent with the main responsibilities of the job

Personal Contacts:

External: Parents, external agency professionals, other government and local authority staff, other leaders from academies and schools.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
PGCE or equivalent	✓	
Degree qualification with good honours	✓	
Leadership/Management Qualification/Course		✓
Willingness to undertake and complete training to enhance qualifications and training and development in the post	✓	
Experience		
Substantial secondary school experience	✓	
Work flexibly to meet business needs	✓	
Leadership experience at Faculty, Year Group or Whole School Level	✓	
Leadership experience within a Mathematics Department/Faculty		✓
Successful track record in planning, implementing and managing change	✓	
Evidence of raising standards of achievement leading to a rise in student outcomes	✓	
Evidence of improving outcomes for disadvantaged students and students with special educational needs	✓	
Understand how students learn and how to meet their needs	✓	
Experience of leading evidence informed training		✓
Experience of analysing data	✓	
Experience of leading on quality assurance activities	✓	
Skills		
Excellent practitioner	✓	



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Ability to motivate and enthuse staff	✓	
Ability to work systematically and be organised with attention to detail	✓	
Ability to effectively communicate with a range of audiences	✓	
Ability to work under pressure and prioritise effectively	✓	
Ability to respect and maintain confidentiality, including following general data protection regulation	✓	
Ability to use timetabling software		✓
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		
Commitment to be involved in the school as part of the wider community	✓	
Leads by example with high professional standards	✓	
Excellent attendance and punctuality	✓	
Satisfactory DBS and recruitment checks	✓	
Highly engaged with research		✓
Being prepared to work outside of the school hours including results days, holidays where possible to support activities such as revision or summer school and other events	✓	