

JOB DESCRIPTION

Post title:	Associate Assistant Principal
Responsible to:	<ul style="list-style-type: none"> • Vice Principal- Quality of Curriculum • Assistant Principal- Teaching & Learning, Professional Development and Timetabling
Grade:	L9-14
Responsible for:	TBC
<p>Summit Learning Trust Mission Statement Strength through Endeavour Ambition through Challenge Excellence through Diversity</p>	

Job Purpose:

The Associate Assistant Principal will provide strategic leadership of curriculum, teaching and achievement, ensuring the Academy delivers a high-quality, ambitious, well-sequenced curriculum that is implemented effectively and leads to secure knowledge, strong progress and sustained outcomes for all learners over time.

Key Responsibilities:

To work alongside the Principal to secure high-quality curriculum and teaching, leading to strong achievement for all learners:

- Provide visible leadership that promotes high expectations, inclusion and ambition for all learners, including disadvantaged learners and those with SEND.
- Ensure all Academy and Trust policies are implemented consistently, with clear impact on curriculum delivery and classroom practice.
- Provide regular, evidence-informed updates to SLT, evaluating the impact of curriculum and teaching on learners' knowledge, understanding and outcomes over time.
- Maintain a consistent presence across the Academy to evaluate how the curriculum is delivered in practice, including learners' engagement, behaviour and learning.
- Take ownership of priorities, ensuring actions are implemented and evaluated against their impact on learners' progress and achievement.
- Contribute to the design, implementation and review of the AIP, ensuring a clear focus on curriculum quality, teaching effectiveness and learner outcomes.
- Monitor and evaluate provision against national expectations, identifying strengths, gaps and barriers to learning, and taking action to address them.
- Develop leadership capacity to ensure leaders at all levels have a secure understanding of curriculum quality and effective teaching.
- Communicate clearly with stakeholders, providing accurate, evidence-based evaluation of provision and outcomes.
- Maintain records that demonstrate evaluation, monitoring and impact over time.
- Support wider curriculum opportunities, ensuring learners access a broad and enriching experience.

- Ensure safeguarding, health and safety procedures are implemented in line with statutory requirements.

Work with the Principal to Support the Development of Colleagues and Working with Others:

- Promote a culture where colleagues have a secure understanding of how pupils learn and how the curriculum is delivered effectively.
- Develop a professional learning culture grounded in evidence-informed approaches to teaching and curriculum design.
- Ensure induction, CPD and performance management are focused on improving:
 - teachers' subject expertise
 - the quality of explanation and modelling
 - the systematic checking of learners' understanding
- Ensure roles and responsibilities are clearly defined, with accountability linked to learner outcomes and curriculum impact.
- Monitor the quality of teaching and curriculum delivery, taking timely action where practice does not meet expected standards.
- Identify and address underperformance through coaching, support and challenge.
- Ensure colleagues understand and address barriers to learning, including those linked to disadvantage and SEND.
- Evaluate own leadership through measurable impact on teaching quality and learner outcomes.
- Promote sustainable workload practices that enable staff to focus on high-impact teaching and curriculum delivery.

Work with the Principal to Manage the Organisation

- Contribute to an organisational structure that enables the effective planning, sequencing and delivery of the curriculum.
- Ensure curriculum plans:
 - are ambitious
 - meet statutory requirements
 - provide breadth and depth of knowledge over time
- Implement improvement plans that focus on strengthening curriculum implementation and teaching quality.
- Deploy staff and resources to maximise impact on learning and achievement.
- Ensure performance management is linked to evidence of impact on learners' progress, knowledge and understanding.
- Monitor the use of resources to ensure they support effective curriculum delivery and value for money.
- Promote effective use of technology to support teaching, assessment and curriculum implementation.
- Ensure compliance with safeguarding, statutory and professional requirements.

Work with the Principal to Secure Accountability

- Ensure robust systems are in place to evaluate:
 - how well the curriculum is implemented
 - how securely learners retain knowledge over time
 - how effectively teaching supports learning
- Ensure all colleagues are accountable for:
 - the delivery of the curriculum

- learners' progress and achievement
- Use evidence from quality assurance to form accurate evaluations of provision, reflecting inspection practice.
- Provide clear, evidence-based reports on:
 - curriculum quality
 - teaching effectiveness
 - learner outcomes (achievement over time)
- Support governors in understanding how the Academy is performing against national expectations and internal priorities.
- Engage in self-evaluation, ensuring leadership decisions are evidence-informed and responsive to impact.

Work with the Principal to Strengthen Cohesion Between Members of the Academy Community

- Promote an inclusive curriculum that enables all learners to access powerful knowledge and cultural capital.
- Ensure learning is connected to real-world contexts and supports learners' wider development and future success.
- Provide opportunities for learners to develop leadership, responsibility and contribution to the community.
- Work with external agencies to address barriers to learning and support learner achievement.
- Build strong partnerships with parents/carers to support learning, attendance and outcomes.
- Engage with other schools and organisations to strengthen curriculum practice and share effective approaches.
- Fulfil safeguarding responsibilities

Specific Responsibilities and Accountabilities

- Design, implement and evaluate a whole-Academy High Prior Attaining (HPA) strategy, ensuring learners:
 - access ambitious, challenging curriculum content
 - demonstrate secure and deep knowledge over time
 - achieve outcomes in line with or above national expectations
- Lead a coaching model that improves:
 - teachers' subject knowledge
 - ability to explain and model learning effectively
 - use of assessment to check and adapt teaching systematically
- Work with the Vice Principal for Quality of Curriculum to deliver a rigorous quality assurance framework that:
 - triangulates evidence (lesson visits, work, learner voice)
 - evaluates typical practice over time
 - identifies strengths and priorities for improvement
- Ensure all strategies have:
 - clearly defined success criteria
 - measurable outcomes linked to achievement
 - regular review cycles focused on impact over time
- Final responsibilities will be aligned to the Academy Improvement Plan (AIP), maintaining a clear focus on curriculum quality, teaching effectiveness and learner



achievement. They will also be agreed based on the skillset and experience of the successful candidate.

Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all learners are protected from potential harm

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Take part in professional development and the performance management process.
- The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by:	Principal
Date:	June 2026