

JOB DESCRIPTION

JOB TITLE:	Assistant Principal
REPORTS TO:	Principal/Vice Principals
GRADE:	L11 – L18

All staff of The Sir Robert Woodard Academy should:

- Demonstrate commitment to ensuring that young people realise their full potential thereby having the best possible future life chances.
- Contribute to the whole professional life of the Academy, which has successful teaching and learning as its core purpose.
- Contribute to the education of the whole person utilising the Academy pastoral and personal development systems and Aspire to Achieve ethos.
- Be able to promote the Woodard ethos that embraces all faiths and none.
- Work in a collegiate manner to develop the Academy ethos.

JOB PURPOSE:

- Work with the Principal and Vice Principals as a member of the Senior Leadership Team to provide strategic leadership and development across aspects of the work of the Academy.
- To work as part of the leadership team to drive specified aspects of strategic leadership, and be accountable in this respect for enabling the Academy to meet its targets for improvement and success.
- To develop vision, policy, strategy and action plans in order to implement and drive the Academy Improvement Plan, ensuring it pervades the work and ethos of the Academy.
- To be accountable for the delivery and development of progress and standards in subject specific areas, ensuring effective curriculum development and delivery and that each student is positively encouraged to maximise their individual progress and outcomes.
- To play a key role in securing an ethos that enables all students to be known, nurtured and enabled to achieve their personal best.

RESPONSIBLE TO: Principal and Academy Vice Principals

The duties below provide a summary of the main areas of responsibility, and should be read in association with the current Woodard teachers' pay and conditions document, and in the context of the D of E professional standards for teachers and the current Woodard standards for leadership and management.

MAIN DUTIES:

- To lead on specific aspects of Academy life and development in areas relating to the quality of education and raising of student attainment, students' personal development or behaviour and attitudes.
- To develop policy, strategy and action plans in relation to specific areas of responsibility, in order to implement and drive ongoing Academy development priorities.
- To line manage specific subjects/areas of the school and be accountable for ensuring an engaging, innovative and successful curriculum that maximises student outcomes and is delivered through high quality pedagogy.
- To be accountable for monitoring, evaluation and review processes for the specified areas.
- To ensure assessment, marking, moderation, recording and reporting processes are efficient, effective and in line with academy policies in the specified subject areas.
- To ensure effective and impactful monitoring and tracking of student progress and standards across areas of responsibility with the support of the academy data team.
- To inspire by example as an excellent classroom practitioner, setting high standards of professional teaching, planning, delivery, and student progress.
- To support the Aspire to Achieve ethos by engendering a culture of high expectations and standards.
- To ensure the safety, welfare and development of all students in areas of responsibility and across the Academy.
- To promote students' personal and social development as part of the Leadership team, including leadership opportunities and positions of responsibility.
- To contribute to a programme of assemblies, curricular and tutor activities which support and enhance students' social, moral, spiritual and cultural development.
- To support as part of the Leadership team students' access to careers, education, information and guidance (CEIAG).
- To ensure effective channels of communication with colleagues, parents and other relevant stakeholders in relation to areas of responsibility.

Staff Support

- To lead high performing teams across areas of responsibility, managing their function and organisation, and ensuring that the team strives for excellence in everything they do.
- To ensure that Academy policies are followed in terms of the behaviour and pastoral wellbeing of all students.

- To enable staff to maximise the success of students through:
 - monitoring the development of professional knowledge and practice within areas of responsibility.
 - establishing a climate of continuous improvement and collective responsibility amongst students and staff.
 - monitoring the effectiveness of different subject teams and leading, supporting, coaching and mentoring them as appropriate.
 - liaising with staff to ensure their physical resource needs are met.
 - auditing and identifying team and whole Academy CPD needs regarding the specific areas of responsibility.
 - contributing to staff CPD and INSET in relation to areas of responsibility.
 - liaising with and supporting staff to develop positive links with the local community.
- To be involved in supervisory duties as scheduled and commensurate with the responsibilities of the post.
- To contribute to the Academy's quality assurance, monitoring and evaluation processes.
- To participate in the annual performance management process, both in respect of own professional development and that of colleagues in areas of line management responsibility.
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.