



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title:	Assistant Principal with responsibility for EYFS, Y1 and Phonics.
Purpose:	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students aged 3-11 and to support a designated curriculum area as appropriate.• To monitor and support the overall progress and development of students as a class teacher.• To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.• To share and support the Academy's responsibility to provide and monitor opportunities for students' personal and academic growth.
Reporting to:	Principal
Responsible for:	The provision of a full learning experience and support for students in accordance with the professional duties of a teacher.
Liaising with:	<p>The Chief Executive/Principal/Deputy Principal, teaching/support staff, external agencies and parents.</p> <p>The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.</p>
MAIN (CORE) DUTIES:	To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
Operational/Strategic Planning	<ul style="list-style-type: none">• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area/year team.• To contribute to the department's/year team's development plan and its implementation.• To plan and prepare lessons.• To contribute to the whole Academy's planning activities.• To carry out pre-school, break, lunchtime and after school duties as assigned to you.

- Curriculum provision:
- To assist the Principal/Deputy Principal to ensure that the curriculum area/year team provides a range of teaching that complements the Academy's strategic objectives.
- Curriculum development:
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's mission and strategic objectives.
- Staff development:
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
 - To continue personal development in the relevant areas including subject knowledge and teaching methods.
 - To engage actively in the Performance Management Review process.
- Recruitment/deployment of staff:
- To ensure the effective/efficient deployment of classroom support.
 - To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- Quality Assurance:
- To help implement Academy quality procedures and adhere to them.
 - To contribute to the process of monitoring and evaluation of the curriculum area/year team in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
 - To seek/implement modification and improvement where required.
 - To review from time to time methods of teaching and programmes of work.
 - To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
- Management information:
- To maintain appropriate records and to provide relevant, accurate and up-to-date information for MIS etc.
 - To complete the relevant documentation to assist in the tracking of students.
 - To track student progress and use information to inform teaching and learning.
- Communications:
- To communicate effectively with the parents of students as appropriate.
 - Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.

- To follow agreed policies for communications in the Academy.
- Marketing and liaison:
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
 - To contribute to the development of effective subject links with external agencies and other schools.
- Management of resources:
- To contribute to the process of the ordering and allocation of equipment and materials.
 - To assist the Principal/Deputy Principal to identify resource needs and to contribute to the efficient/effective use of physical resources.
 - To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department/year team and the students.
- Pastoral system:
- To be a form tutor/class teacher to an assigned group of students.
 - To promote the general progress and well-being of individual students and of the group as a whole.
 - To liaise with the Principal/Deputy Principal to ensure the implementation of the Academy's support systems.
 - To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
 - To contribute to the preparation of action plans and progress files and other reports.
 - To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
 - To communicate, as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate senior staff.
 - To contribute to PSHE, citizenship and enterprise education, according to Academy policies.
 - To support the Academy's behaviour management protocols so that effective learning can take place.
- Teaching:
- To teach students according to their educational needs including the setting and marking of work to be carried out by the student in Academy and elsewhere.
 - To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
 - To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

Additional Responsibilities:

- To ensure that ICT, literacy, numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching to fully prepare students for all examinations and tests.
- To ensure a high quality learning experience for students that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental, year and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any TAs or LMs allocated to students in your classes.

- Managing the professional activities and development of a team, including their performance management;
- Participating fully in the corporate life of the Academy,

involving:

- willingness to accept a high degree of responsibility
- the ability to establish and maintain good relationships with other staff, pupils and their parents
- being prepared to contribute to a whole Academy vision which will inform and develop Academy policy
- managing and meeting deadlines
- motivating yourself and others
- maintaining high professional standards
- supporting and disseminating Academy policy

Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- To continue personal development as agreed.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

- To promote and safeguard the welfare of students for whom you are responsible or come into contact with.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.



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PERSON SPECIFICATION

Early Years Leader

	Essential	Desirable	How Assessed
Qualifications:			
Degree in relevant subject	✓		Application form
Qualified teacher status	✓		Application form
Teaching Experience:			
Relevant classroom experience for the post	✓		Application form; at interview and reference
Ability to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students aged 3 -11	✓		Application form; at interview and reference
Experience of supervising/managing a team		✓	Application form; at interview and reference
Personal and Professional Skills and Attributes:			
Ability to teach at a 'good' or 'outstanding' level	✓		Application form and at interview
Ability to motivate and support teachers and support staff	✓		Application form and at interview
Highly motivated and enthusiastic	✓		Application form and at interview
High professional standards	✓		Application form and at interview
High expectations of students in terms of behaviour and achievement	✓		Application form and at interview
Ability to work effectively as a member of a team	✓		Application form and at interview
High quality organisational skills	✓		Application form and at interview
Ability to motivate students	✓		Application form and at interview
Ability to self review effectively and set appropriate targets	✓		Application form and at interview
Willingness to engage in development activities	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview

Requirements from confidential references:

Essential

Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓