



## GREENWOOD ACADEMIES TRUST

## JOB SPECIFICATION

**Assistant Principal – Curriculum Leader**

The professional duties of all teachers (other than that of the Principal) are set out in the School Teachers' Pay and Conditions document (STPCD). The responsibilities of Curriculum Leader are commensurate with those of Assistant Principal.

<b>Reporting directly to:</b>	Senior Deputy Principal
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for outcomes in the faculty</li> <li>• To lead and manage teaching and support staff in the faculty</li> <li>• To lead whole school literacy including provision for WPS students</li> <li>• To quality assure standards across the faculty</li> <li>• To lead strategic improvements in the curriculum</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>• Leader of Teaching and Learning</li> <li>• Leader of Standards and Progress</li> <li>• Senior Leadership Team</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To play a key leadership role and to make a major contribution to the development of the academy.</li> <li>• To be accountable for the quality of the curriculum within the faculty</li> <li>• To lead quality assurance in the faculty and contribute to whole school evaluation</li> <li>• To share accountability for achieving the highest standards of student attainment and achievement of identified students</li> <li>• To ensure teaching is consistently good</li> <li>• To performance manage all staff within the faculty, including support staff</li> <li>• Ensure all staff in the faculty are fully compliant with Academy policies.</li> <li>• To submit reports and collate data to enable the Trust to monitor achievement outcomes</li> <li>• To contribute to professional learning of colleagues with regard to meeting the needs of students</li> </ul>
<b>Operational/strategic planning:</b>	<ul style="list-style-type: none"> <li>• To work with the Senior Assistant Principals to monitor and track progress of pupils, quality of teaching and learning, attendance and behaviour within faculty</li> <li>• To ensure behaviour is consistently good across the faculty</li> <li>• To broker support for learners with barriers to learning</li> <li>• To ensure key groups including PP, SEN and More Able make good progress</li> <li>• To produce an annual faculty improvement plan and a self-evaluation as part of overall school evaluation processes</li> <li>• To be a duty leader managing the site at agreed times</li> </ul>
<b>Curriculum provision and development:</b>	<ul style="list-style-type: none"> <li>• To lead in development of inclusive practices, deploying team members to make best use of expertise</li> <li>• To keep up to date with national developments in faculty related practices and methodology</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels</li> </ul>
<b>Staffing Staff development: Recruitment/deployment of staff</b>	<ul style="list-style-type: none"> <li>• To contribute to performance management and to act as Team Leader for a group of staff with the faculty</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations</li> <li>• To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners</li> <li>• To lead the induction process for new staff in the faculty</li> </ul>
<b>Quality assurance</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems including standardisation and moderation</li> <li>• To set appropriate targets within the team and work towards their achievement</li> <li>• To implement the Academy's procedures for lesson observation, learning walks and work scrutiny</li> <li>• To participate in the monitoring and evaluation of team members in line with agreed Academy procedures including evaluation against quality standards and performance criteria</li> </ul>

<b>Management information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up to date information relating to the faculty</li> <li>• To lead on analysis and evaluation of performance data</li> <li>• To lead the production of reports on examination performance, including the use of value added data</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the faculty are familiar with its aims and objectives</li> <li>• To ensure effective communication, as appropriate, with parents of students</li> <li>• To liaise with partners schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies</li> </ul>
<b>Marketing and liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the Academy liaison and marketing activities e.g. the collection of material for press releases</li> <li>• To contribute to the development of effective subject links with partner schools and the community</li> <li>• Attendance where necessary at liaison events in partner schools and the effective promotion of the Academy at open days/evenings and other events in partner schools and the wider community</li> <li>• To actively promote the development of effective links with external agencies</li> </ul>
<b>Management of resources:</b>	<ul style="list-style-type: none"> <li>• To identify resource needs and to contribute to the efficient/effective use of physical resources, including allocation, control and account of finances</li> <li>• To co-operate with other curriculum areas to ensure sharing and effective usage of resources to the benefit of the Academy and the students</li> </ul>
<b>Pastoral system:</b>	<ul style="list-style-type: none"> <li>• To contribute to cross curricular work including PSHE, citizenship and enterprise education</li> <li>• To be an outstanding tutor within the pastoral system. To assist in the implementation of the behaviour management system.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching</li> </ul>
<b>Learning outcomes:</b>	<ul style="list-style-type: none"> <li>• To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment</li> <li>• To ensure students are well prepared for any tests and examinations</li> </ul>
<b>Additional duties:</b>	<ul style="list-style-type: none"> <li>• Performance manage appropriate number of teaching and support staff within faculty</li> <li>• Attend strategic and operational meetings of Academy leaders as and when required</li> </ul>
<b>Health and safety:</b>	<ul style="list-style-type: none"> <li>• It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.