

# GAT Purple Oaks ASSISTANT PRINCIPAL

## JOB DESCRIPTION

**Post Title:** **ASSISTANT PRINCIPAL – Quality of Education**

**Purpose:**

- To contribute to the strategic leadership and operational day-to-day management of the academy
- Direct line management responsibility of selected staff
- To work with leaders to implement and deliver an appropriate, broad and balanced SEND curriculum
- To strategically support the curriculum intent of leaders by working with them to construct and sequence ambitious curriculum pathways for all students across the academy
- To strategically lead the teaching staff to ensure high standards of curriculum implementation and curriculum impact
- To monitor curriculum impact by analysing and evaluating student achievement data, using it to drive improvement
- Ensure that all collated assessment data is relevant, useful and being used by all teaching staff to raise standards.
- To ensure strategies for intervention are in place, in close liaison with the SENDCo, whilst setting aspirational targets to raise standards and accelerate progress
- To facilitate a learning experience which provides students with the opportunity to achieve the highest standards
- Leading by example by setting and maintaining high standards in terms of classroom practice and being a role model for colleagues and students alike.
- To act as a Deputy Designated Safeguarding Lead

**Reporting to:** Principal

**Responsible for:** Students' learning experience in accordance with the professional duties for a teacher.

**Liaising with:** Exec Principal/Principal/Deputy Principal/teaching and support staff, external agencies, parents/carers.

## GAT Purple Oaks ASSISTANT PRINCIPAL

- Core duties:** Professional duties of teacher as provided under relevant sections of STPDC
- Operational/Strategic Planning:**
- To contribute to the Academy Improvement Plan and its implementation, taking responsibility for key areas
  - To have strategic oversight of curriculum intent, impact and implementation, including timetabling across the academy in a way that reflects this overview
  - To lead the process of curriculum development across the academy in all phases and curriculum areas ensuring continued relevance to the needs of the student body
  - To lead, and work closely with, with middle leaders to develop curricular quality assurance processes and the monitoring of those processes
  - To drive the process of monitoring student progress and moderation supporting and challenging middle leaders to improve their use of data and outcomes for students
  - To ensure the identified examining and awarding bodies meet the strategic objectives of the academy's overall mission
  - To lead the process of monitoring and evaluation of the curriculum, including evaluation against standards and performance criteria
  - To observe lessons and lead/support learning walks alongside other staff members; providing a coaching model of improvement for teaching
  - To lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes; including designing and delivering high-quality professional development
  - To seek/implement modification and improvement where required
  - To contribute to the implementation of the academy's appraisal policy
  - To contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
  - To act as a mentor to trainee teachers
  - To maintain appropriate records and to provide relevant, accurate and up-to-date academy-wide data
  - To complete the relevant documentation to assist in tracking of students across the academy

## GAT Purple Oaks ASSISTANT PRINCIPAL

To track student progress and use the data to inform teaching and learning across the academy

Contributing to interview selection processes

Participating in whole academy planning and policy making

To facilitate annual reviews of EHCPs

To communicate effectively with families

To contribute to the process of ordering of, and allocation of, resources

## PERSON SPECIFICATION

### Assistant Principal – Quality of Education

A=Application O=Observation I=Interview T=Test

	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications</b>			
Degree	✓		A
Higher Degree		✓	A
Qualified Teacher Status			A
<b>Teaching and Professional Experience</b>			
Proven track record of recent successful class teaching of students with autism	✓		A, O
Proven successful experience of adaptive teaching for students with SEND	✓		A, O
Evidence of the ability to scrutinise a range of data and make recommendations for improvement following analysis	✓		A, I, T
Ability to provide a model of best practice within the classroom and other learning settings	✓		A, O
Experience of working with a specialist setting	✓		A, I
Demonstrable experience of successful line management and staff development	✓		A, I
Proven and consistent track record at a senior level of school improvement	✓		A, I, T
Successful teaching experience in a secondary setting		✓	A
<b>Skills and Attributes</b>			

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Evidence of leadership qualities, including ability to lead, motivate and enthuse others	✓		A, I, O
Experience of managing significant change effectively	✓		A, I
Provide appropriate levels of challenge so that students make at least good progress	✓		A, I, O
Use methods and resources that enable all students to learn effectively	✓		A, O
Use assessment data effectively to plan next steps in students' learning	✓		A, I, O
Ability to take a leading role in the promotion of the academy's ethos	✓		A, I
Excellent communication skills with students, parents/carers, staff, external agencies	✓		A, I
Evidence of the ability to lead high-quality in-service training	✓		A, I
Evidence of the ability to provide leadership to a team in planning, implementing the curriculum and raising achievement	✓		A, I
Commitment to furthering own professional development and the principle of continuous improvement	✓		A, I
Confident and competent with a range of IT	✓		A, I
Excellent attendance record	✓		A
To be flexible, accessible and approachable	✓		A, I
A positive approach to challenges; seeking solutions to problems and addressing difficulties with cheerfulness and good humour	✓		A, I
<b>Knowledge and Skills</b>			
An understanding of current educational developments and a clear grasp of issues relating to education.	✓		A, I
Clear working knowledge of how to lead curriculum development and manage innovation and change.	✓		A, I
Proven ability to analyse data, evaluate performance and plan for improvement.	✓		A, I, T
Effective communication and interpersonal skills and to build effective working relationships	✓		A, I
Knowledge of the TEACCH approach and how to implement this	✓		A, I, O
Safer Recruitment trained		✓	A
<b>Other</b>			
A commitment to and ability to lead academy improvement and manage change.	✓		A
A willingness to work hard, with enthusiasm and vision.	✓		A, I
Leading by example demonstrating by demonstrating high-quality of classroom practice	✓		A, I, O