

Job Description

Assistant Principal: Teaching and Learning

Reporting to: Vice Principal

Contract: Permanent

Working Pattern: Full Time

Salary: Pay Scale: L8 – L12 (£53,437 - £58,962)

The Role

As Assistant Principal, you will have the opportunity to lead on the implementation of the curriculum across the school. This will include leading the development of whole school teaching and learning strategies, designed and delivered, to form part of our professional development cycle. This will be designed to bring a consistent approach to teaching and learning in all classrooms, whilst equipping our teachers with the tools needed to plan and deliver high quality lessons. As part of this cycle, you will be required to monitor the impact of the work in the classroom through learning walks, pupil book studies, pupil voice, staff voice and a range of other data gathering opportunities. You will need to be reflective and adaptive in your approach to ensuring that professional development is planned or adjusted to meet the changing needs of the academy.

As part of this role, you will lead the development, and implementation, of the monitoring and evaluation cycle across the academy that quality assures the work in the classroom. This will require you to develop our middle leaders, in their own monitoring and evaluation cycles ensuring good, consistent progress is made by all. Where needed, you will be required to ensure the correct strategies are put in place to support and develop our teachers to help them become proficient in their practice.

As part of this role, you will lead on our ECF/ITT provision and ensure that, at all levels, our teachers get the support they need and that mentors, coaches and leaders have the tools required to lead and support their teams in the delivery of the curriculum.

You will liaise with the Ark Central team to ensure all staff have access to wider professional development opportunities as well as build links with external agencies and providers.

You will work closely with the Vice Principal and the wider teaching and learning leadership team to ensure that the work you do, in developing teachers practice in the classroom, aligns with our curriculum intent and supports our work around assessment. This is a pivotal role in pulling together the strands of intent and impact through the implementation of our curriculum. As a member of the senior leadership team, you will also be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous.

To help you gain experience in all aspects of school leadership and prepare for Headship, the exact role and specific responsibilities of the Assistant Principal will be agreed annually and will change regularly.

Key responsibilities

Leadership and Management

- Contribute to the leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Support coordination of vision and strategy for the academy
- Support where required, the leadership of effective external relationships with community and other stakeholders
- In partnership with the principal and rest of the leadership team, ensure the safeguarding of all pupils and the safety and wellbeing of pupils and staff is promoted and maintained at all times
- To fully support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Facilitate projects, programmes or systems as directed by the Principal
- Help implement systems that work effectively in combination with whole academy systems and administration
- Line manage particular staff, including target setting, coaching and monitoring, ensuring that policies and procedures are adhered to
- In the absence of the Principal and Vice Principals, to step-up and undertake the professional duties of the Principal as reasonably delegated

School Ethos and Culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of the behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.
- Act as a positive role model to staff and students

Teaching and Learning

- Lead on the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Teach outstanding lessons that motivate, inspire and improve student attainment
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications
- Analysis and reporting of Quality of Teaching at Ks3 and KS4 (Student outcomes, GTR, Quality of Curriculum)

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Assistant Principal: Teaching and Learning

Qualification Criteria

- Qualified to teach and work in the UK
- Qualified to degree level and above

Knowledge, Skills and Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding of how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Behaviours

- Genuine passion for and a belief in the potential of every student and alignment with Ark's high aspirations and high expectations of self and others
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Resilience and motivation to lead the academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Ability to manage and maintain effective working relationships with staff, parents and other external stakeholders

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.