**Job Description: Assistant Principal for Curriculum**

**Reports to:** Primary Headteacher

**Start date**: September 2022

**Salary:** L7-L11 Ark Leadership scale £53,142- £58,282

**Closing date:** Monday 23rd May [Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]

**The Role**

* Lead on the strategic direction and development of the primary curriculum
* Line manage and ensure the achievement of consistently outstanding teaching and learning in a key stage
* Embedding of the Ark John Keats ethos and culture in the department and, as a member of the leadership team, across the academy

**Key responsibilities and outcomes for the Assistant Principal of Curriculum**

**Curriculum**

* Oversee the strategic direction of the curriculum within the school
* Train and develop subject leaders with their curriculum area(s)
* Assist in constructing a curriculum that is ambitious for all pupils, particularly the most disadvantaged and those with SEND
* Ensure there is a curriculum that is coherently planned and sequenced
* Plan effective support for teachers’ subject knowledge across the primary curriculum
* Represent the school in MAT meetings, making staff and SLT aware of updates and implementing necessary changes.
* Work with Assistant Principal for Teaching and Learning to ensure the structure and delivery of collaborative planning meetings enable all staff to deliver the curriculum to a very high standard.

**Assessment**

* Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils, parents and staff
* Provide training and support for staff on administering the assessment system effectively, particularly statutory assessments
* Track and analyse pupil performance data, paying particular attention to disadvantaged groups
* Plan and implement interventions for those pupils who are not progressing Keep up to date with accepted best practice in the field of assessment, and advising others about this

**Activities**

**Leadership and management**

* Write an area development plan, set teaching and academic targets, and embed a meaningful monitoring and review process
* Participate in recruitment and selection activities
* Assist in the professional development of teachers
* Develop strong partnerships and ensure regular and productive communication with parents
* Maintain regular and productive communication with pupils, parents, and colleagues

**Teaching and Learning**

* Provide teaching cover to assigned year groups
* Direct and supervise support staff within relevant key stage to ensure the support provided to individuals and groups is having a significant impact on academic progress
* Support the phase leader to implement an ongoing intervention programme to ensure pupils who fall behind have effective intervention to ensure they catch up quickly and sustain progress

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop an academy culture and ethos that is utterly committed to learning and achievement
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required

**Other**

* Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake other various responsibilities as directed by the Principal

**Development**

* An opportunity to lead on and develop whole school initiatives
* Regular feedback through link meetings and performance appraisal
* Involvement in SLT meetings and strategic decisions across the primary phase of the academy
* Opportunity to plan out the development of key staff across the academy and impact on their professional development

**Person Specification: Assistant Principal for Curriculum**

Qualification Criteria

* Qualified to at least degree level
* Qualified to teach and work in the UK

**Experience**

* Evidence of being an outstanding primary teacher
* Evidence of having raised attainment in a key stage

**Knowledge**

* Up to date knowledge within EYFS-KS2
* An understanding of what an outstanding education looks like in the classroom
* An understanding of the strategies needed to establish consistently high expectations.

**Behaviours**

**Leadership**

* Effective team worker
* High expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils.

**Teaching and Learning**

* Excellent classroom teacher, with the ability to reflect on lessons and continually improve their own practice
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
* Thinks strategically about classroom practice and tailoring lessons to pupils needs
* Understands and interprets complex pupil data to drive lesson planning and pupil attainment
* Good communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check.