**Job Description: Assistant Principal**

**Curriculum, Assessment and Data**

**Reporting to: Principal**

**Location: Ark Putney Academy**

**Contract: Permanent**

**Working Pattern: Full Time**

**Salary: Ark Leadership (Inner London) L12-16: £64,252- £70,165.92**

**The Role**

This role sits within the curriculum area of SLT responsibility. You will be working closely with the VP in charge of curriculum development and teaching and learning to develop the links between curriculum and assessment. You will promote outstanding teaching, with particular emphasis on the pedagogy of formative and summative assessment.

In addition, you will be in charge of assessment and data analysis and you will provide leadership in this area, ensuring the academy’s goal of providing all students with a great education and real choices in life.

**Key Responsibilities**

**Leadership**

* Set and implement a vision for the strategic direction of formative and summative assessment
* Support the Teaching and Learning VP in developing the links between assessment and curriculum to ensure outstanding outcomes for all
* To deliver effective CPD to stakeholders regarding formative assessment strategies
* Work with middle leaders to develop and embed high quality assessments (both formative and summative
* Line manage the exams officer and oversee the public examinations process, ensuring compliance as a centre
* Liaise with the inclusion team to ensure that the appropriate access arrangements are in place
* Organise all internal examinations and mock examinations in line with the Ark assessment calendar and publish these for all stakeholders
* Ensure that there is a consistent timeline and approach to revision and the use of examination techniques (stickability) that are applied across all areas of the curriculum.
* To lead on all systems relating to the collection and organisation of data for all exams
* To lead on the analysis of all data across the academy, to drive school improvement and ensure that no student is left behind
* To lead on achievement review meetings in collaboration with the Principal and KS leads
* To raise the profile of data across the academy using visual displays, the website and communication with students and parents
* To lead on CPD for all stakeholders in the academy including SLT, middle leaders and teachers in the effective analysis of data and appropriate action and intervention planning
* To lead on the reporting process to parents, including the presentation of assessment data, formal reports and the ATL league
* To provide the most appropriate and up to date data for parents’ evenings and pillar reflection mornings
* To develop a strategy relating to the academy setting process with the VP responsible for the timetable
* To work collaboratively with the Principal on whole school/department and student targets
* To provide the Principal with appropriate data for the SEF, Ark School, Ofsted and the Governing Body

**Teaching & Learning**

* Set high expectations so that all students are inspired, motivated and challenged to reach their full potential and in doing so, meet their progress and attainment targets
* Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student’s intellectual curiosity
* Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
* Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
* Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
* Participate actively throughout the network, by attending relevant meetings and as appropriate, delivering network-wide training and initiatives
* Work with colleagues, students and families to develop a strong school community

**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**

**Qualification Criteria**

* Qualified to teach and work in the UK
* Educated to degree level

**Knowledge, Skills and Experience**

* A strong track record of teaching across all secondary age ranges
* Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
* Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
* Experience of interpreting complex student data to drive lesson planning and student progress
* A proven track record of providing excellent pastoral support as a form tutor
* Excellent understanding of both subject and general teaching pedagogy
* Be or demonstrate the potential to become an outstanding teacher
* Effective and systematic behaviour management
* Knowledge of the national secondary education system, examinations and curriculum

**Behaviours**

* Genuine passion for and a belief in the potential of every student
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Excellent interpersonal, planning and organisational skills
* Resilient, motivated and committed to achieving excellence
* Reflective and proactive in seeking feedback to constantly improve practice
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
* Commitment to and understanding of professionalism in line with the National Teaching Standards

**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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*