

Job Description: Assistant Principal for Teaching and Learning

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 teacher development through our coaching model, CPD and in-class teacher support
- Work with the Assistant Principal for Curriculum to deliver an ambitious knowledge rich curriculum
- Oversee the development of our early career and trainee teachers

Key responsibilities and outcomes for the Assistant Principal for Teaching and Learning

CPD

- Devise a programme that balances whole primary and individual development needs
- Plan the start of year induction to ensure all staff are very well set up for the first term
- Work with Head of Primary to facilitate middle leader training and coaching
- Co-ordinate the induction of any new staff members (including in-year)

High Quality Teaching

- Teach and model exemplary practice in terms of classroom teaching, culture building, planning and preparation, marking and assessment.
- Ensure teaching is high quality and consistent across all classes
- Ensure approach to teaching and learning is reviewed, refined and embedded across all areas of the school
- Ensure teaching files are used to support planning and teacher development
- Ensure our teacher coaching model is fit for purpose and provides effective support for the teachers who need it most

Teacher Development

- Co-ordinate the training, support, monitoring & evaluation of ECT and trainee teachers
- Ensure the timely and efficient completion of all paperwork with ECT and trainee teachers

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
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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 Headteacher

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
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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 teaching and learning standards in a primary setting

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.
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