

## SAPIENTIA EDUCATION TRUST

### WYMONDHAM COLLEGE JOB DESCRIPTION

#### ASSISTANT PRINCIPAL (CURRICULUM: TEACHING & LEARNING)

#### PERMANENT, FULL-TIME

<b>Line Manager:</b>	Principal
<b>Salary:</b>	Points 11 - 15 of the Leadership Scale / £56,796 - £62,651 per annum
<b>Additional Allowances</b>	None
<b>Residential Status:</b>	Non-resident

## PERSON SPECIFICATION

### Experience

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Professional Development in preparation for Senior Leadership,	Desirable
A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.	Essential
Experience of improving the quality of teaching	Essential
Experience of delivering effective whole school CPD	Essential
Experience of supporting students through the curriculum, including at transition points (GCSE options and pathways)	Essential
Proven recent successful senior leadership that motivates, challenges and develops students and staff and includes excellent knowledge of how to build and sustain a learning community.	Essential
Working productively with parents, and the wider community.	Essential
Experience of working with external partners on matters relating to the curriculum	Essential
An understanding of 11-18 curriculum issues and planning.	Essential

Successful systems to monitor and evaluate schools' performances.	Essential
Successful systems to monitor and evaluate staff performance.	Essential
An understanding of staffing models and staff recruitment.	Desirable
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Essential
Strategic planning processes including leading change, creativity and innovation.	Essential
Strategic financial planning, budgetary management and principles of best value.	Desirable
Working cooperatively with other professionals and institutions in partnership.	Desirable

## Skills

Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Essential
Demonstrate 'political' insight and anticipate trends.	Desirable
Demonstrate an understanding of boarding.	Desirable

## Personal Attributes

Passionate about education and educational issues.	Essential
Constant drive for improvement.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential

Displays sensitivity.	Essential
Understanding of the complex and demanding environment of a boarding school community.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

## **JOB SPECIFICATION**

### **General Responsibilities**

The Assistant Principal [AP] is responsible to the Principal for the effectiveness of the implementation of the curriculum and ensuring that students are supported through their learning by high quality teaching and academic student guidance at transition points. In addition, they will hold the post of a teacher under the standard contract for teachers at Wymondham College.

In addition the successful candidate will also be employed as a teacher under the standard conditions of service for teachers at Wymondham College. This includes the requirement to work on Saturday mornings. Additional holiday entitlement compensates for Saturday morning work.

The post holder will be responsible to the Principal for teaching classes in the College using their skill, experience and best endeavours. A contribution to the wider life of the College by supporting extra-curricular activities is an expectation of all staff.

The post holder will be a member of the College Safeguarding Team and will be required to be a member of the Senior Duty Team taking responsibility for critical incident emergency cover in the College at the evenings, at weekends and in the holidays as part of a rota.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- To work with the Vice Principal for Teaching and Learning to ensure the curriculum is effectively implemented through appropriate pedagogical approaches so that students' can recall and apply their learning
- To work with the Vice Principals to ensure students' academic transition through key stages is supported by a progressive curriculum and effective pedagogical approach.
- To work with the Vice Principals to ensure students' academic transition through key stages is supported by academic counselling that includes high quality advice and guidance when choosing academic subjects and/or pathways at KS2 to 3, KS3 to 4 and at KS4 to 5
- To ensure that teaching meets the needs of the students, including those with SEND, PP and HPA
- To ensure teaching is informed by research and best practice
- To develop curriculum related partnerships, both externally and across SET, that support the professional development of staff
- To maintain high quality teaching by effectively identifying, planning and delivering responsive and reactive professional development
- To monitor and evaluate the quality of teaching and respond accordingly in a timely and robust manner as required
- To have a strong awareness of the local, national and international educational landscape
- Attend Trust meetings and provide reports as required;
- Participate in the College programme of Performance Management and Continuing Professional Development.
- To be an ambassador for the College;
- To model the core values of the College in your professional life; including the boarding aspect of the College;
- To be visible throughout the College – leading and supporting the College community to commit to the core values of the College. This includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students ;
- To lead the monitoring, review, and evaluation of your areas of responsibility and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards in all areas of College life.
- To establish a culture that promotes excellence, equality, and high expectations for all students;
- To contribute positively to discussions leading to the development of effective policies, practices and structures;
- To ensure that resources are efficiently and effectively used to achieve the aims of the College and to facilitate its day to day operation;

- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the College and to maintain good discipline;
- To attend meetings of the Senior Leadership Team and other School management meetings;
- To act as SLT Link to specific subject departments. This includes providing support and acting as critical friend, together with monitoring, reviewing, and evaluating the work of the departments;
- To foster and support extra-curricular activities in the interest of the College community e.g. School productions, concerts, sports activities, trips, and excursions;
- To communicate as required with Trustees
- To make a contribution to College and House assemblies;
- To take an equitable share of lunchtime and other duty supervision. This includes Boarding duties in the evenings, weekends and being 'on call' during schools holidays and some evenings;
- To take on additional responsibilities as directed by the Principal.

## **REMUNERATION**

### Salary Details:

- Points 9 - 15 of the Leadership Scale £53,973 - £62,651 per annum

All payments are pensionable under the Teachers' Pension Scheme.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.

