

## Job Description: Assistant Principal – English

<b>Reporting to:</b>	Vice-Principal
<b>Location:</b>	Hastings, East Sussex
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full Time
<b>Salary:</b>	Ark Outside London Leadership Scale: Points 12 - 16 (£58,962- £65,172)

### The Role

As Assistant Principal for English, you will have the opportunity to be a strategic member of the school's senior leadership team with a focus on leading the English department on such areas as curriculum development, student outcomes, timetabling, progress and standards. Part of your role will be to lead on whole school approach to reading by embedding and driving the academy's reading strategy, ensuring students reading below their chronological reading age make accelerated progress by the end of KS3. As part of your responsibilities leading the English department, you will work with other members of the senior leadership team focusing on whole school teaching and learning strategies.

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

### Key responsibilities

#### Leadership and Management of English Department

- Lead, develop and line manage your department team, with clear lines of accountability and clarity of expectation.
- To lead and drive the academy's Reading Strategy
- Drive an unrelenting focus towards achieving excellent student outcomes.
- Continually improve the quality of planning, teaching, and assessment of all members of the team
- Use regular, effective monitoring to inform personalised and high quality professional development and coaching.
- Manage departmental budget and resources effectively and efficiently
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents and carers

### **Improving Teaching & Learning**

- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
- Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies.
- Use the data to monitor the performance of subject staff and to secure their accountability for the progress of every student
- Lead and implement strong and effective performance management in line with the academy's policy and address any ineffective practice
- Be accountable for student progress, ensuring that all students achieve results in line with, or better than, their targets
- Monitor the work of the department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback that informs improvement
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department and amend according to the data analysis.
- Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
- 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
- Implement a high impact intervention programme to address any student underachievement.
- Plan and deliver high quality enrichment activities.

### **Senior Leadership and Management**

- Contribute to the leadership of the academy and its staff to achieve high standards of behaviour and attainment
- Support coordination of vision and strategy for the academy
- 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 that the safety and wellbeing of pupils and staff is promoted and maintained at all times
- To fully support whole school aims and 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
- Help keep systems organised, up-to-date and user friendly for all academy staff

- Line manage TLR postholders in English, 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 behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students.

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the principal.

# Person Specification: Assistant Principal - English

## Qualification Criteria

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

## Experience

- Demonstrable experience of having significantly raised attainment
- Experience and understanding how to improve and sustain teaching and learning in a challenging school
- Experience of having led and managed a team of people
- Experience of having worked to support the significant success of others.

## Behaviours

### Leadership

- Understands their own contribution to the academy as a whole
- 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
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### Vision and strategy

- Vision aligned with Ark's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.

### Leading the Learning

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

### Leading External Relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

## 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 Criminal Records Bureau disclosure.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*