

ASSISTANT PRINCIPAL VOCATIONAL PROGRAMMES (CENTRAL QUADRANT) Secondary Education

L12-L16 (Inner London) + Annual Loyalty Bonus
+ Pension Scheme (TPS) + Harris Wellbeing Cash Plan
+ Additional Harris Benefits

Job Purpose

The Consultant will work closely with the Central Quadrant Leader of their subject and will be line managed by them. The purpose of the role is to raise student attainment across the Quadrant in the relevant subject.

Principal Responsibilities

- Work with the academies and partner schools to drive up standards of student attainment and achievement in the relevant subject in each of the Quadrant academies.
- To monitor and evaluate the work of subject departments and to build their capacity to improve through mentoring, coaching, professional development and performance management as appropriate.
- To teach key examination groups from time to time in particular academies when the need arises.
- To identify best practice and ensure this is shared and spread across the Quadrant.

Main Areas of Responsibility

- To work with academies in order to support subject departments to achieve measured improvement in order to achieve demanding targets.
- To undertake departmental reviews and produce action plans to raise standards.
- To critically analyse and interpret data from a range of sources to identify appropriate departmental improvement strategies and so ensure challenging targets are set and achieved.
- To proactively ensure appropriate intervention strategies are put in place when needed so that departments meet their subject targets.
- To provide targeted and intensive professional development, consultancy and interventions with students and subject departments.
- To coach and mentor subject staff and contribute to performance management arrangements as required.
- To model best practice and be seen as an approachable and useful fellow professional.
- In conjunction with the Quadrant Leader and Executive Principal, to build external contacts with universities, subject associations, and other bodies on behalf of the subject departments in the Quadrant.
- In conjunction with the Quadrant Leaders and Executive Principal, to establish a bank of high-quality on-line materials, including teaching materials and schemes of work in the Harris Learning Gateway which are accessed by subject staff across the group.
- To lead Quadrant master classes or revision schools in the subject.
- In Mathematics and English, to assist in improving our strategy for numeracy or literacy and ensure targets relating to this are met.
- From time to time, to teach key subject classes in particular academies when required and/or to act as interim subject leader when a need arises.
- To keep up to date with developments in the subject and other Quadrant or academy initiatives as agreed, and to provide leadership, advice and guidance to the academies.
- Work with Principals, Senior Managers and Quadrant Leader as appropriate to ensure high quality recruitment, selection and retention of subject staff.
- To maintain appropriate records of work undertaken and report orally and in writing in a manner which ensures high levels of accountability to the Quadrant Leader, CEO and Principals.
- To undertake subject updating and participate in other professional development activities as required.
- Show initiative, flexibility and the ability to deliver outcomes and make things happen.

- To promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- To comply with the Quadrant and academies Health and safety rules and regulations and with Health and Safety legislation.
- To undertake all other tasks reasonably assigned by the Quadrant Leader or Executive Principal.
- To continue personal development as agreed at appraisal.
- To collaborate as a member of the Senior Leadership Team at allocated Academies
- To attend Leadership Team meetings and participate in duties and whole school assemblies when requested.
- To engage actively in the performance appraisal review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Essential	Desirable
Degree in subject specialism or equivalent. Qualified teacher status. At least 3 years' teaching experience. At least 2 years in a management role. Teaching of the subject to KS5. Clear evidence of having raised standards of achievement at all levels. Successful experience of curriculum development. Experience in observing and evaluating teacher quality and providing feedback. Experience of setting specific targets and managing improvement across a Key Stage or more widely. Successful experience in a multi-ethnic inner-city school. Evidence of being an excellent teacher. Strong knowledge of the national curriculum programme of study for the subject and of current subject developments. Ability to clearly articulate a vision for the future of the subject which enthuses and motivates. Ability to plan and deliver effective training and development programmes which meet identified needs within the academies. Excellent ICT skills. Strong communication and interpersonal skills. A self-starter with the resilience and ability to plan individual programmes of work and achieve designated targets. An ability to work flexibly, including some weekends, evenings as and when required and residential courses.	Evidence of having supported other staff in a coaching or mentoring capacity. Recent experience of providing professional advice and excellent understanding of curriculum and pedagogical issues relating to the subject, including latest inspection and research findings. Good influencing/negotiating skills. Capacity for future promotion. Current driving license.

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job:

- Essential: without which candidate would be rejected
- Desirable: useful for choosing between two good candidates

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) Data Protection Act (2018)
- 4) Safeguarding children

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

For a confidential discussion about this post with Katherine
Cumberbatch, please contact:

Tracey Harrison at harrisont@harriscrystalpalace.org.uk

Thank you for your interest in our school. We look forward to receiving your
application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*