

JOB DESCRIPTION

Post title	Assistant Principal Teaching & Learning (To lead and deliver Health and Social Care)	Reporting to	Principal
Location	Shireland Biomedical UTC	Grade	Leadership L12 – L16
Contract type	Permanent	Hours of work	Fulltime

Post Summary

- Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.
- To work with the Principal to develop an outstanding Academy in order to achieve the highest possible standards. Take responsibility for developing teaching & learning across the Academy and the Health and Social Care curriculum.
- Develop and expand the work of the UTC with external partners.

Duties and Responsibilities

- Promote the mission and values of the school and the Trust.
- Be a highly visible, consistent and supportive presence in and around the school; serve the staff and students.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.
- Implement and model strategies that secure high standards of teaching and learning.
- Help to strategically lead decision-making and contribute to consultation procedures.
- Help to create strategies to ensure the highest standards of curriculum development and challenge within the curriculum, including the development of appropriate assessment.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clarity.
- Create and maintain an effective partnership with students and families to support and improve students' achievement and personal development.
- Monitor, evaluate and review practice and promote improvement strategies.

- Contribute to the evaluation of the academy's performance and identify next steps.
- Build an effective team with particular focus on the development of newly qualified teachers.
- Hold self and others to account.
- Manage own workload and that of others.
- Treat team members with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members.
- Endeavour to be able to deputise and backfill functions across the academy.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in, and lead, coaching; work in effective partnership with other leaders in the Trust.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the Academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all Academy policies.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.