



Job Description Leadership Team

Post Title	Assistant Principal [Student Progress]
Qualifications: Masters Degree: Desirable BA/BSC Honours Degree: Essential Salary: L12-16 (Point dependant on experience)	
Accountable to: Principal	
Shaping the Future: <i>Knowledge:</i> <ul style="list-style-type: none"> • awareness of local and national trends • helping to build, communicate and implement the shared vision • awareness of new technologies, their use and impact • helping to lead change • creative and innovative skills <i>Commitment to:</i> <ul style="list-style-type: none"> • collaborative school vision of excellence and equity (high standards/expectations for all students) promoting personalised learning • helping to set and achieve challenging and ambitious targets • inclusion <i>Ability to:</i> <ul style="list-style-type: none"> • think strategically • inspire, challenge, motivate and empower others • model the values and vision of the school (actively promote ethos) 	
Leading Learning & Teaching <i>Knowledge:</i> <ul style="list-style-type: none"> • strategies for raising achievement and achieving excellence • use of new and emerging technologies to support teaching and learning • inclusion strategies • impact of behaviour/attendance on learning and educational progress • assessment/reporting • models of teaching and learning (including organisation and learning styles) • principles of effective teaching and learning (lesson observation) • line management responsibilities (performance management) • school self-evaluation (monitoring and evaluation) • strategies for developing effective teachers • curriculum design and management (overall; alternative pathways) • oversight of school systems e.g. SLT detentions • data collection tools and analysis (comparative performance, prior attainment, targets etc) <i>Commitment to:</i> <ul style="list-style-type: none"> • raising standards for all in pursuit of excellence • the entitlement of all students to effective teaching and learning • personalised learning <i>Ability to:</i> <ul style="list-style-type: none"> • demonstrate personal enthusiasm for learning process • demonstrate the principles and practice of effective teaching and learning • challenge poor performance • develop relevant strategies for improved performance 	

Litherland High School (Part of the Heath Family Trust) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Developing Self and Working With Others

Knowledge:

- awareness of significance of interpersonal relationships and models of CPD
- strategies to promote individual and team development
- the inter-connection between managing performance, CPD and sustained school improvement

Commitment to:

- effective working relationships
- shared leadership
- effective team working
- Effective performance management (ensuring that team leaders are properly accountable for the performance of their team members).
- CPD for self and others
- training role
- participation in staff selection

Ability to:

- foster an open, equitable culture and manage conflict
- develop, empower and sustain individuals and teams
- collaborate and network within and beyond the school
- give and receive effective feedback and act to improve personal performance

Managing the Organisation

Knowledge:

- models of organisation and principles of organisational development
- principles and strategies of school improvement through the Framework/SDP
- earned autonomy
- implementation of change
- policy creation
- informed decision-making
- performance management
- legal issues
- strategic financial planning through the Framework

Commitment to:

- distributed leadership and management
- contribution to school policies
- strengthening the school's organisational capacity
- development of a Climate for Learning

Ability to:

- establish and sustain appropriate structure and systems
- manage school effectively and efficiently on a daily basis
- delegate
- prioritise, plan and organise self and others
- making high quality judgements and decisions
- think creatively to anticipate and solve problems

Securing Accountability

Knowledge:

- statutory educational frameworks
- self-evaluation and multi-agency working
- use of range of evidence/data to support, monitor, evaluate and improve performance
- principle and practice of quality assurance systems

Commitment to:

- principles and practice of school self-evaluation through school SEF
- individual, team and whole-school accountability for student learning outcomes

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- the school working effectively towards the academic, spiritual, moral, social, emotional and cultural development of students.

Ability to:

- engage the whole community in systematic and rigorous self-evaluation through school SEF
- demonstrate political insight
- analyse data to understand the strengths and weaknesses of the school
- combine outcomes of regular school self-review with external evaluations to develop the school

Responsibilities specific to the post

- Teach Mathematics to a maximum timetable of 50%.
- To Lead the Mathematics Department.
- Responsible for student progress in all subjects and year groups, working closely with Heads of Department, Senior Leaders and relevant staff.
- Line manage five members of teaching staff (Heads of Year Progress Leads for each year group).
- To undertake any other duties that may be reasonably requested by the Principal.

Signed: _____

Date: _____