Job Description

Post: Assistant Principal for Key Stage 5

Responsible to: Principal

The Sixth Form at Paddington Academy is a highly successful and aspirational part of an Ofsted ‘Outstanding’ school and a source of pride. 330 students study a combination of A levels, BTEC National and combined programmes. The school retains 70% of students each year from Year 11 and attracts 500 applications each year for approximately 40 external places.

Students in the Sixth Form represent the pinnacle of everything that the school aims to achieve: high standards of dress and conduct, the ability to study independently and an involvement in all aspects of school life. Academic achievement is extremely high, and students go on to strong destinations: 95% go to university and 40% of those go to institutions in the Russell Group.

We have a strong Sixth Form team including two Heads of Year with generous time allowances to complete their roles, a leader of Personal Development, a Child Protection Officer and an administrator. Students receive 20% above the recommended teaching time for their courses and also have the equivalent of 350 minutes of supervised independent study each week. Careful guidance is given to students to enrol them on the most suitable courses and rigorous systems ensure they are held to high standards and are well-supported in an environment where good relationships and strong levels of care are provided.

We are looking for a leader to continue our upward journey to achieve even higher results, the best destinations and to ensure that students have the best personal development to prepare them to be happy and fulfilled in their long-term futures.

**Specific responsibilities of the post:**

* Raise standards of achievement and attainment across KS5 and ensure all students make exceptional progress across the curriculum.
* Ensure that students have a broad and enriching personal development entitlement to complement their academic studies which prepares them for life beyond school.
* Use data to effectively track achievement and communicate with staff, students and parents and develop reporting systems.
* Lead an efficient and effective UCAS process and apprenticeship application process.
* Effectively safeguard KS5 students and ensure that systems are used to do this thoroughly.
* Leadership of interventions to support individuals and groups of students.
* Ensure that students have support structures which will enable them to reach their potential.
* Monitor the quality of KS5 Teaching and Learning and raise standards with the Vice Principal for T&L.
* Develop and implement policies and systems that ensure the highest standards of behaviour and attitudes to learning amongst KS5 students.
* Lead on the development of student leadership to give students meaningful opportunities to lead.
* Lead and provide direction on all aspects of exams and exam systems at KS5.
* Line manage members of the Sixth Form team.
* Ensure that students with additional needs are well-supported.
* Carry out all duties / responsibilities of the SLT to the highest of standards.

**Main core duties:**

* Be a constant presence and a visible leader around the Academy.
* Be persistent and insistent in the pursuit of high standards for students and staff and to support all.
* Contribute to raising standards of achievement and maximising student attainment in all subjects across the Academy.
* Drive continual improvement in the Academy through rigorous self-evaluation.
* Monitor student progress, using assessment data to drive improvement and close achievement gaps.
* Support staff development through instructional coaching and providing effective feedback.
* Provide training and development for staff through effective line management and CPD.
* Monitor and evaluate the quality of teaching and learning across the Academy and devise and implement strategies for improvement as appropriate.
* Promote and support high standards of behaviour, attendance and punctuality across the Academy.
* Ensure the implementation of whole school policies and engage in regular monitoring and evaluation of Academy policies.
* Build and maintain effective relationships with staff and gain their credibility.
* Attend and contribute to weekly SLT meetings.
* Report progress to the Governing Body and United Learning Trust where appropriate.
* Engage in personal professional development to ensure up-to-date knowledge of current issues and practices.
* Carry out all duties/responsibilities of the SLT to the highest of standards.

**All members of the Senior Leadership Team are expected to:**

* Be an excellent classroom practitioner.
* Be prepared to serve the Paddington community in every way possible.
* Embody the values of hard work, integrity and excellence.
* Have humility and integrity and be willing to show loyalty to the SLT.
* Be highly visible and a role model for staff and students.
* Inspire trust and respect from staff who they work with every day.
* Meet deadlines and prioritise workload effectively.
* Have moral courage and be able to challenge others and get the best from them.
* Able to provide solutions to problems and take ownership.
* Communicate effectively and be a person that others want to follow.
* Be a resilient leader who can always remain energetic and optimistic.
* Be an outstanding teacher (possess QTS) who is prepared to put learning at the heart of every decision.

*This document is considered to provide an outline of the areas that this role involves and should be read in conjunction with the roles and responsibilities breakdown. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. S/he will also undertake supervision duties at lunchtime, as well as before and after the Academy day.*