**Academy:** Darwen Vale High School

**Job Title:** Assistant Principal

**Reporting to:** Principal

**Contract Basis** Full Time

**Overall Purpose of the Role:**

You are to carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

All colleagues are expected to demonstrate a wholehearted commitment to the development of the Faculty and leadership of the Assistant Principal (Maths) and other TLR holders in preparing for, and adapting to, the changing needs of the Faculty.

Your primary leadership role as the Assistant Principal (Maths) is to raise and maintain standards across all areas within the Mathematics Faculty.

You will model the entrepreneurial traits of having a determination to succeed and a positive attitude in all aspects of your work. You will endeavor to instill these attitudes in colleagues and students. You will be sincere in the belief that no barrier can prevent a student from achieving.

**Key Duties:**

**PURPOSE OF POST:**

To teach a timetable of Mathematics across the age and ability range of the Academy, delivering agreed Schemes of Work, and leading and managing staff and resources in the Mathematics Faculty.

Your role as Assistant Principal (Maths) is to:

* lead the Maths team
* raise and maintain standards across the Mathematics Faculty
* raise the profile of the faculty within the Academy
* plan high quality lessons and lead the delivery of consistently good and outstanding teaching and learning opportunities
* carry out day to day duties of a classroom teacher
* make a significant contribution to the vision and direction of Darwen Vale High School by playing a central role as a member of the extended leadership team
* take responsibility for specific whole school improvement areas identified and agreed with the Vice Principal - Curriculum, Innovation and Standards. These will be determined after appointment.

As part of an on-going review of monitoring of student progress, you have three core roles within the faculty:

**Making judgements** about the standards of students’ achievement.

**Evaluating all aspects of teaching and learning** and setting priorities for improvement across the faculty.

**Leading sustainable improvement** by identifying targets for improvement, by developing and leading strategies to achieve these targets and by quality assuring the delivery of the curriculum.

This is a cyclical process in response to the questions:

***How are we doing and how do we compare to similar schools and/or Academies?***

You will be responsible for carrying out quality assurance measures designed to establish secure judgements about the standards of students’ achievement, the current quality of teaching and the appropriateness of the curriculum across the faculty.

***What more should we aim to achieve this year, within a two/three year period and what must we do to make it happen?***

You will establish improvement targets against the audit in conjunction with the Second in mathematics, other TLR holders and the Vice Principal (Curriculum, Innovation and Standards).

You will lead effectively and work with other subject leaders to develop and implement strategies to achieve these targets.

***What action needs to be taken and how can we check that it happens?***

You will manage the improvement strategy to ensure that it is put into action and you will be responsible for monitoring its progress.

You will have responsibility for making judgements against the standards set to identify whether they have been made.

**Judging standards**

You will work with the Second in Mathematics to make secure judgements about the standards of students’ attainment, rates of progress and personal development within the faculty, on the basis of evidence gathered from:

* Analysis and interpretation of real time and assessment data of students’ attainment across the faculty
* Reviews with subject leaders and teachers of their assessments of progress for classes, identified groups and individual students.
* Samples of students’ work.

**Evaluating teaching and learning**

You are accountable for the quality of teaching and learning across the faculty.

You will need to know and understand what makes outstanding teaching and learning in all subjects.

You will evaluate schemes of work to ensure that they focus on effective teaching and learning.

Working with the Second in Maths and faculty staff, you will organise and oversee a programme of systematic lesson observations, giving subject teachers constructive and objective feedback.

Working with the Second in Maths and faculty staff you will monitor the planning of teaching and the regular setting of homework activities.

Working with the Vice Principal (Curriculum, Innovation and Standards), Second in Maths, Heads of Year and data manager and examination officer, you will ensure effective assessment arrangements, monitoring of student progress and reporting to parents.

**Leading sustainable improvement**

You will need to inspire and enthuse your colleagues by being innovative and creating the capacity for change. Improvements will need to be embedded in the practice of faculty teams and subject teams within these. You will need to ensure that the review, construction and resourcing of the curriculum bring about improvements.

You will lead the faculty in discussion about priorities for constituent subjects and for the faculty as a whole.

You will agree targets for raising students’ attainment in the context of the whole Academy targets.

You will develop a faculty strategy for improvement.

You will lead the improvement of teaching quality.

You will lead the review, construction and resourcing of the curriculum, where necessary the development of new Programmes of Study, Schemes of Work and lesson plans for the Academy lesson delivery structure.

You will research alternative qualifications and new assessment opportunities, making recommendations where opportunities arise which will raise standards of achievement.

**Leadership-General**

You will be an effective manager, contributing to whole Academy issues and leading faculty and cross-curricular planning and improvement in accordance with Academy policies, in order to provide quality education for students.

You will promote team ethos through regular meetings of the faculty, departments and through the sharing of ideas, best practice and resources.

You will co-ordinate the effective use of ICT across the faculty to promote effective teaching and enhance learning.

You will oversee with the support of other subject leaders the monitoring of the use of accommodation, the acquisition, maintenance and replacement of equipment and software, and its secure storage, access and use by staff and students.

You will ensure that teaching areas used by members of the faculty are stimulating, pleasant and safe areas in which to learn.

You will encourage and support the professional development of all staff within the faculty, in line with Academy policy and practice and the National Standards expected of Teachers.

You will liaise with partner primary schools, other stake-holders and the wider community where appropriate.

You will ensure that high standards of discipline and respect are evident throughout the faculty, supporting colleagues in line with Academy policies and practice.

You will play an active part in whole Academy management and monitoring of students behaviour by supporting Academy policies and practice.

You will take a lead in delivering at least one Period 5 extra-curricular session a week and promote staff and student involvement in a range of Period 5 activities related to your curriculum area.

**Other Responsibilities**

Operating at all times within the stated policies and practices of **Darwen Vale High School** and the wider Trust.

Abiding by and practicing the Aldridge Education Operating norms:

* We are Aldridge Education
* The standard is excellence
* Our people matter
* We’re in the work together
* Character is key
* We lead by example
* Every moment matters

**Equal Opportunities**

* To know and adhere to the **Darwen Vale High School** equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

**Health and Safety**

* To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
* To co-operate with the **Darwen Vale High School** insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

**Safeguarding of Children Young people and Vulnerable Adults**

To be aware of and work in accordance with the **Darwen Vale High School** safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per **Darwen Vale High School** procedures.

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| **Requirements** | **Essential** | **Desirable** |
| ***Education*** |  |  |
| • Degree or higher qualification  • Qualified teacher status  • Evidence of training in and preparation for Academy leadership and management |  |  |
| • Experience in leading a curriculum area or a pastoral team and recent experience contributing to whole school developments  • Experience of development of the curriculum or pastoral care, including awareness of how specialisms such as Entrepreneurship can be developed across the school/academy  • Proven experience of delivering innovative, successful teaching and learning initiatives which raise standards and a track record of excellent outcomes for students  • Evidence of bringing about sustained change regarding teaching and learning within a team  • Experience of Quality Assurance processes and monitoring and managing staff performance  • Successful leadership of transformation and change management |  |  |
| ***Experience*** |  |  |
| • Knowledge of what constitutes the highest quality teaching and learning across the 11-18 age range  • Knowledge of the strategies that will secure routinely good or better teaching across the Academy  • Contribute to the raising of student achievement by ensuring excellence in learning and teaching and by promoting a culture of consistent and continuous monitoring, using data and benchmarks to monitor progress  • How integrating and embedding specialisms enhances the outcomes for students  • The characteristics of effective schools/academies and strategies for:   * raising students’ achievements, aspirations and self-esteem * promoting inclusion   • Knowledge of the opportunities offered in developing the Academy to outstanding and current trends in educational development  • Excellent organisational skills including being able to prioritise and manage own time effectively, work under pressure and to deadlines  • Excellent interpersonal skills including the ability to lead, manage, inspire and motivate people to work towards common goals  • Excellent strategic and creative skills  • Excellent communication skills and able to communicate effectively orally and in writing to a variety of audiences under any circumstances.  • The ability to use ICT efficiently and effectively to enhance teaching and learning and the management of the Academy.  • The ability to think strategically and be a decision maker within a strong collegiate approach |  |  |
| ***Attributes*** |  |  |
| • Commitment to the aims and values of the Academy  • Presentational skills, confidence and fluency to deal with students, parents and others  • Awareness, understanding and commitment to equal opportunities  • Capacity to work hard with all staff and students  • Considered and positive attitude  • Is a strong role professional role model for staff and students in every respect  • Ambitious to be promoted to Vice Principal or Deputy Headteacher within three years of appointment |  |  |