



JOB DESCRIPTION

Job title: Assistant Principal – Learning Pathway Lead

Contract type: Full time

Reporting to: Deputy Principal

Responsible for: Teachers within Learning Pathway to include Teachers with TLR responsibilities

Main purpose

The assistant Principal, under the direction of the Principal, will take a role in:

- Leading and developing learning within a specified Learning Pathway
- Leading on the implementation of the school improvement outcomes within a specified Learning Pathway
- Establishing policies for achieving these aims and objectives
- Managing staff and resources within a specified Learning Pathway
- Monitoring progress towards the achievement of the school's aims and objectives as identified within the school improvement plan.
- Working with the other Learning Pathway Leads to ensure consistency of practise across the school.
- Build strong links within our locality and create a sound work experience programme.
- Effectively manage people and staffing to ensure that resources are effectively distributed throughout the day-to-day management of the school.
- Ensure that you create effective systems and processes that ensure our students are prepared to life beyond Parkwood.
- Ensure all post 16 students have an appropriate and effective transition plans moving year 11 through to year14.
- To improve the quality of teaching and learning through enabling approaches such as: TEACCH and best autism practice.

The assistant principal will also have a timetabled teaching commitment of 60% complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Principal.

Duties and responsibilities

Leadership

Under the direction of the Principal or deputy Principal:

- Support the Principal and deputy Principal in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Principal's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Principal or deputy Principal:

- Assist with the selection and recruitment of new teaching staff
- Performance manage teachers and middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Principal or deputy Principal:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other areas of responsibility

Assessment

- Implement the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium,

- Keep up to date with accepted best practice in the field of assessment for pupils with SEND, and advising others about this
- Providing training and support for teachers and support staff on administering the assessment system effectively

Other responsibilities

The assistant principal will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Principal will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or Deputy Principals

Person specification

Criteria	Qualities	
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role • Evidence of continuing professional development 	Essential Essential Desirable Essential
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development 	Desirable Essential Essential Essential Essential
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of what constitutes high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	Essential Desirable Essential Essential Essential

Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Able to demonstrate commitment to their own professional development and that of other staff 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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Notes:

This job description may be amended at any time in consultation with the postholder.