

Job Description

Job Title: Assistant Principal -
Raising
Achievement

Location: Wayland Academy

Closing date: 6th May 2021

Job title	Assistant Principal - Raising Achievement
Salary Scale	L11-L16
Responsible to	Principal
Location	Wayland Academy

MAIN PURPOSE OF ROLE

- To monitor and analyse student progress, implementing strategies to address identified needs and enhance student performance.
- To work with the SLT to lead the development of the Raising Achievement Strategy across the school in conjunction with the wider SLT team.
- To focus on raising achievement of all students, but with a particular focus on outcomes for Key Stage 4 and disadvantaged students.
- To oversee the strategy for use of funding linked to student achievement e.g. Pupil Premium, tutoring and other catch up funds.
- To ensure the Trust assessment processes are implemented effectively, ensuring robust, reliable and accurate assessment is embedded across the school.
- To ensure the requirements of the school handbook/policies are applied consistently across the school in the terms of the:
 - o Smooth day to day running of the school
 - o To ensure that all staff are aware of all school policies
 - o Implementation of the quality assurance procedures for all aspects of the work of the school
- To support the strategic development, share good practice and plan and deliver collaborative activities beyond the school for the benefits of our students.
- To present the school and its partners positively both within and beyond the school.
- To carry out the professional duties as set out in the current Teachers Standards and School Teachers' Pay and Conditions documents.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Principal
- Direct liaison with Senior team, teaching and support staff, external agencies and parents/carers

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- Leadership of the academy programmes which enhance progress, attainment and personal development for all students across the academy.

- Ensuring that strategies are in place so that student outcomes achieve aspirational targets.
- The vision and high aspirations for the achievement and personal development of all students across the school.
- Ensure the standard of learning across the school in liaison with the Principal through coaching and mentoring of staff.
- Support mentoring support plans and capability process for staff required to improve professional practice.
- High quality leadership to create effective teams and performance in link subjects as SLT line manager.
- High quality leadership to ensure the overall quality of provision at the school.
- The assurance that procedures are undertaken for recording, monitoring, analysing and acting upon a range of data including pupil attendance, punctuality, referrals and academic records are used effectively to enable senior and middle leaders to:
 - Track pupil overall attainment and achievement on a regular basis using SISRA.
 - Evaluate the quality and appropriateness of pupils' overall negotiated learning plans and identify when intervention is necessary (e.g. when underachievement is identified, additional challenge is required and/or links needed to outside agencies).
- Effective liaison with the senior teams across the school to ensure coherence between the school's priorities for sustained improvement.
- Triangulation of data with other teams to investigate factors affecting student achievement e.g. attendance, welfare, etc.
- For the smooth day to day running of the school.
- The assurance that all staff adhere to all school policies and procedures.
- Well informed advice based on their knowledge of national developments and the views of students and their parents/carers to the headteacher and the local governing body regarding all aspects.
- High quality mentoring and coaching relevant staff.
- Sound financial management of own budgets, including Pupil Premium Grant.
- Effective partnership relationships with outside agencies.
- Line management responsibility of the Raising Achievement Manager.
- Undertake an appropriate programme of teaching in accordance with the duties of an Assistant Principal.
- Effective delivery of the whole school remit:
 - Improving the achievement of all students across the Academy
 - Effective monitoring and tracking of student progress
 - Manage and oversee the academy's Pupil Premium strategy in order to close the in school gap on all metrics.
 - Review and evaluate systems that affect achievement
 - Coordination of effective intervention and support for underachieving students and regular analysis of the impact of these strategies
 - Developing effective partnerships with parents to support progress
 - Raising aspirations of students across the Academy

DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST:

- Lead on the Raising Achievement strategy across Key Stage 3 and 4 and ensure that necessary aspects of this are covered within the school's programme.
- Ensure targeted students are mentored, monitored and tracked within the school's pastoral structure.
- Ensure all staff understand their roles and responsibilities regarding Raising Achievement.
- Liaise with the central team to coordinate the schools assessment calendar, interventions and reporting cycle.
- Ensure that there are robust data collection and moderation systems in place in line with the Trust data calendar so that accurate and reliable data is used to inform planning.
- To work with the Data Manager to ensure that the school's data management system is set up effectively and staff are trained as required.
- Provide professional learning on Raising Achievement as appropriate and create staff guidance to support this.
- Work with parents and other stakeholders in relation to Raising Achievement and related matters.
- Monitor students data across cohorts and vulnerable groups and feed this information into the schools self evaluation process.
- Ensure systems are in place for the tracking of targeted cohorts.
- Coordinate aspects of the tutor programme which relate to the scope of this role, specifically with Year 11.
- Coordinate the allocation and be responsible for the distribution of the Raising Achievement fund allocation.
- Coordinate the allocation of the Pupil Premium Grant Minimum Expectation strategy and additional Catch-Up allocation and tutor programmes. Produce corresponding strategy documents, including LAC and Forces funding.
- Support Curriculum Leaders in developing intervention programmes for individuals or groups of students to remove barriers to learning or to extend/support their learning
- Lead on the analysis of data and performance for areas within this remit and generate reports and commentaries as required for various stakeholders.
- Develop a whole school approach to Raising Achievement to ensure the effective and consistent implementation which contributes to improved outcomes of targeted students.
- Work with the attendance lead to ensure that year 11 students attendance to school and interventions are at a high standard.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality & Diversity Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
First degree or equivalent	✓	
QTS	✓	
Postgraduate qualification or working towards		✓
Experience		
A proven leader and educational strategist, passionate about teaching and learning	✓	
Outstanding classroom practitioner	✓	
Respectful towards all students, with an unshakable belief in their entitlement to the highest equality education and ability to achieve whatever their personal circumstances	✓	
Ability to develop a high quality, academic curriculum that exceeds the needs of its pupils	✓	
Committed to raising standards of achievement through innovative practice	✓	
Committed to raising standards of teaching and learning through innovative and collaborative practice	✓	
Successful experience as a teacher and manager in education in a secondary school	✓	
Successful involvement in performance management, self-evaluation process and data analysis as an aid in personal and team improvement, development and change	✓	
Evidence of effective design and implementation of initiatives for raising pupil attainment and improving the quality of teaching and learning strategies	✓	
Successful working relationships with students, staff, parents/carers and the wider community	✓	
Direct and successful experience of Ofsted inspection		✓
Successful experience in leading and managing pedagogic changes at a team, and preferably whole school level	✓	
Proven practice in leading, motivating and supporting staff to achieve high standards	✓	
Skills/Knowledge		
Able to lead, motivate and develop people of all ages to work individually and in teams towards a common goal	✓	
Able to analyse and use data to establish benchmarks and set challenging targets for improvement	✓	

Able to make decisions, identify and solve problems based on thorough analysis and sound judgement	✓	
Excellent interpersonal, written and oral communication and presentation skills	✓	
Strong organisational skills and ability to work well under pressure, delegate, plan and manage time effectively	✓	
Personal resilience and the ability to maintain staff morale at times of pressure and change	✓	
Able to plan strategically for the future including teaching strategies and staff deployment		✓
The ability to access educational research and apply it in innovative ways in order to improve standards	✓	
Personal qualities and attributes		
Able to evidence a commitment to on-going personal and professional development	✓	
Present a highly professional and positive role model in carrying out duties and when representing the school	✓	
Possess integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents/carers	✓	
A life-long learner who understands the importance of new ideas, taking risks and using challenges as an opportunity to grow and learn	✓	
A willingness to personally embrace and celebrate the ethos and values of the school	✓	

Signature

Date

Name