SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Post Title :** Assistant Principal – Raising Standards (KS4)

**Post Grading :**

**Accountable to :** Principal

**Post Holder :**

**Key Purpose:**

* Contribute to building a high performance leadership culture in the College
* Share responsibility for College policies, decision-making and strategic planning
* Develop an ethos of extremely high expectations of staff and students
* Take full accountability for key areas of the College’s work
* Manage staff and resources
* Monitor progress towards the achievement of the College’s aims and objectives
* Be a highly visible presence around the College and model expectations of staff and students
* Evaluate school performances and identify priorities

**Leadership:**

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

**Managing staff:**

* Assist with the selection and recruitment of new teaching staff
* Performance manage middle leaders and/or team leaders/leads, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
* Challenge all underperformance of staff within the College
* Line manage Curriculum Leader
* Line manage Exams Officer
* Line manage KS4 Administrator
* Oversee the work of TLR holder for RS

**Specific role Responsibilities:**

* Ensure that whole College performance targets are achieved, including vocational qualification outcomes at KS4
* Creating a Winner’s Culture in Year 11
* Co-ordinate and quality assure additional study opportunities for students (Period 0/7/Champions hour/masterclasses) and the revision programme at KS4
* Regularly review key students and use resources available to motivate staff and students
* Regularly review student timetabled provision – reorganising teachers and groups where appropriate to ensure Y11 students are exposed to the best teaching
* Disseminate information to parents
* Organise KS4 Parent Sessions and co-ordinate parent’s meetings, meeting with parents where appropriate
* Train/support staff on effective intervention strategies and effective use of data
* Be responsible for implementation of high impact students and class/subject interventions and review their impact
* Support departments in developing assessments to lead to maximum impact, ensuring progress checks are cumulative and staff understand level/grade boundaries and mark rigorously to assessment criteria
* Oversight and co-ordination of students disapplied
* Hold regular Raising Standards meetings with each Curriculum Leader to quality assure the curriculum, assessments and data analysis following mock exams
* Meet with Curriculum Leaders to agree targets, interventions and feedback on individual students who are key to overall achievement targets
* Ensuring via departments that students are fully prepared for their mocks
* Using assemblies to motivate students at KS4, incentivising their efforts and linking progress to hone performance
* Monitor very carefully ‘in house variation’ at curriculum area or class teacher level, working closely with both to identify blockages and interventions/support required. Implement and monitor for impact
* Monitor and take action where group performance is below expectations. Liaise with Pastoral Leaders and SENCO to ensure all students make progress, reporting to SLT, the Governing Body and external agencies where required
* Lead on ensuring the KS4 option process is effective, with students guided towards appropriate, relevant course options and ensuring P8 compliance is achieved
* Lead on the process of preparing students for their exams, including exit timetables, revision techniques and materials, private study, use of assessment, filling knowledge gaps, revision guides
* Plan, attend and oversee the GCSE Results Day
* Organise student conferences where appropriate as an extension or enhancement of the curriculum, or to deliver explicit knowledge or skills to support achievement or personal development
* Ensure effective use of online platforms to enable and improve learning for students
* Support the departments in developing assessments and applying the College Assessment and Feedback policy
* Encourage departments to have exam markers and utilise this expertise in developing precision plans
* Be an active member of GLT RS group and effectively implement strategies to raise student outcomes

March 2024