

Goresbrook School

Job Description

Post: Assistant Principal – Science
Responsible to: Secondary Principal

STATUS OF POST

This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team (SLT). This post holder is accountable to the Principal. As a member of SLT, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Principal.

Job Purpose

- Provide a compelling vision for the department that is well communicated, understood and lived out by all members of the department
- To ensure excellent curriculum provision for Key Stage Three, Four and Five students, enabling young people to have the real option to go to a top university and pursue a career in Science if they wish
- To support, hold accountable and develop teachers and post holders within the Science department in order to secure high quality teaching and excellent outcomes for all young people
- Lead on standards and achievement for all areas within the department
- Ensure whole school policies are implemented consistently across the department including teaching and learning approaches, homework and behaviour for learning resulting in effective rates of progress for all students
- To support postholders to effectively intervene through the effective use of data with appropriate groups of students ensuring that rapid rates of progress are made where students are underachievement
- Line Manage the Science department providing necessary support, monitoring and development
- Make a substantial contribution to the school development plan by skilfully leading on a whole school responsibility
- Lead on standards and achievement for all areas within the department and any other departments you line manage

Specific duties:

Strategic development

- Support the Principal and governors in promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity.
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day-to-day working knowledge of the school's policies and practices.

- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Develop and enhance a culture of teamwork, in which views of members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school and lead of relevant areas of the school development plan
- Lead on standards and achievement for all areas of the Science department and any other departments line managed
- Model excellence in the classroom, leading the development of colleagues at all levels
- Confidently monitor and evaluate data and identify priorities for continuous improvement
- Train, coach and support identified teachers and leaders
- Communicate effectively and build strong relationships with the staff body, students and parents/carers
- Manage relevant budgets effectively ensuring funds are spent responsibly
- Deputise for other leaders including the school Principal or Vice Principal when required

Teaching and Learning

- Teach excellent lessons that engage, motivate and inspire young people ultimately securing excellent student attainment
- Oversee the development and progress of Early Career Teachers
- Model best practice and ensure school wide approaches are well executed in all lessons
- Monitor and assess teaching and learning within the subject area
- Demonstrate a commitment and motivation to continually improvement standards of achievement
- Support and lead the development of teaching across the subject area
- Coach and develop staff to maximise impact on effective teaching and learning.

Curriculum and Assessment

- Develop and implement a high-quality curriculum ensuring schemes of learning for all year groups are inspiring and allow all students to make excellent progress
- Be responsible for monitoring and evaluating learning and teaching, setting measurable and well considered assessments for students
- Maintain accurate student data and use data effectively to drive up standards
- To analyse performance data for the department/s and school to ensure priorities are appropriate and appropriate action is taken to improve standards of achievement
- Participate in preparing students for external examinations
- Work with staff across the department/s to ensure data is used effectively in everyday classroom practice
- To work with subject leaders that are line managed by this postholder to ensure their participation in understanding and developing the curriculum as set out in the School Improvement Plan.

Leading and Managing the Organisation

- Support the schools vision and values by contributing to the development and implementation of policies, practices and procedures

- Manage the day-to-day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
- Develop meaningful relationships with all stakeholders
- Develop action plans in specified areas of responsibility, in order to bring about improvements.
- To lead on a key area of the school development plan, driving forward rapid improvement through highly effective leadership
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the children and value for money.
- Ensure that equal opportunities for children and staff are effectively promoted.
- Undertake and when required deliver or be part of the appraisal system and relevant training and professional development
- Support and work in collaboration with colleagues providing support and cover as required

Securing Accountability

- Work alongside the Principal to secure improvement through Performance Management; take responsibility for the performance management of identified staff
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.
- To work alongside the Principal to use a range of data sources to set realistic yet challenging targets for children, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the school development plan.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Strengthening Community

- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion.
- Demonstrate an understanding of the diversity of the school community.
- Contribute to policies and practices that promote equality of opportunity and tackle prejudice.
- Evaluate and enhance the development of a curriculum that provides children with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents and carers, which are based on partnerships to support and improve children's achievement, involving parents as true partners in the education of their children.

Professional Characteristics

Demonstrate that you are an effective professional who challenges and supports all children to do their best through:

- Inspiring trust and confidence,
- Building team commitment,

- Engaging and motivating children,
- Analytical thinking,
- Taking positive action to improve the quality of children's learning.

SLT Responsibilities

These responsibilities are over and above those required by a teacher of main professional Grade or those staff who are members of the Middle Leadership Team.

- To attend governing body committee meetings.
- To assist in planning and implementing timetables, rotas and systems to ensure the smooth day to day running of the school.
- To lead line management meetings and circulate minutes promptly
- Attend and contribute to SLT meetings
- Supervise key parts of the school day as required
- Plan the provision and support for new staff
- To co-ordinate and assist with school events, during and out of school hours.
- Observe teaching, monitoring teachers' knowledge of data, setting or homework, implementation of the feedback policy, challenge to students' performance
- To actively support staff in maintaining high standards of behaviour among all children throughout the school.
- Undertake any other responsibilities as directed by the Principal

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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Person Specification

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	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> A good Honours Degree (minimum of 2:2 or Bachelor in Education) Qualified Teachers Status Relevant up to date experience teaching in UK schools 	<ul style="list-style-type: none"> Relevant leadership training Evidence of commitment to personal development
Skills & Experience	<ul style="list-style-type: none"> Experience of working in an outstanding school Experience of working with children with complex needs and challenging behaviour Experience of HMI and OFSTED inspections Experience of working within a cluster/partnership Experience of working in school in rapid change Experience of providing T&L support for underperforming teachers Teaching across the whole primary range Successful teaching experience in more than one phase with an outstanding or good evaluation Evidence of excellent class teaching to provide a model of good practice for others. Evidence of good organisational skills. Understanding of how children learn Responsibility for leading a subject across the school Building and sustaining effective working relationships with staff, governors and parents in the wider community The ability to deliver effective in-service training. 	<ul style="list-style-type: none"> Experience of leading a team Former responsibility at phase or whole school level for raising standards Experience of leading teams to achieve a specific outcome for children Evidence of the development of policy or curriculum schemes of work Experience of initiating and leading new initiatives within school Evidence of the ability to work as a team and to manage staff effectively. Experience carrying out performance reviews Pastoral experience
Knowledge & Understanding	<ul style="list-style-type: none"> Evidence of strong professional subject knowledge Understanding of New OFSTED 	<ul style="list-style-type: none"> An understanding of the skills and attributes involved in effective leadership

	<p>framework</p> <ul style="list-style-type: none"> • Ability to plan lessons effectively for all pupils in a class setting with clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues • Ability to coach and mentor individuals to achieve specific outcomes • Ability to challenge and inspire colleagues • Clear understanding and commitment to safeguarding procedures • Ability to analyse data and pinpoint key issues in order to inform staff of the way forward • Knowledge and understanding of the effective inclusion of all children. • Evidence of a commitment to equal opportunities. 	<ul style="list-style-type: none"> • Knowledge of recent developments in education. • Evidence of understanding of strategic management in a large school • Evidence of the ability to take ownership of whole school issues and participation in the leadership and management of the school. • Evidence of experience of and a commitment to the involvement of parents and carers in the learning process. • Knowledge and experience of monitoring and evaluating the curriculum, teaching and learning
Personal Qualities	<ul style="list-style-type: none"> • To relish challenge and perform efficiently in this significant key role • Ability to take responsibility for others' performance • To be able to lead by example • Tenacity and commitment while working under pressure • Ability to think strategically • Ability to organise, prioritise and delegate • Ability to manage time effectively and work to deadlines • Good team player • Ability to enthuse and motivate Others • Good communication skills both orally and in writing 	