



JOB DESCRIPTION

Job Title:	Assistant Principal – Student Progress and Assessment
Responsible to:	Head of School
Key relationships:	Assistant Principal T&L, Data Manager
Responsible for:	Line management of 2 to 3 faculties/subjects
Duties:	Senior leadership role as described and teaching commitment to be agreed with successful candidate, expected to be between 12-15 hours per week
Salary scale:	L9-13

Core Purpose of the Assistant Principal – Student Progress and Assessment

- To provide excellent strategic leadership for whole college improvement through maximising student achievement.
- To lead on improving progress for all students especially vulnerable learners, effectively measuring impact and implementing quality assurance strategies.
- To lead the development of the college's internal assessment processes and assessment calendar so that they are highly effective at KS3 and develop through to KS4 as the college takes in Years 10 and 11 from autumn 2022.
- To lead the college in effectively preparing for KS4 external examinations/assessments/qualifications in summer 2024.
- To ensure that effective management and evaluation of assessment and performance data make a strong contribution to whole school improvement and raising achievement.
- To provide excellent practical leadership, CPD and support for all Ibstock staff with regard to developing excellent practice in assessment, use of data at all levels and effective use of the college management systems (including SIMS).
- To ensure that analysis of assessment outcomes is embedded in the evaluation of the effectiveness of curriculum provision in securing excellent progress for all students
- To ensure teachers' have the highest expectations of students and that all students make outstanding progress
- To narrow the gaps, where appropriate, between the progress of different groups of students through tracking and monitoring and by organising intervention for those who underperform
- To manage the generation, processing and analysis of internal and external data for all stakeholders, including staff, parents and governors.
- To provide high quality support for subject teachers to track and monitor students, and to identify target groups of students for intervention.
- To create and implement policies for assessment and use of data.
- Together with the AP for T&L, promote creativity, innovation, research and the use of emerging technologies in learning and progress
- To work with other leaders for assessment across the MAT, to develop, share and promote best practice.
- To oversee monitoring and evaluation activities including:
 - a regular and systematic programme which evaluates student learning and progress over time, considering different groups and individuals to ensure maximum progress.
 - a regular and systematic programme which evaluates the quality of teachers' assessment of students' work
- To keep the Governing Board informed of progress and developments in respect of student performance measures.
- Together with the AP for T&L, lead the development of teaching middle leaders in being leaders of teaching, learning and assessment in their subject(s)



- To promote a culture that promotes excellence, equality and high expectations for all students
- To take a lead role in evaluating the college's performance in Quality of Education (impact) and in identifying the priorities that will lead to continuous improvement and raising standards
- To contribute to creating an evaluative climate in which all members of the college constantly review the quality of their work

Senior Leadership Team Responsibilities

- To deputise as required for the Head of School in their absence as required
- To work with other senior leaders to update the whole college self-evaluation and improvement plan
- To undertake monitoring and evaluation functions which will:
 - Highlight professional strengths and identify success;
 - Track developments in student achievement and assessment and their impact and effectiveness;
 - Contribute towards improvements in college structures, systems and policies;
 - Identify areas where further development is needed;
- To undertake and regularly update DSL training and safeguarding knowledge at senior leadership level to be able to act as deputy DSL if required.
- To be available to assist the Head of School in responding to unplanned situations which arise in the daily running of the college
- To promote and support good student discipline and to support staff
- To contribute to meetings of the Senior Leadership Team and other MAT and college management meetings
- To line manage faculty leaders, data managers and other leaders/managers as required
- To foster and support extra-curricular activities in the interest of the college community e.g. productions, concerts, sports activities
- To make contributions to assemblies as part of a rota
- To take an equitable share of supervision at different times throughout the college day
- To take an equitable share in representing the college at all public events including Parents' Evenings
- To assist with other events as required

General Responsibilities

Shaping the Future

- To help to build, communicate and implement a shared vision for the college
- To model the vision and values in everyday work and practice
- To promote the use of appropriate new technologies to achieve excellence
- To contribute to the strategic planning process and help to lead change

Leading Student Progress and Assessment

- To maintain a consistent and continuous focus on students' achievement and engagement in lessons and other activities at Ibstock CC
- To demonstrate the principles and practices of effective, evidence based learning, teaching and assessment
- To lead curriculum teams in the effective monitoring of student performance and achievement
- To promote a culture and ethos of challenge and support where all students can achieve success, stretch their knowledge and skills and understand the role of assessment
- To demonstrate and articulate high expectations and contribute to ensuring that every student has a broad and rich curriculum to meet his or her needs
- To implement strategies which secure quality assurance in assessment practice and systems.



- To challenge poor performance and develop relevant strategies for improving performance

Developing Self and Working with Others

- To treat people fairly, equitably and with dignity and respect
- To develop, empower and sustain individuals and teams
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review of training teachers, newly qualified and overseas trained teachers and new teachers to the college
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- To regularly review own practice, set personal targets and take responsibility for own personal development
- To collaborate and network within and beyond the college, as appropriate
- To manage own workload and that of others to allow an appropriate work/life balance
- To contribute to and lead college INSET and training as required

Managing the Organisation

- To contribute to clear evidence-based improvement plans and policies for the development of the college and its facilities
- To carry out effective performance management processes as directed by the Head of School
- To assist in the day-to-day management of the college and contribute to a safe, secure and healthy environment.
- To think creatively to anticipate and solve problems

Securing Accountability

- To report to and be accountable to the Head of School and will oversee all aspects of Student Progress and Assessment in the college
- To fulfil commitments arising from contractual accountability to the governing body and the MAT.
- To contribute to a college ethos which, enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- To assist the Head of School in ensuring that staff accountabilities are clearly defined understood and are subject to rigorous review and evaluation
- To assist the Head of School in engaging the faculty teams in systematic and rigorous self-evaluation
- To reflect on personal contribution to the college's achievements and take account of feedback from others

Culture and Community

- To assist in promoting a culture which takes account of the richness of the college's community
- To create and maintain effective partnerships with parents and carers to support and improve students' achievement and personal development
- To contribute to the development of the educational system by, for example sharing effective practice, working with other schools and promoting innovative initiatives



PERSON SPECIFICATION - Assistant Principal (Student Progress & Assessment)

You should be able to demonstrate the following criteria	
Knowledge and Qualifications	Required
Graduate with QTS who has worked extensively with secondary age students	Essential
Has achieved, is working towards or is planning to achieve NPQSL	Desirable
Safeguarding training as DSL and/or safer recruitment	Desirable
Has undertaken sustained professional development, especially in leadership and management, e.g. NPQML or similar	Essential
Up to date knowledge about effective leadership and teaching and assessment in KS3 and KS4 education	Essential
Knowledge and understanding of current developments in teaching and assessment, including evidence from research, and how this can improve student outcomes	Essential
Up to date knowledge of assessment and data management systems in secondary schools	Essential
Up to date knowledge of the range and requirements of KS4 qualifications	Essential
Detailed knowledge of secondary accountability measures and curriculum coherence	Essential
Knowledge and understanding of line management and performance management of staff	Essential
Experience	
Substantial and effective middle and/or senior leadership, e.g. as subject or faculty leader, or leadership of whole college improvement area	Essential
Successful experience of senior leadership	Desirable
Excellent teaching and strong record of examination results/student outcomes for students recently taught	Essential
A proven track record of securing improvement in the quality of teaching and assessment, including use of data, at a whole college or whole faculty level	Essential
Experience of leading CPD which changes and improves practice	Essential
Experience of developing own teaching and assessment skills, and those of others, based on evidence of impact on student learning	Essential
Experience of devising and implementing high quality improvement plans which lead to improvement in student outcomes	Essential
Proven track record of building a successful team and effectively leading and managing staff	Essential
Successful work with governors and parents to raise achievement	Essential
Excellent record of attendance and punctuality	Essential
Skills	
Excellent management, motivational and communication skills that inspire high ambition throughout the college	Essential
Excellent organisational and communication skills	Essential
Precision and attention to detail	Essential
Highly effective teacher whose practice inspires and develops others	Essential
Personal skills to establish excellent working relationships with all members of the college as well as parents and the wider community	Essential
Calm approach and positive attitude to behaviour management	Essential
Involve others in development of strategies so that they are shared and owned by members of the college	Essential



Personal Characteristics	
Conviction that all students can succeed and a commitment to securing the highest achievement for all	Essential
Personality to engage and motivate staff, students and parents	Essential
Be flexible and approachable, remain resilient under pressure and show a positive and energetic attitude to work	Essential
Be personally committed to the development and welfare of every student and member of staff	Essential
A commitment to the safety and safeguarding of students	Essential
Commitment to the wider community	Essential

Anne-Marie Blewitt

March 2021