STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ASSISTANT PRINCIPAL – TEACHING AND LEARNING

JOB DESCRIPTION

JOB SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE:

1. Assist in the creation and implementation of a strategic plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
2. Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the school.
3. Assist with the implementation of all policies and procedures relating to safeguarding.
4. Make decisions based upon analysis, interpretation and understanding of relevant data and information.
5. Perform other duties determined in discussion with the Principal.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Overall Strategic Responsibilities

1.1 Work in partnership with the Principal, Senior Leadership Team, Local Accountability Board, staff, students and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.

1.2 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.

1.3 Provide outstanding strategic and operational leadership of all areas of responsibility.

1.4 Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.

1.5 Devise and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.

1.6 Performance manage all staff with respect to all areas of responsibility for students; through regular meetings, setting of appropriate targets for performance, providing support and challenge and undertaking regular reviews for feedback.

1.7 Develop systems and structures for the effective management and administration of all areas of responsibility.

2. Quality of Learning and Teaching, Monitoring and Assessment

2.1 Lead the development and implementation of QAP systems to ensure effective planning, assessment, monitoring and recording, learning and teaching and attainment in all curriculum areas.

2.2 Develop and implement strategies for enhancing learning and teaching to ensure all lessons are 'good' or 'outstanding'.

2.3 Reinforce and monitor the adherence of all staff towards school initiatives around learning and teaching and classroom management.

2.4 Organise and implement a termly observations programme.

2.5 Provide leadership of the development and regular meeting of a Learning and Teaching Group to develop and disseminate good practice across school.

2.6 Provide strategic leadership and manage the promotion and development of personal, learning and thinking skills across the school.

2.7 Lead the introduction and implementation of innovative technologies to enhance learning and teaching.

3. Professional Development

3.1 Lead the organisation and delivery of 'Training and Planning Days' and professional development sessions to enhance learning and teaching practice.

3.2 Provide strategic leadership and management of the professional development of staff.

3.3 Lead the development and implementation of coaching plans to ensure all staff deliver 'good-to-outstanding' lessons.

3.4 Identify particular development needs in individual staff and provide coaching to address these.

3.5 Support the induction of new staff to ensure that there is consistency in the delivery of learning and teaching and classroom management strategies.

3.6 Provide the strategic leadership of statutory performance management target-setting and review across the whole organisation.

3.7 Manage the statutory induction of newly qualified staff and mentoring of unqualified staff.

4. Faculty Management

4.1 Provide line management middle leaders of the faculties, supporting and challenging them to achieve faculty and individual staff targets.

4.2 Audit all curriculum areas in the faculty regularly to ensure statutory compliance, proficient standards of provision, the highest levels of attainment and effective systems and structures.

4.3 Support faculties to enhance assessment for learning, intervention and develop more effective curricula in each of the faculties.

5. Relationships with Others

5.1 Participate in the Performance Management Cycle and INSETs.

5.2 Participate in the induction of new staff into the school community.

5.3 Maintain good working relationships with colleagues, students, parents/carers, governors, and the community and ensure all communication is consistent with the school's ethos.

6. Accountability

6.1 Make best use of all resources to support the attainment of students.

6.2 Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning

7. Careers and Information, Advice and Guidance

7.1 Provide line management of the Careers and Enterprise section of the school, supporting and challenging them to achieve all targets.

7.2 Develop and lead implementation of strategies to provide effective careers guidance to all students.

7.3 Provide overall leadership for the provision of work experience placements for all Sixth Form students.

7.4 Develop and manage a programme of enhanced information, advice and guidance for all students.

8. Leadership Enrichment

8.1 Lead the development and delivery of the school's leadership specialism.

8.2 Lead the organisation and management of a 'Sports' and 'outdoor pursuits' programme to be delivered outside of school hours.

8.3 Lead the organisation and delivery of the 'leadership days', 'lecture series' and leadership-related activity, within and beyond the curriculum.

8.4 Lead the organisation and delivery of a programme for 'community service' and charitable giving, liaising effectively with partners.

8.5 Lead the development and management of the 'Star Bacc' programme.

9. Communication and Administration

9.1 Provide leadership of the communication of staff briefing notes on a weekly basis.

9.2 Manage the delivery of the school calendar.

9.3 Manage the delivery of the staff handbook.

10. Relationships with Others

10.1 Participate in the Performance Management Cycle and INSETs.

10.2 Participate in the induction of new staff into the school community.

10.3 Maintain good working relationships with colleagues, students, parents/carers, governors, and the community and ensure all communication is consistent with the school's ethos.

11. Accountability

11.1 Make best use of all resources to support the attainment of students.

11.2 Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.

12. Other Responsibilities

12.1 Support the promotion, dissemination, implementation and monitoring of all whole-school strategies.

12.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

12.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

12.4 Contribute to the wider life of the Trust and the Star community.

12.5 Carry out any such duties as may be reasonably required by the Trust.

13. Records Management

13.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview/ Task
QUALIFICATIONS				
1.	A degree qualification (2i or above).	**E**	✓	
2.	Qualified Teacher Status.	**E**	✓	
3.	Evidence of Continuous Professional Development.	**E**	✓	✓
4.	Middle or Senior Management qualification.	**D**	✓	
EXPERIENCE				
5.	Effective management of a high-achieving faculty.	**E**	✓	✓
6.	Experience or training as a Designated Safeguarding Lead	**E**	✓	✓
7.	Sustained delivery of outstanding achievement.	**E**	✓	✓
8.	Track record of delivering 'outstanding' teaching.	**E**	✓	✓
9.	Innovation and creativity to engage, enthuse and progress learners.	**E**	✓	✓
10.	Partnership and team working.	**E**	✓	✓
11.	Developing and leading the implementation of strategies to achieve whole school/college improvement.	**E**	✓	✓
12.	Leading improvements in Learning and Teaching.	**E**	✓	✓
13.	Developing and implementing whole-school pastoral and learning support for students including SEND.	**E**	✓	✓
14.	Developing and implementing provision for careers guidance and spiritual development.	**D**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
15.	Ability to teach to GCSE standard.	**E**	✓	✓
16.	Ability to teach to A-level standard.	**D**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
17.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	**E**	✓	✓
18.	Ability to develop and implement strategies to enhance and sustain whole school initiatives.	**E**	✓	✓
19.	Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.	**E**	✓	✓
20.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	**E**	✓	✓
21.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	**E**	✓	✓
22.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	**E**	✓	✓
23.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).	**E**	✓	✓
24.	Extensive understanding of contemporary issues relating to safeguarding, inclusion, pastoral matters and learning support.	**E**	✓	✓
PERSONAL QUALITIES				
25.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people.	**E**	✓	✓
26.	Highly organised, literate and articulate.	**E**	✓	✓
27.	A passionate belief in the school's mission statement.	**E**	✓	✓
28.	A strong belief in the value of education in developing citizens.	**E**	✓	✓
29.	Highest levels of professional and personal integrity.	**E**	✓	✓
30.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	**E**	✓	✓
31.	Personal resilience, persistence and perseverance.	**E**	✓	✓
32.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	**E**	✓	✓
33.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
34.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
35.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
36.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
37.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
38.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
39.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓