



# THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

## Job Description

**Title: Assistant Principal - Teaching and Learning – Passmores Academy**

**Line Manager: Principal**

**Performance Management Reviewer: Principal**

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### **Key responsibilities:**

The Assistant Principal shall play a major role under the overall direction of the principal in;

- (a) contributing to the vision and strategic direction of the school.
- (b) formulating the aims and objectives of the school.
- (c) establishing the policies through which they shall be achieved.
- (d) managing staff and resources to that end; and
- (e) monitoring progress towards their achievement.

The Assistant Principal shall undertake any professional duties of the Principal reasonably delegated to them by the Principal.

The Assistant Principal shall undertake the professional duties of the Vice-Principal in the event of their absence from the school.

### **Key Accountabilities**

To improve the community we serve one student at a time. Leaders are capable of changing lives, and we are committed to doing just that and must ensure the highest possible outcomes whilst making sure that no one is left behind.

- To take the lead on developing and managing effective strategies to improve the quality of teaching and learning across the Academy and engaging with Trust wide initiatives as appropriate
- To monitor, evaluate and report on the progress and improvements related to the quality of teaching
- To develop the pedagogical skills of all teachers through a rigorous programme of CPD and setting of challenging targets for improvement. This will be multi-faceted and appropriate to career stage
- To develop and improve the digital literacy of staff and students
- To ensure the approach to CPD and improving teaching continues to build on and develop our coaching ethos
- To eliminate the variability between teaching and learning standards across the Academy

- To keep up to date with current initiatives in education especially those that relate specifically to teaching and learning
- To promote amongst students both an individual and shared responsibility for their own learning and the belief that anything is possible
- Communicate effectively with networks and make presentations as and when appropriate

## **Areas of Responsibility and Accountability**

### **Leadership and Management**

- Support the vision and mission of the school and the Trust through strategic leadership
- Deputise for the Vice-Principal and share leadership at the most senior level
- Make significant contributions to meetings of the Senior Leadership Team and Heads of Department
- Contribute to the day-to-day organisation of the school and ensure it functions efficiently and effectively
- Be a highly visible presence around the school and model expectations of staff and students
- Be proactive in dealing with parents and support other staff where appropriate
- Take full accountability for targets relating to the performance of an agreed area/department
- Take full accountability for the examination results of the designated curriculum subjects (line management)
- Leadership of the school's Teaching and Learning policy: its monitoring, review and evaluation
- Make a significant contribution to the Local Governor Body meetings, including appropriate documentation
- Make a significant contribution to the school's self-evaluation process, including the SDP and SEF
- Assume any other responsibilities as may reasonably be required by the Principal.

### **Staff management and professional development**

Under the direction of the Principal, the Assistant Principal will:

- Performance manages middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education, including access to NPQs and other qualifications
- Seek training and continuing professional development to meet their own needs

## **Specific Duties**

### **Teaching**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

## **Well Being and Mental Health**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (e.g. Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:**

Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

**Health and Safety**

- To assist with the carrying out of risk assessments
- To ensure that Health and Safety policies and procedures are followed

**Pastoral System**

- To liaise as appropriate with Pastoral Staff on Pastoral Related issues

**Other specific duties**

- To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the Co-Principals to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Natalie Christie / Vic Goddard  
Co- Principals  
May 2022**