



'Believe you can'

Job Title:	Assistant Principal (Teaching and Learning) with responsibility for leading English
Grade:	Leadership scale, L3 - L7 £44,331 - £49,019
Job Purpose:	Working with the Principal and Deputy Principal to provide dynamic leadership for the school which secures its success and continuous improvement, resulting in the highest standards of learning and achievement for all pupils. (0.5 teaching commitment)
Responsible To:	The Principal
Responsible For:	Assigned teams
To commence:	1 st September 2022 or sooner, if possible

Closing Date: Monday 21st February 2022, 4pm

Shortlisting: Tuesday 22nd February 2022

Interviews and assessment: Week beginning 28th February 2022

Job description:

JOB PURPOSE:

- Working with the Principal and Deputy Principal to provide dynamic leadership for the school, which secures its success and continuous improvement, resulting in the highest standards of learning and achievement for all pupils;
- Sharing and modelling the school's vision and values in everyday work and practice;
- Developing and motivating staff, setting high expectations, embedding learning and teaching strategies and raising achievement;
- Contributing to rigorous and on-going self-evaluation and taking responsibility for leading specific areas/initiatives to secure further school wide improvements;
- Assisting in the development and implementation of the school's curriculum in line with its Islamic ethos;
- Assisting in technology integration through the school's designation as an Apple Distinguished School and Regional Training Centre.

Principal: Mr. H. Asghar

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1. School culture and ethos

To support the Principal and Senior Leadership Team with:

- establishing and sustaining the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- creating a culture where pupils experience a positive and enriching school life
- upholding ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promoting positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensuring a culture of high staff professionalism
- ensuring the provision of an Islamic ethos at all times
- ensuring the use of creative technologies to enhance pupils' learning

2. Teaching

To support the Principal and Senior Leadership Team with:

- establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- collaborating with teachers in composing effective technology-infused, content-based lessons, and supporting the teachers as they implement the lessons in their classrooms
- ensuring teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensuring effective use is made of formative assessment.

3. Curriculum and assessment

To support the Principal and Senior Leadership Team with:

- ensuring a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establishing effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities

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- ensuring that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics
- working with teaching staff to develop and implement technology enhanced curriculum integration projects
- ensuring valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

To support the Principal and Senior Leadership Team with:

- establishing and sustaining high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensuring high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implementing consistent, fair and respectful approaches to managing behaviour
- ensuring that adults within the school model and teach the behaviour of a good citizen.

5. Additional and special educational needs and disabilities

To support the Principal and Senior Leadership Team with:

- ensuring the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establishing and sustaining culture and practices that enable pupils to access the curriculum and learn effectively
- ensuring the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensuring the school fulfils its statutory duties with regard to the SEND code of practice.

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6. Professional development

To support the Principal and Senior Leadership Team with:

- ensuring staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritising the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensuring that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

7. Organisational management

To support the Principal and Senior Leadership Team with:

- ensuring the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensuring staff are deployed and managed well with due attention paid to workload
- establishing and overseeing systems, processes and policies that enable the school to operate effectively and efficiently
- ensuring rigorous approaches to identifying, managing and mitigating risk.

8. Continuous school improvement

To support the Principal and Senior Leadership Team with:

- making use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identifying priority areas for improvement
- developing appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensuring careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

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9. Working in partnership

To support the Principal and Senior Leadership Team with:

- forging constructive relationships beyond the school, working in partnership with parents, carers and the local community
- committing the school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establishing and maintaining working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

10. Governance and accountability

To support the Principal and Senior Leadership Team with:

- understanding and welcoming the role of effective governance, upholding the obligation to be accountable and accept responsibility
- establishing and sustaining professional working relationships with those responsible for governance
- ensuring that staff know and understand their professional responsibilities and are held to account
- ensuring the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

11. Other responsibilities

- To promote the Trust's vision of ensuring excellence pervades through all aspects of school life, in line with the school's motto: 'Believe you can!'
- To contribute to the wider life of the Trust and the school community
- To carry out any such duties as may be reasonably required by the Trust.

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Person specification:

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Grade:	Leadership (negotiable, subject to experience)
Job Purpose:	Working with the Principal and Deputy Principal to provide senior leadership for the school, which secures its success and continuous improvement, resulting in the highest standards of learning and achievement for all pupils.
Responsible To:	The Principal
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			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
Qualifications and training				
1	QTS	E	✓	
2	Good Honours degree	E	✓	
3	Professional development in preparation for becoming an Assistant Principal. EG NPQML / NPQSL or similar.	E	✓	
Leadership and management				
4	Substantial experience as a Senior/Middle Leader.	E	✓	✓
5	An outstanding leader with a proven track record of achieving excellent results through a curriculum area within KS1 and/or KS2.	E	✓	✓
6	Successful planning, management, leadership and evaluation of a Teaching and Learning initiative which has had a significant impact on learning outcomes.	E	✓	✓
7	Experience of implementing strategies that improve the quality of Teaching and	E	✓	✓

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	Learning, successfully challenging underperformance.			
8	Experience of leading rigorous quality assurance systems at a whole school level, including monitoring and evaluating the effectiveness of Teaching and Learning and its impact on learning and progress.	E	✓	✓
9	Experience of working successfully with other educational providers and partners.	D	✓	✓
10	An understanding of working with data at a strategic level.	D	✓	✓
11	Experience/understanding of effective / evidence based approaches to integrating technology for teaching and learning.	E	✓	✓
	Clear vision for how technology-rich environments support learning goals.	E	✓	✓
12	Lead role in developing school ethos including promoting high standards of behaviour.	D	✓	✓
13	Ability to think and plan strategically and to communicate vision and priorities and plans to a range of stakeholders.	E	✓	✓
14	An ability to lead English effectively across the primary range.	E	✓	✓
Teaching				
15	Demonstrates outstanding, sustained leadership of or within a curriculum area.	E	✓	✓
16	An outstanding teacher with a proven track record.	E	✓	✓
17	An inclusive teacher who is passionate about achievement and success for all learners - especially those with special needs and vulnerability.	E	✓	✓
18	Leads by example by continuously reflecting on and developing own teaching.	E	✓	✓

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19	Experience of teaching in at least two schools and leadership in one school.	D	✓	✓
Wider professional knowledge, understanding and skills				
20	Demonstrates ability to inspire, motivate and empower high-performing teams.	E	✓	✓
21	Skills in coaching and mentoring individual colleagues to develop them professionally.	E	✓	✓
22	Knowledge of current educational developments, with the ability to understand and evaluate them in the context of strategy and practice in school - especially in relation to effective lesson sequencing.	E	✓	✓
23	Effective delegation of responsibilities and monitoring of the work of others so that tasks are completed to a high standard.	E	✓	✓
24	Commitment to building strong sustained relationships with parents/carers, partner schools and other community partners, with an understanding of the importance of such relationships to the education and personal development of every child and young person.	E	✓	✓
25	Commitment to the safeguarding of children and young people.	E	✓	✓
26	Financial awareness and responsibility for a key area.	D	✓	✓
27	Evidence of gaining the Apple Distinguished Educator status.	D	✓	✓
28	Evidence of supporting Apple Distinguished School status.	D	✓	✓
Personal qualities, skills and attributes				
29	Can think creatively and analytically in order to solve problems and develop solutions.	E	✓	✓
30	Commitment to supporting The Olive Tree's Islamic ethos.	E	✓	✓

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31	Outstanding communicator across the written and spoken repertoire, with all people in and beyond the organisation, who listens, is self-aware, and is perceptive about the views of others.	E	✓	✓
32	Challenges and holds self and others to account.	E	✓	✓
33	Shows initiative, is proactive, makes decisions, but also understands when to consult, seek advice and be responsive to feedback.	E	✓	✓
34	Positive, constructive approach, high work output sustained over time, resilient and effective self-manager.	E	✓	✓
35	Leads by example, high profile, demonstrates integrity and values in action.	E	✓	✓
36	A passionate belief in the Trust's vision of ensuring excellence pervades through all aspects of school life, in line with the school's motto: 'Believe you can!'	E	✓	✓
37	A strong commitment to the school's values of 'Respect, Peace, Equality, Trust, Fairness and Compassion	E	✓	✓
38	Commitment to supporting The Olive Tree's agenda for safeguarding, equality and diversity.	E	✓	✓

This 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 the future. The appointment is subject to the terms and conditions outlined in The Olive Tree Primary's contract of employment.

Reviewed by Principal H Asghar 13/01/22