

## Job Description for the Post of Assistant Principal – Teaching & Learning

Grade: Leadership Scale 6-10 £60,266 - £66,150 per annum

In addition to the conditions of employment and the professional duties of Assistant Principal in the School Teachers' Pay and Conditions Document 2014, the above post includes the following responsibilities:

### 1. Purpose

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• To create, develop and maintain a high-quality educational environment for pupils with Autism and Severe Learning Difficulties</li> <li>• To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management.</li> <li>• To play a full and active role in supporting and promoting every aspect of the life of the school.</li> <li>• To attend and contribute to Local Governing Body meetings as appropriate.</li> <li>• Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.</li> <li>• To keep abreast of developments within education and the special sector at local, national and international level.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting the Principal/Deputy Principal in Professional Duties: To assist the Principal/Deputy Principal in mutually agreed areas of school leadership and management including behaviour for learning, targeted interventions,</li> <li>• To deputise for the Deputy Principals as required.</li> </ul>

### 2. Organisation, Leadership and Management

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• To uphold the aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims.</li> <li>• To work closely with the Principal/Deputy Principal and SLT on strategic school improvement planning and school self-evaluation.</li> <li>• To work closely with the Principal/Deputy Principal, Finance Director and Local Governing Body to ensure effective financial planning, efficient use of resources and best value for money.</li> <li>• To develop and maintain an appropriate staffing structure.</li> <li>• To develop and maintain effective communication between children, staff, parents/carers, governors and the wider community.</li> <li>• To assist in identifying advice and support for parents, carers and families.</li> </ul>	<ul style="list-style-type: none"> <li>• With the Principal and Deputy Principal, promote professional development for all staff, supporting a whole school programme of INSET in line with current improvement priorities and appraisal targets, as well as targeted INSET for groups and individuals</li> <li>• To lead INSET as and when appropriate</li> <li>• With the Principal and Deputy Principal to be Appraiser for the Appraisal/Performance Management of teachers.</li> <li>• To line manage teachers, HLTAs and TAs</li> <li>• To oversee the induction programmes of new staff with the Assistant Principal - Quality of Education.</li> <li>• With the Deputy Principal, to ensure that class and school timetables run efficiently and that there is appropriate balance of subjects across key stages.</li> <li>• With the Deputy Principal, liaise with multi-agency colleagues including medical, speech and language therapy in order to effect best outcomes for children and their families.</li> </ul>

<ul style="list-style-type: none"> <li>• To establish and maintain external relationships, including co-ordination and quality monitoring of external communication systems with carers, professionals, the DfE, partners and others.</li> <li>• To ensure equality of opportunity and of access for all members of the school community.</li> <li>• To monitor and evaluate the effectiveness of the Health and Safety policy and assist the Principal, Site Manager and Finance Director in ensuring that the health and safety needs of pupils and staff are met as far as is practicable and that health and safety policy guidelines are adhered to.</li> <li>• To support with the implementation and evaluation of the School's various action plans.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure, as part of SLT, child protection and the safeguarding of children.</li> <li>•</li> </ul>
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### 3. Core Responsibilities

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<p>Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community;</p> <ul style="list-style-type: none"> <li>• With the Principal, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations;</li> <li>• To ensure consistency and quality; sharing responsibility for the analysis of key school performance data to ensure improvement in standards is promoted;</li> <li>• Lead the development of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students;</li> <li>• Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards;</li> <li>• Ensure through leading by example the active involvement of students and staff in their own learning; raising standards of teaching and learning as well as staff knowledge and understanding</li> <li>• Establish and sustain high-quality teaching across all subjects and phases, based on evidence;</li> <li>• Ensure teaching is underpinned by subject expertise and ASD appropriate strategies;</li> <li>• Effectively use formative assessment to inform strategy and decisions;</li> <li>• Ensure the teaching of a broad, structured and coherent curriculum;</li> <li>• use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum;</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting the Principal/Deputy Principal in Professional Duties: To assist the Principal/Deputy Principal in mutually agreed areas of school leadership and management, including Behaviour for Learning, Pastoral Support and securing accreditations for the school in areas of agreed areas of specialism</li> <li>• To undertake a teaching commitment as appropriate to promote outstanding classroom practice and sustain curriculum innovation.</li> <li>• Provide specialist training to staff and parents to continuously develop student support.</li> <li>• Develop an outreach service within school to support identified students; including developing and monitoring Behaviour Support Plans</li> <li>• Monitor the work of school of the school via lesson observations, learning walks, work/EfL scrutiny</li> <li>• Work with the Deputy Principals and SLT, to ensure that the planning and delivery of the curriculum is tightly focused and tailored to meet children's individual needs.</li> <li>• Develop and support the Parent Association.</li> <li>• Support the Staff Wellbeing Lead and provide regular supervision</li> <li>• Develop an After school and Breakfast Club provision.</li> </ul>

<ul style="list-style-type: none"> <li>• Play a full and active role in supporting and promoting every aspect of the life of the relevant school</li> <li>• Attend Local Governing Body meetings as appropriate</li> <li>• Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary</li> <li>• Ensure that safeguarding and child protection are key priorities for all staff</li> <li>• Keep abreast of developments within education and the special sector at local, national and international level</li> <li>• Management and control of risk</li> <li>• Participate in the OHC&amp;AT family Innovation Hubs, as appropriate, in order to share good practice and innovation to maximise the benefits to pupils and students</li> </ul>	
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#### 4. Management of People

Shared Responsibilities with Principal/Deputy Principal	Other Responsibilities
<ul style="list-style-type: none"> <li>• To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.</li> <li>• To maintain a positive team ethos through effective communication and shared discussion and training.</li> </ul>	<ul style="list-style-type: none"> <li>• To support the day-to-day management of staff, including arranging cover for staff absence.</li> <li>• To monitor staff attendance/punctuality and to address these issues effectively as they arise.</li> </ul>
<ul style="list-style-type: none"> <li>• To promote positive links between the school and pupils' families, external agencies and the wider community.</li> </ul>	

To carry out any reasonable instruction given by the Principal/Deputy Principals.

#### *General notes*

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

(3) Addington Valley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.