Teaching for Learning and Disadvantaged Leader - Assistant Principal

Responsible to: Vice Principal

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| Staff Salary: | Leadership Pay Scale L12-L16 (Fringe) |

Job Description

This job description may be amended at any time following consultation with the Head of School, it will be reviewed annually.

**Specific Duties:**

Staff at The Gateway Academy are expected to act with honesty and integrity; have strong educational knowledge, are self-aware; forge positive professional relationships; and work with parents/carers in the best interests of the students. Staff are expected to work in collaboration with members of the GLC and understand the important role they play in embedding the GLC’s vision.

Aims and Purpose

To lead and monitor a number of areas across the Academy, ensuring that all areas of responsibility focus on the highest standards of academic, personal and social development of all students by:

* Consistently delivering the highest standard of teaching in your own lessons that maximises students’ progress and acting as an ambassador for Teaching and Learning at all times.
* Ensuring that the teaching within the areas you line manage is of the highest standard and supports students making maximum progress, ensuring relevant interventions are in place for supporting both students and teachers to maximise student progress.
* Constantly monitoring Teaching and Learning across the Faculty areas you line manage through both planning and delivery. Analysing students’ assessment data to identify areas of strength and development to ensure that appropriate and effective interventions are in place to support rapid improvement where required. This will be reported upon termly following release of the dashboards.
* Implementing the Teaching for Learning and Disadvantaged policies across the Academy and playing a role in updating these policies at least biannually.
* Ensuring that all teachers have effective strategies in the classroom that are rooted in supporting disadvantaged students to make maximum progress. This includes interventions within the classroom that support underperforming disadvantaged students.
* Leading, implementing and documenting impact of the pupil premium strategy by ensuring programmes across the Academy are in place that effectively support students to make progress when deemed to be underperforming via a collaborative pastoral and academic approach. A detailed report to be produced each term – must link with Curriculum Team and Pastoral Team.
* Ensuring by working strategically with the teaching team that teaching is of the highest priority for all student facing staff across the Academy.
* Mentoring a range of teachers on different teaching programmes.
* Being relentless in ensuring that all deadlines are met by all member of the team and yourself.
* Having consistently high expectations of all students’ attitudes to learning

**Leading and Managing by:**

* Being acutely aware of your responsibility as a leader and the positive impact that your work can have on shaping the lives of our students.
* Developing an Academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate successes and accept responsibility for outcomes.
* Challenging underperformance at all levels and ensure effective, corrective actions and follow ups are put in place when necessary.
* Ensuring the full implementation of the GLC Policies across the Academy.
* Effectively prioritising workload.
* Promoting British Values.

**Fulfil Wider Professional Responsibilities**

* Make a positive contribution to the wider life and ethos of the Academy.
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* Communicate effectively with parents/carers with regard to students’ achievements and wellbeing.

**Personal and Professional Conduct**

All staff are expected to demonstrate consistently high standards of personal and professional conduct.  Staff working at The Gateway Academy uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

* Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a staff member’s professional position.
* Having regard for the need to safeguard students’ wellbeing, in accordance with statutory provisions.
* Showing tolerance of and respect for the rights of others.
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
* Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* Staff must have proper and professional regard for the ethos, policies and practices of the Academy in which they work and maintain high standards in their own attendance and punctuality.
* Staff must understand and always act within, the statutory frameworks which sets out their professional duties and responsibilities.

Other professional requirements and duties include:

* Setting a good standard of behaviour and being a good role model for children, supporting Academy Policies on Behaviour and Discipline and sharing responsibility for the behaviour of all children in the Academy.
* Establishing good relationships with parents/carers, creating trust and confidence, communicating with parents/carers about general Academy issues, curriculum matters and individual children’s progress.
* Developing and maintaining effective systems for communication with staff and the Head of School to ensure continuity of learning, consistency of approach and message.
* Informing the Head of School of any concerns of parents/carers in relation to work or other aspects of education at the earliest opportunity.
* Taking shared responsibility for the care and appearance of the Academy’s environment and to encourage all children to have a pride in their Academy.
* Being mutually supportive of other staff and the Head of School, to foster good working relationships and a happy working environment.
* Participating in any arrangements for the appraisal of your performance.
* Maintaining Academy confidentiality at all times.
* Ensuring you are aware of your common law duty in relation to the health, safety and welfare of the children in the Academy or when leading activities off the Academy’s site and that all such procedures are followed in line with the Academy’s Policies and Procedures.
* Knowing the legal responsibilities in relation to the Race Relations Act 1976, Sex Discrimination Act 1975, Children’s Act 1989, Child Protection procedures, appropriate physical contact and physical restraint of students and other relevant DfE circulars.