



## **JOB DESCRIPTION**

**JOB TITLE:** **Associate Principal:** Curriculum & Assessment

**RESPONSIBLE TO:** Academy Principal

**ACCOUNTABLE TO:** Board of Trustees & Academy Principal

**School:** Biggleswade Academy

**SALARY POINT:** L8-12

### **INTRODUCTION**

You will be part of a team which provides strategic leadership for the Academy, ensuring a clear sense of direction as well as playing a crucial role in ensuring the smooth, purposeful, day to day running of all we do. Your impact is seen through the resulting high levels of pupil progress and excellence in teaching and learning as well as your ability to motivate pupils and staff.

- This job description covers core elements of the post. Specific responsibilities, in addition to those outlined below, will be decided on based on the strengths and experiences of the successful candidate and will be incorporated into the final job description for the post.
- As Associate Principal, you will be required to meet the general requirements of this post, and those of a class teacher, as specified in the School Teachers' Pay and Conditions Document and Teachers' Standards. In addition, you will be required to fulfil any reasonable expectations from the Principal. The post will require you to work in partnership with the Principal, governors and staff to ensure the continuous improvement and effective operation of the school.

### **POST RESPONSIBILITIES**

- Leading on strategic planning and monitoring of teaching, learning and assessment across the Academy.
- Lead on curriculum development, ensuring it provides the highest possible learning opportunities that our pupils deserve, whilst pursuing outstanding pupil progress and achievement.
- Ensure a rigorous assessment structure, both formative and summative, which provides staff and pupils with timely and comprehensive feedback on learning, rapidly identifying and addressing gaps in learning.
- Maximising achievement at the Academy.
- Ensuring a broad, balanced and appropriate curriculum for all pupils.

- Ensuring outstanding attainment and progress across all key stages and promoting strategies for raising achievement.
- Presenting a clear account of the academy's interventions and outcomes to different stakeholders.
- Ensuring all staff have a clear understanding of pupil outcomes accountability measures.
- General management and team responsibilities as delegated by the Academy Principal.
- Ensuring there is an accurate and robust assessment regime which establishes targets, tracks progress and measures outcomes at the levels of individual pupil, individual staff member, individual department and 'whole academy' so that all stakeholders are fully aware of how well the Academy is performing at every level and how it can improve.
- Collecting, analysing and utilising academic data at all levels to inform a constant improvement agenda, embracing remedial action as well as rewards, and the celebration and sharing of good practice.
- Support the establishment of a flourishing enrichment programme and support the lifelong love of learning for its own sake.

**The main requirements are detailed below and involve a commitment to:**

#### **QUALITIES AND KNOWLEDGE**

- Holding and articulating clear values and moral purpose, focused on providing a 21<sup>st</sup> Century, world-class education for pupils.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.
- Working with political and financial astuteness, within a clear set of principles centred on the academy's vision, ably translating local and national policy into the academy's context.
- Communicating the academy's vision; empowering all pupils and staff to excel.

#### **PUPILS AND STAFF**

- Demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.

- Ensure that opportunities are made available that support every young person to develop self-confidence and build their self-esteem and encourage a Growth Mindset.

### **PROGRESS, WELLBEING, TEAMWORK**

- Establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools.
- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all staff to account for their professional conduct and practice.

### **SYSTEMS AND PROCESSES**

- Ensuring that the academy's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all students and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the trust board to understand its role and deliver its functions effectively.
- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive pupil outcomes.

### **THE SELF IMPROVING SCHOOL SYSTEM**

- Championing best practice and securing excellent achievements for all students.
- Developing effective relationships with colleagues in other public services to improve academic and social outcomes for all students.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **SAFEGUARDING AND YOUNG PEOPLE**

- Biggleswade Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.