HEAD OF ART & DESIGN TECHNOLOGY (SENIOR ASSISTANT PRINCIPAL) JOB DESCRIPTION

RUTLAND AND DISTRICT SCHOOLS' FEDERATION

JOB PURPOSE

As part of the leadership team, the Senior Assistant Principal plays a key role in leading and developing excellence in every aspect of our operation, ensuring that the College is recognised by our clients as providing an outstanding service.

The Senior Assistant Principal is also responsible for a key strategic responsibility in line with the objectives and targets as outlined in our Transformation Plan. This will be agreed annually to provide a breadth of senior leadership experience around the curriculum, pastoral and extracurricular activities.

The Senior Assistant Principal has a key role in demonstrating vision and leadership in the delivery of this key responsibility and will be asked to attend specific senior leadership meetings and governor scrutiny to give updates on this area.

As a team leader, this role also manages a large team of staff, ensuring that the progress of the students is outstanding.

OBJECTIVES

The Senior Assistant Principal will provide vision, leadership and direction within the College, in line with the strategic objectives and targets as outlined in our Transformation Plan.

The leadership team has responsibility for all aspects of leading the College's development on a day-to-day basis.

In addition to the general duties of a teacher (see job description) and those outlined above, Senior Assistant Principals will undertake the following roles:

MANAGEMENT OF SUBJECTS

Senior Assistant Principals play a key role in maintaining and driving standards in the areas for which they have responsibility. This will include securing high-quality teaching and high standards of achievement for all students. This will be achieved through the following requirements of the post:

- The mentoring and coaching of teachers in order to secure the highest possible outcomes.
- The development and implementation of an effective curriculum for the subjects for which you are responsible.
- The identification and implementation of appropriate strategies to support staff and students to achieve success and realise their full potential.
- Implementing effective intervention and support strategies for staff or students who need additional support.

GENERAL LEADERSHIP RESPONSIBILITIES

- To lead by example, supporting the ethos of the Federation in a way that inspires, motivates and challenges students and staff to provide an outstanding service.
- To monitor the quality of teaching and learning through regular learning walks, student panel with feedback to the team as part of the annual review process and as otherwise required.
- To ensure that all students are prepared for the opportunities, responsibilities and experiences of the outside world by offering a range of activities outside of the classroom, for example, trips, visits, Electives, Duke of Edinburgh's Award or sports teams.
- To ensure that all the statutory obligations within the area of key responsibility are fulfilled.

Alongside a specific whole-College role, you will also be a senior presence around the College, for example, carrying out an evening duty once a week where you will be the leader responsible for any students in the building until you ensure they have all left at 5pm. You will support out of hours events for example, a production, music event or for the arts on at least two occasions during the year. At lunch you will support the leadership team in promoting a calm atmosphere across the site.

STAFF DEVELOPMENT

Senior Assistant Principals will be committed to both their individual professional development and the development of the staff for which they have responsibility. This will include the following aspects:

- Leading in the induction of new staff.
- The coaching and mentoring staff as part of team line management or associated with specific individual responsibilities.
- Identifying individuals who need further support in order to carry out their duties effectively and managing this process.
- Supporting the completion of specific individual professional development opportunities as identified through their performance management.
- Participation in the College's annual performance reviews.

SPECIFIC WHOLE-COLLEGE RESPONSIBILITY

A specific area of responsibility will be agreed with you annually and will usually change every two years in order that you gain experience in leading a range of aspects of senior leadership. The expectations and targets for the role will be agreed through the annual performance reviews.

This area of key responsibility is likely to be one or more of the following:

- Attendance
- Transition
- Admissions
- Electives
- Quality Assurance
- Tutorial programme
- Teaching and learning
- Staff training

STAKEHOLDER ENGAGEMENT

Senior Assistant Principals will work with a wide range of both internal and external stakeholders to secure the commitment of our wider community to the ethos and general aims and direction of the College.

These will include:

- Members of the leadership team.
- Teaching and support staff.
- Students.
- Parents, guardians and carers.
- Members of the wider community and other external agencies.
- The local authority and social care.
- Federation Trustees and College governors

STRATEGIC DEVELOPMENT OF THE FEDERATION

Senior Assistant Principals will take a strategic lead on developments within the Federation, including but not limited to:

- Initial teacher training provision within the Federation.
- Supporting our Federation partners.
- School-to-school support under the guidance of the Executive Principal.

QUALITY ASSURANCE

Senior Assistant Principals will play a key role in the strategic monitoring, evaluation and review of data to support the achievement of the College's targets. This will require the post holder to:

- Set aspirational targets for teams, individual teachers and students they lead.
- Lead staff in implementing and reviewing our transformation planning.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Actively uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extracurricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

PERSON SPECIFICATION

CRITERIA	REQUIRED	DESIRABLE	EVIDENCE
QUALIFICATIONS	At least 2:1 honours degree Qualified Teacher Status	NPQH Master's Degree (leadership)	Letter and certificates
EXPERIENCE	Has significant experience of leading a substantial area of a school to demonstrable success with improving outcomes. Curriculum improvement: • Student intervention. • Student performance tracking. • Has current leadership role of at least two years, as a head of subject with a proven track record of success.	Two years' experience of leading an aspect of whole school development to demonstrable success. Human resource management: • Staff performance. • Lesson observation. Pastoral: • Student counselling and support. Curriculum Management: • Timetabling within a team area. • Curriculum design Quality assurance: • Ofsted experience • Lesson observations	Letter and interview
PERSONAL QUALITIES	An ambitious, resilient, hard-working and adaptable individual with aspirations of reaching the highest positions within education. A belief in treating students and staff as individuals: Equal Value. A belief that all staff and students can be successful: Outstanding Progress. A belief in putting students' best interests ahead of one's own. A commitment to leading from the front; never expecting anything of others that you wouldn't be willing to do.	An effective people manager who is able to bring about improvements in staff and student performance. A focus on achieving the best outcomes for the College. An imaginative leader who is able to creatively and efficiently manage resources to ensure success. An ability to convince others. A good listener who adapts their planning as a result of criticism, feedback and consultation. Able to work effectively with all stakeholders.	Letter and interview

TEACHING & LEARNING	Has a consistent record of delivering lessons at good or better. Has evidence of good examination outcomes for own teaching groups, including the progress of the team. Has led a range of extracurricular activities, including day trips, the Duke of Edinburgh's Award or residentials.		Lesson observations, examination outcomes as evidenced in letter of application.