

RAISING STANDARDS LEADER (ASSISTANT PRINCIPAL)

Y10

Job Description

Salary: £51,497 - £59,527 per annum

Responsible to: Vice Principal

Terms and conditions of employment (key points)

- 200 days per annum, plus additional days as required by the post.
- Staff work hours: 8:20 am until 5:10 pm Monday to Thursday with a 3:55 pm finish on Friday.

Key responsibilities

- Strategic oversight of a world class curriculum, through the development of an engaging and coherent curriculum which links schema seamlessly across KS4.
- Responsible for raising and maintaining excellent academic standards through closing gaps in performance throughout Y10.
- Developing leadership and the skill and expertise of the workforce in Y10.
- Plan, organise and deliver an appropriate learning programme that guides and encourages learners to develop and fulfil their academic potential in English at KS4.

Generic senior leadership requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of senior colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.

- Take the role of performance manager for personnel within The JCB Academy performance management structure.
- Be prepared to work ‘across the piece’ being flexible and interested in other senior/executive leadership areas.
- Work at all times to the standards as set out in the Staff Code of Conduct.

Specific requirements of the post

1. Develop a World Class Y10 Curriculum

- Ensure The JCB Academy’s strong links with business and engineering enable the provision of exceptional experiences which complement learning and a deep understanding of the world of work.
- Ensure quality of access for all learners, including providing rich opportunities to complement the curriculum and build confidence, leadership and creativity.
- Develop and enhance an engaging and coherent curriculum that enables learners to enjoy lightbulb moments which change the way they view their knowledge and the world and that is suitable for learners of different attainments and interests.
- Ensure learners’ experiences provide them with aptitudes and skills prestigious apprenticeship providers, universities and employers look for.
- Ensure that learners have the necessary levels of literacy and numeracy to allow them to access the highest levels of progress and oversee the implementation of strategies to support this.
- Ensure the efficient organisation and administration of the Y10 curriculum and its assessment, tracking and reporting procedures, including information evenings and parent/carers consultations.

2. Close Gaps in Performance

- Raise the standards of the quality of provision throughout Y10.
- Ensure assessment is meaningful and effective across Y10.
- Co-ordinate The JCB Academy system of marks and effort grades for effective reporting to parents/carers in Y10.
- Oversee the entry of learners for both internal and external examinations and assessments in Y10.
- Be responsible for the efficient administration and conduct of all internal and external examinations in Y10.
- Collate all examination results and provide analyses of academic performance and other areas, as required by the Principal.
- Review and monitor school and departmental improvement plans to **address weaknesses** and build on strengths. This will include post-exam analysis meetings.

- Conduct a “pre-mortem” to identify and then mitigate risks to outcomes in all areas.
- Interrogate historical data and identify strengths and weaknesses that inform planning.
- Be responsible for, and manage, the Y10 assessment and reporting systems.
- Ensure staff complete and keep up to date with all assessment procedures.

3. Develop Leadership

- Responsible for holding subject team leaders to account for their and their team’s work.
- Support a comprehensive programme of staff CPD that contributes to the effective delivery of the curriculum and raising of classroom standards.
- Ensure teams are focused on the things which make a difference to learners in Y10.
- Be responsible for staff cover and effective deployment of resources.
- Be aware of national educational initiatives and be proactive in the implementation of new strategies which will enhance the education.
- Review Y10 data and predictions to support teams in developing their understanding of the grading of their specifications. Help teams put together robust plans for standardisation and make sure that colleagues are supported in their CPD.

4. General

- Assist in the formulation of The JCB Academy's' Development Plan as a member of the Senior Leadership Team.
- Liaise with the SENDCO and ensure that Y10 learners who are gifted and talented, or who have special educational needs, are supported.
- Identify, in consultation with other members of the Senior Leadership Team, whole academy day-to-day issues that need to be addressed.
- Prepare and submit reports on Y10 academic achievement for the Board of Trustees.
- Work with the Vice Principal and staff to ensure synergy between the Trustees’ vision and The JCB Academy's mission and strategy.

5. English Learning Manager

- Deliver outstanding learning experiences for learners that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for learners.
- Develop lesson plans for all lessons, which conform to the requirements of The JCB Academy.

- Ensure classroom support plans are in place for each teaching group.
- Establish and communicate clear objectives for all learning activities.
- Prepare thoroughly and at all times for learning activities.
- Provide a variety of learning materials and resources for use in educational activities, and identify and select different resources and methods to meet learners' varying needs.
- Use relevant technology to support the learning process and ensure that all such learning resources are available to learners.
- Observe and evaluate learners' performance and development.
- Set and grade learners' work, provide appropriate feedback and encourage and monitor the progress of individual learners, in line with the academy's Assessment Policy.
- Maintain accurate and complete electronic records of all learners' progress and development and update all necessary records accurately and completely as required.
- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Perform certain pastoral duties including, but not limited to, learner support, counselling learners with academic problems, and providing learner encouragement.
- Participate in subject, academy and parent meetings, and communicate necessary information regularly to learners, colleagues and parents regarding learner progress and learner needs.
- Keep up to date with developments in subject area, teaching resources and methods, and make relevant changes to schemes of work and lesson plans as appropriate.

6. Core Duties

- Be highly visible, supportive and approachable.
- Undertake whole-academy duties as outlined in responsibilities agreed each year.
- Participate in extra curricular activities such as social activities, sporting activities, clubs, and learner organisations and run one extension activity each week.
- Manage the behaviour of learners within The JCB Academy alongside other senior leaders, enforcing rules and procedures in accordance with the rules and behaviour management systems of the academy.
- Undertake bus, break, isolation and other duties in accordance with the duty rota.
- Ensure staff wellbeing and work-life balance.

- Monitor and support the overall progress and development of learners as a teacher.
- Engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- Promote equal opportunities and celebrate diversity in all aspects of The JCB Academy.
- Play a full part in the life of The JCB Academy community, to support its distinctive aim and ethos and to encourage staff and learners to follow this example.
- Actively promote The JCB Academy and corporate policies.
- Comply with The JCB Academy Health and Safety Policy and undertake risk assessments as appropriate.
- Show a record of excellent attendance and punctuality.
- Undertake additional tasks at the request of the Principal.

Key Accountability Measures

Curriculum

- The curriculum meets the needs of all learners.
- High quality learning journey with high success rate.

Closing Gaps in Performance

- Evidence of consistently improving school data.
- Evidence of closing gaps between groups of learners.
- Learners make positive progress and attainment indicators are in line or above national.
- There is a low difference between individual predicted grades and individual actual grades.
- There is low in-school variation coupled with positive progress.

Leadership

- Dynamic collaborative teaching teams work creatively together with a cadence of accountability.
- Staff feel supported to grow and innovate.

English Learning Manager

- Progress in English significantly above expectation for all learners taught.

Line management of staff

- Team Leader - English
- Team Leader - Business