

## Fortis Trust – Job Description

### POST TITLE

Assistant Principal: Teaching, Learning & Curriculum

### RESPONSIBLE TO

1. Vice Principal: Teaching, Learning & Curriculum
2. Bradfields Academy Principal
3. Executive Principal/CEO

### PURPOSE OF JOB

The Assistant Principal: Teaching, Learning & Curriculum will:

- Be the SENDCO for the academy. Leading on the strategic development of the academy's SEND (Special Educational Needs and Disabilities) policy and provision.
- Work with the Vice Principal Teaching, Learning & Curriculum to oversee the Curriculum offer, to ensure all students have access to a high standard of education and inclusive learning opportunities.
- To oversee referrals, student transition and associated events including academy parental tours.
- Monitor and report on student destinations. Ensure destinations are suitable.
- To manage student work experience (external).
- To support the daily practice and support for Initial Teacher Training (ITT) and Early Career Teacher (ECT) Development.
- Manage staff and resources.
- Ensure the curriculum is implemented effectively and reviewed regularly, meeting the needs of all students.
- Work with Subject Leaders to undertake and review curriculum outcome monitoring.
- Monitor, collect and evaluate data for academic standards, reporting to the Vice Principal for Teaching, Learning & Curriculum.
- Monitor curriculum standards and undertake quality assurance.
- Provide a safe, calm and well-ordered learning environment.
- Support the strategic improvement and development of Bradfields Academy.
- Regularly review and update academic policies (Teaching & Learning, Curriculum and Examination), achieving academy aims and objectives, and maintaining compliance.
- Contribute to the organisation, management, and delivery CPD opportunities and INSET
- Support day-to-day management of the academy.

- Support in the acquisition of quality marks.

## **1. DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed below are indicative of the tasks the Assistant Principal: Teaching, Learning & Curriculum will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

## **2. STRATEGIC LEADERSHIP & MANAGEMENT**

- Manage Lead Teaching Assistants, Teachers, Subject Leaders, Recovery Leads, The Wider Pastoral Team Lead, the Transition Team and the Access Arrangement Assessor.
- Manage the curriculum, working with the Vice Principal for Teaching, Learning & Curriculum, Subject Leaders and Teachers to ensure high standards in planning, delivery, and assessment.
- Improve the quality of teaching and learning.
- Monitor and evaluate the effectiveness of SEND provision and interventions
- Ensure students' needs as outlined in their EHCP's are being met
- Lead on and manage the referral process including attending Tribunals
- Contribute strategically to whole academy improvement.
- Ensure policies and practices are adhered to and help develop policies to achieve academy aims and objectives.
- Monitor progress towards academy and Trust aims and objectives.
- Monitor curriculum budgets and related grants.
- Contribute to academy evaluation and standards reporting.
- Deputise for the Vice Principal as required.

## **3. SELF-IMPROVING SYSTEM**

- Plan and monitor progress towards achievement of aims and objectives. Working with staff to secure excellent outcomes for all students.
- Coordinate and oversee assessment of pupils' needs, including using internal and external data and overseeing the access arrangements assessor.
- Contribute to Academy Improvement & Development Plan.
- Ensure systems, organisation, and processes are efficient and compliant.
- Demand ambitious standards for all students and staff.
- Monitor teaching and learning activities to meet the needs of all students.
- Oversee the day-to-day operation of the SEND policy with the aim of raising student achievement.
- Oversee the ECT programme including completion of annual evaluation.
- Develop and maintain positive support plans with staff, parents, and external agencies.

- Maintain accurate records of students SEND needs and provision made for them.
- Evaluate the effectiveness of SEN policies and analyse their impact on pupils.
- Ensure the academy meets statutory requirements for SEN provision.
- Ensure systems and processes are in place to support effective student transition.
- Lead on the referral process, coordinating staff feedback. Identifying suitable students for placement and responding to the LA accordingly, in a robust and consistent manner.
- Ensure full knowledge and preparation for Ofsted. Leading and guiding subject leads and teachers accordingly.
- Work with the Trust Improvement Partner / Central Team for continual improvement, as required.
- Develop remote and home learning offers with the Vice Principal and IT team.
- Monitor and support Outcome monitoring and inform improvement.
- Liaise with SLT and Subject Leaders on monitoring standards across subject departments.
- Develop relationships with professionals and model innovative leadership.
- Develop professional development and training to support staff in enhancing their practice to support student's SEND, and range of abilities.
- Actively support and develop Fortis Trust.
- Model innovative entrepreneurial approaches to improvement and leadership.
- Inspire and influence others on the value of education and employment.
- Support MLT and SLT in acquiring Quality Marks.
- Promote equal opportunities and implement Trust's equality and diversity policies.
- Work with the leadership team to prepare for Ofsted inspections.

#### **4. COMMUNICATION AND CONSULTATION**

- Demand ambitious standards for all students and staff.
- Work closely with external agencies, such as educational psychologists, health and social care professionals, and local authority services.
- Lead or participate in multi-agency meetings as required.
- Present standards reports to the Vice Principal, Principal, Executive Principal/CEO, and governors as appropriate.
- Promote good relationships and liaise with parents/carers and key stakeholders to support student academic progress
- Working with the Trust Careers Lead and Vice Principal, ensure careers education is embedded across the curriculum.
- Monitor and report student academic progress to parents/carers.
- Develop effective relationships with professionals.
- Liaise with other schools to ensure continuity of support and learning for transferring students.

- Establish and develop links with Medway LA and external consultants.
- Liaise with Trust Central Staff and external professionals, as required.
- Promote positive public relations with the local and wider community.
- Lead training, briefings, assemblies, and events as required.

## **5. RELATIONSHIPS & SUPERVISION**

- Build positive relationships across the Trust community.
- Promote the inclusion and acceptance of all students, regardless of background, ethnicity, gender, or disability.
- Liaise with teachers to ensure appropriate targets are being set.
- Liaise with parents/carers, keeping them informed about their child's progress and the SEND provision.
- Liaise regularly with key staff to support the development of the quality of teaching and learning.
- Advise and support colleagues on SEND matters, including teaching approaches and differentiation.
- Promote and foster good relationships with parents/carers for all aspects of education.
- Collaborate with the Wider Pastoral Team to support students.
- Monitor and report to parents/carers on student progress.
- Liaise with outside agencies as appropriate.
- Promote goodwill and positive public relations locally and in the wider community.
- Establish networks for employer engagement and opportunities.
- Responsible to the Principal and Vice Principals for strategic direction and academic and pastoral duties.

## **6. QUALITIES AND KNOWLEDGE**

- Communicate the Academy's and Trust's mission, aims, values, and policies to staff, students, parents and outside agencies.
- Lead by example, articulating clear values and moral purpose.
- Advise and support colleagues, including delivering or organising training on SEND issues.
- Build positive relationships within the academy community.
- Stay updated with educational developments locally, nationally, and globally.
- Translate policy into academy context and practice with political and financial astuteness.
- Maintain knowledge of examination boards, qualifications, assessment, and reporting for all key stages.
- Work with the Vice Principal and Subject Leaders to refine and develop the academic curriculum

- Ensure management and reporting of academic data.
- Ensure safeguarding knowledge and practice are up to date.
- Monitor the curriculum intent, and effective implementation of the curriculum
- Lead and support the Middle Leadership Team.
- Hold staff to account for professional conduct and practice.
- Participate in performance management and appraisal.
- Promote equal opportunities and implement Trust's equality and diversity policies.

## **7. SYSTEMS AND PROCESSES**

- Support Fortis Trust's principals of Excellent Practice and continuous improvement and development.
- Monitor standards against curriculum and Trust frameworks.
- Coordinate provision for children with SEND, ensuring appropriate interventions and support are in place.
- Work with the Vice Principal ensuring clear pathways for all students.
- Communicate curriculum intent and ensure alignment across subjects.
- Ensure curriculum meets all students' needs and develops academic, vocational, life, and work skills.
- Ensure adherence to Curriculum and Examinations Policies.
- Support curriculum-led financial planning and effective use of budgets/resources.
- Ensure consistent use of academy assessment systems, organisation, and processes.
- Ensure effective use of academic assessment and monitoring systems.
- Monitor, collect, evaluate, and report curriculum standards data; address underperformance.
- Undertake monitoring of the quality and standards of teaching and learning, through coaching, mentoring and observations.
- Monitor and report to parents/carers on student progress.
- Monitor curriculum budgets for value for money.
- Ensure needs of all students are met through an appropriate curriculum offer which provides stretch and challenge.
- Support curriculum-led financial planning for effective use of budgets/resources.
- Ensure adherence to academy timetable.
- Strategically lead on examinations and qualifications.
- Lead on the day to day management of Evolve and be the EVC coordinator and Overseas Educational Assessor for trips and visits.

## **8. STUDENTS AND STAFF**

- Oversee daily routines of curriculum staff; monitor and evaluate their work.

- Support the transition of students between phases or settings.
- Develop curriculum with Subject Leaders to ensure alignment with academy intent.
- Support practitioners to assess their skills and competencies, identify gaps, and implement next steps in professional development.
- Oversee Student Council lead to ensure student voice impacts academy improvement.
- Ensure enrichment opportunities enhance curriculum and cultural capital.
- Demand ambitious standards for all students and staff accountability.
- Ensure excellent teaching and continuous staff development.
- Ensure breadth and depth of knowledge and experiences across subjects and Key Stages.
- Ensure effective delivery of literacy, numeracy, and careers across subjects.
- Establish a culture of sharing best practice.
- Undertake lesson monitoring through instructional coaching.
- Ensure continuity in educational practices across learning communities.
- Demand ambitious standards for all students; instil accountability in staff for student outcomes.
- Monitor implementation and impact of interventions and resultant progress made by students.
- Ensure excellent teaching and learning through staff training and development.
- Create an ethos of motivation and support for staff development.
- Establish a culture of sharing best practice.
- Encourage a solution-focused approach to supporting students.
- Ensure continuity in teaching and learning practices departments and communities.
- Motivate and support staff development.
- Coach and mentor staff.
- Strategically lead and support the Middle Leadership Team.
- Support curriculum development with Subject Leaders and ESLs.
- Take responsibility for the quality of teaching and learning.
- Hold staff accountable for professional conduct and practice.
- Participate in performance appraisal and management.

## 9. TRAINING

- Attend SENCO forums.
- Attend DLS forums.
- Undergo training to maintain the required knowledge and skills.
- Complete yearly Safeguarding, FGM, Prevent, and other relevant training.
- Pursue qualifications and training relevant to the role.

- Seek training and continuous professional development for self, the academy and the Trust.
- Undertake training to prepare for Ofsted inspections.
- Be a Team Leader for Academy Performance Management.

## 10. SAFEGUARDING

- Act as a Deputy Designated Safeguarding Lead (DSL)
- Under the direction of the Designated Safeguarding Lead, work with other Deputy DSLs to manage safeguarding software system.
- Embed and maintain effective monitoring practices for safeguarding.

## 11. OTHER RESPONSIBILITIES

- Undertake duties as per the School Teachers' Pay & Conditions Document & Teacher Standards.
- Support the Principal and Executive Principal/CEO.
- Carry out any other reasonable duties as designated by the Principal & Executive Principal/CEO
- Deputise for the Vice Principal as required.

## 12. NEGOTIATED RESPONSIBILITIES

- Liaise with the Principal to develop areas of responsibility.

### Notes:

This job description may be amended at any time in consultation with the post holder.

Next Review:

Principal's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Post Holder's name: \_\_\_\_\_

Post Holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_