

JOB DESCRIPTION – Tree Tops Primary Academy

Job Title: Assistant Principal
Responsible to: Principal

Job Summary: In conjunction with the professional duties set out in the current School Teachers' Pay and Conditions

To provide professional leadership and management of Teaching & Learning across the school in order to raise standards of student attainment and achievement across the school by:

- Establishing systems for Quality Assurance (through Team Reviews) to inform the School Development Plan and Ofsted Action Plan and to establish a positive culture of self-review and improvement leading innovation and development of Teaching & Learning through ICT and other new technologies and research
- Developing and enhancing the teaching practice of others through coaching

Leadership:

- To be accountable for the achievement, attainment and progress of students across the school
- Strategic lead on the development of Teaching & Learning for all staff
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives
- To strategically develop the whole school use of national initiatives to ensure effective planning for future improvements
- Line Management of identified curriculum areas

Curriculum:

- To monitor classroom performance and manage interventions and support
- To be accountable, evaluating Teaching & Learning strategies
- To create structures to ensure that Teaching & Learning is innovative and of a high quality throughout the school

Learning:

- To keep up to date with national developments in pedagogy
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy
- To ensure that challenging targets are set, understood and used effectively to raise standards of attainment
- To develop a culture of independent learning
- To ensure that new technologies are introduced and deployed effectively across the school and that pedagogy embraces and develops with available technologies

Staff Development:

- To undertake Appraisal Review(s) and to act as reviewer for other school staff
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To participate in the school's ITT programme
- To support development in Teaching & Learning within and across curriculum areas through CPD, monitoring and review

- To support colleagues to be successful in their own leadership role through mentoring, coaching and line management
- To contribute to mentoring/coaching programmes and induction of new staff and NQTs in conjunction with Director of Improvement for Learning and Teaching Assessment
- To evaluate the performance data provided and take appropriate action on issues arising – setting realistic deadlines where necessary and reviewing progress on the action taken
- To provide all relevant bodies with robust information relating to the school's performance and development
- To contribute to intervention and mentoring strategies

Communication:

- To ensure that all members of the school are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders
- To represent the school's views and interest in a professional manner

Operational:

- To promote teamwork and to motivate staff to ensure effective working relations