

**JOB DESCRIPTION****SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE****ASSISTANT PRINCIPAL TEACHER (DEPARTMENTAL) – GENERIC****LEVEL: TEACHING AND LEARNING RESPONSIBILITY****NAME OF TEACHER:****POST TITLE: ASSISTANT PRINCIPAL TEACHER MFL****MINI SCHOOL:****1 - JOB PURPOSE AND ACCOUNTABILITY**

1.1 Assistant Principal teachers provide professional leadership and management for their school/subject area(s) to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. (Ref TTA) They are accountable for a significant, specified responsibility focused on teaching and learning, that is not required of all classroom teachers. (Ref STRB/RIG)

This is a key post within the school reflecting considerable responsibility towards individual students and staff. The primary responsibility is to ensure that each student is cared for, is stimulated to learn and enjoys engaging with their subject. The Principal Teacher is a leading figure in the school whose task as a leader is to be alert to the needs of the school in general. You should, by example, inspire others to a general contribution to the development of the school, taking part in consultation that is necessary to this development.

The Key Leadership Behaviours that contribute to success at this level are:

<b>Self-Awareness</b> Emotional Self-Awareness Accurate Self-Assessment Self-Confidence	<b>Social Awareness</b> Empathy Organisational Awareness Service Awareness
<b>Self-Management</b> Emotional Self-Control Transparency Adaptability Achievement orientation Initiative Optimism	<b>Relationship Management</b> Developing Others Inspirational Leadership Change Catalyst Influence Conflict Management Teamwork and collaboration

Ref The Emotional Intelligence Model developed by Daniel Goleman / HayGroup

1.2 All staff are ultimately accountable to the Principal.

1.3 Your immediate accountability is to:

<Line manager>

**2 - GENERIC - TEACHER**

- 2.1 You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Principal.
- 2.2 You are to carry out an appropriate share of supervisory duties in accordance with published information.
- 2.3 You may be expected to teach students in the 11 - 18 age range in your specialised subject, or any other subject reasonably negotiated with your line manager as the school needs develop.
- 2.4 All staff can expect to take a share in the responsibility for a tutor group or be attached to a tutor team. You will carry out the related duties as agreed and in accordance with the description of the tutor team member.
- 2.5 All staff play a part in the establishment and on going development of the school and take a positive approach in the raising of standards, student achievement and development of the learning environment and can expect to be involved in appropriate meetings.
- 2.6 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards

**3 - GENERIC – PERFORMANCE MANAGEMENT**

- 3.1 Teachers are expected to meet the standards set out in the School Teachers' Pay and Conditions document
- Qualified teachers – core standards (C)
  - Post Threshold teachers - post threshold standards (P)
  - Advanced Skills teachers – AST standards (A)
  - Excellent teachers – ET standards (E)
- 3.2 Performance management targets include
- A pupil progress target linked to your level of responsibility
  - A leadership and management target based on the Department or School Improvement Plan
  - A further target based on the School Improvement Plan

**4 - GENERIC - POST OF ADDITIONAL RESPONSIBILITY - TLR 1 or 2**

4.1 At Homewood School and Sixth Form Centre a teacher receiving a payment for a Teaching and Learning Responsibility should demonstrate knowledge and understanding of:

- school improvement and effectiveness strategies including the process of school self-evaluation
- processes and systems for quality assurance within subject area(s)
- principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
- principles and practices of effective leadership and management of change
- the application of information and communications technology (ICT) to learning, teaching and management of the subject area(s)
- principles of curriculum planning
- financial planning, stock inventory and resource planning

4.2 The duties of a teacher receiving a Teaching and Learning Responsibility payment includes a significant responsibility that is not required of all classroom teachers and that

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- involves leading, developing and enhancing the teaching practice of other staff.

4.3 In addition, a teacher receiving a TLR 1 will have line management responsibility for a significant number of people.

**5 - SPECIFIC DUTIES – ASSISTANT PRINCIPAL TEACHER (in a department)**

5.1 Strategic Direction and Development of the School

- Lead by example, providing motivation and inspiration to the school
- Build on the ethos which secures effective teaching, successful learning and achievement by the pupils
- Contribute to the annual Departmental Review and to the development and implementation of the Departmental Development Plan
- Contribute to the development of a team culture in which all those involved in the school are committed to the aims and involved in meeting the agreed objectives and targets
- Contribute to the development and review of school policy and procedures
- Ensure that you are following all current school policy to the best of your ability
- Attend Departmental meetings, staff meetings and training sessions, according to the meetings cycle
- Work with the Principal Teacher to ensure all aspects of the Departmental Development Plan are delivered
- Take on specific areas of responsibility within the department, as agreed with the Principal Teacher

5.2 Learning and Teaching

- Adhere to the whole-school policies on Learning and Teaching and on Behaviour Management
- Follow the Departmental Scheme of Work, and adhere to departmental policy on assessment and reporting, planning, marking, homework
- Familiarise yourself with students in your teaching groups with Additional Educational Needs and follow appropriate strategies to ensure their needs are catered for in your lessons
- Monitor the attendance and punctuality of your students and take appropriate action in case of concern
- Liaise with the Principal Teacher and form tutors as necessary to address any issues of concern about students
- Contribute to the development of Schemes of Work and departmental policies and procedures within your areas of responsibility
- Co-ordinate coursework and assessments within your areas of responsibility

### 5.3 Leading and Managing Staff

- Contribute to opportunities for the sharing of good practice within the department
- Take on the role of team leader for an agreed group of teachers in accordance with the Performance Management procedures
- Take your part in the Performance Management cycle, agreeing targets with your team leader, having your lessons observed and meeting to review the targets
- Take account of and implement all Health and Safety requirements relevant to your department
- Carry out reasonable tasks to contribute to the management of the department, as requested by your Principal Teacher

### 5.4 Efficient and Effective Deployment of Resources

- Work with the Principal Teacher to manage, monitor and review all available resources to ensure the enhancement of the quality of learning and improved achievement

### 5.5 Accountability

- You are directly accountable to the Principal Teacher
- Provide information as required to ensure the Principal Teacher is fully informed about the work you are doing
- Contribute to the development of an organisation in which all staff recognise that they are accountable for the success of the school
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contributions they can make to the school; in particular, contribute to Parents Evenings and Consultation Days
- Contribute to the ethos of the school in which students, staff, governors, parents and visitors to the school are given a warm welcome, treated with respect and their concerns are dealt with efficiently and effectively
- Keep abreast of new educational initiatives and developments relevant to your subject, and bring new ideas forward for discussion with departmental colleagues as appropriate
- At the direction of the Principal, undertake other duties and responsibilities which may from time to time be necessary for the effective management of the school