



# Crown Hills Community College

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Principal</b>		
<b>College</b>	<b>Crown Hills Community College</b>	<b>11-16</b>	<b>Maintained</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Grade:</b>	<b>L14-21</b>
<b>Key areas of Responsibility:</b>	<b>Outcomes</b>	<b>Salary:</b>	<b>£54,250 - £63,779</b>
<b>Additional:</b>	<b>Careers, Exams and Assessments</b>	<b>Term:</b>	<b>Permanent Full-Time</b>

### JOB PURPOSE SUMMARY

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. Overall strategic responsibilities

- Work in partnership with the Principal, Senior Leadership Team, Governing Body, staff, students, parents and the Local Authority in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.
- Provide outstanding strategic and operational leadership of all areas of responsibility.
- Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.
- Devise and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.
- Performance manage middle leaders as required and support staff
- Develop systems and structures for the effective management and administration of all areas of responsibility.

#### 2. Senior Leadership operational duties

- To liaise and work with the Principal and other members of the Senior Leadership Team on all matters relating to college policy and raising achievement
- To participate in the duty system, including lunchtime duties
- To be 'on call' at specified times of the week as the senior member of staff on duty
- To attend and participate in Senior Leadership Team meetings, leading when appropriate
- To work with outside agencies as appropriate
- To carry out other duties at the request of the Principal which are commensurate with a leadership role
- To act as an SLT link for a particular year group
- To teach up to 12 out of 30 lessons per week

### **3. Intervention and Attainment**

- a. Develop and lead the school's intervention strategy to sustain the highest levels of attainment and achievement across all curriculum areas.
- b. Use accurate and timely data from a range of sources to identify students for intervention and develop strategies to enhance their performance.
- c. Lead the target-setting process across school.
- d. Manage the Data, Exams and Assessment Team in the development, management and delivery of data required by the school for external and internal use and enhance the use of data to deliver sustained levels of high attainment.
- e. Chair assessment, reporting and recording meetings.
- f. Support the training and development of staff in the use of SIMS modules for assessment.
- g. Focus on whole school improvement by ensuring the development of effective Assessment for Learning (AfL) with the AP for T+L.
- h. Provide support for staff to ensure effective use of tracking systems, including individual coaching as required and the organisation and delivery of INSET.
- i. Take responsibility for tracking student progress and raising attainment including identification of underachievement and ensuring that it is addressed.
- j. Take responsibility for accelerating progress in terms of student attainment - working with specific departments and cohorts of students as identified.
- k. Organise half-termly performance management meetings with each faculty.
- l. Take responsibility for leadership of the Intervention Team and a strategic approach to supporting under-performing students.
- m. Develop and update regularly a provision map to ensure effective recording and tracking of investment in attainment and intervention, and its evaluation.
- n. Ensure that the electronic reporting system is kept up to date and that student, subject and teaching information is regularly checked and updated as required.
- o. Oversee the publication, collation and preparation of half-termly report cards, ready for distribution to parents.
- p. Oversee the production of all reports to parents, including the possible development of student statement banks.
- q. Oversee the organisation and delivery of half-termly performance review meetings with students and parents.
- r. Establish and manage the delivery of an assessment and reporting calendar with key dates for entries, internal and external exams, and reporting arrangements.

### **4. Careers and information, advice and guidance**

- a. Provide line management of the Careers and Enterprise section of the school, supporting and challenging them to achieve all targets.
- b. Develop and lead implementation of strategies to provide effective careers guidance to all students.
- c. Provide overall leadership for the provision of work experience placements.
- d. Develop and manage a programme of enhanced information, advice and guidance for all students.

### **5. Faculty management**

- a. Provide line management to the Head/s of designated faculties, supporting and challenging them to achieve faculty targets.
- b. Audit all curriculum areas in the designated faculties to ensure statutory compliance, proficient standards of provision, the highest levels of attainment and effective systems and structures.
- c. Support Heads of faculty to enhance assessment for learning and develop more effective curricula in each of the faculties.

## **6. Relationships with others**

- a. Participate in the Performance Management Cycle and INSETs.
- b. Participate in the induction of new staff into the school community.
- c. Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the school's ethos.

## **7. Accountability**

- a. Make best use of all resources to support the attainment and progress of students.
- b. Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.

## **8. Other responsibilities as part of the Senior Leadership Team**

- a. Lead on the promotion, dissemination, implementation and monitoring of all whole-school strategies.
  - b. Contribute to the wider life of the College and its community through out of hours and partnership work.
  - c. Support the work of colleagues within the Senior Leadership Team through the strategic leadership of key processes within school.
  - d. Carry out any such duties as may be reasonably required by the Principal. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future
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