



Crown Hills Community College

JOB DESCRIPTION

Job Title:	Assistant Principal		
College	Crown Hills Community College	11-16	Maintained
Reports to:	Principal	Grade:	L14-21
Key areas of Responsibility:	Teaching and Learning and Professional Development	Salary:	£54,250 - £63,779
Additional:	The development and implementation of strategy for the more able	Term:	Permanent Full-Time

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

- a. 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.
- b. Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.
- c. Provide outstanding strategic and operational leadership of all areas of responsibility.
- d. Develop and implement an effective strategy for all areas of responsibility in collaboration with other members of the Senior Leadership Team.
- e. Devise and implement a development plan for all areas of responsibility with clear annual targets agreed with all members of the Senior Leadership Team.
- f. Performance manage middle leaders as required including the Teaching and Learning Team.
- g. Develop systems and structures for the effective management and administration of all areas of responsibility.
- h. Develop and lead implementation of strategies through the Teaching and Learning Team to enhance provision for the more able across the college.

2. Senior Leadership operational duties

- a. 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
- b. To participate in the duty system, including lunchtime duties
- c. To be 'on call' at specified times of the week as the senior member of staff on duty
- d. To attend and participate in Senior Leadership Team meetings, leading when appropriate
- e. To work with outside agencies as appropriate

- f. To carry out other duties at the request of the Principal which are commensurate with a leadership role
- g. To act as an SLT link for a particular year group
- h. To teach up to 12 out of 30 lessons per week

3. Quality of Teaching and Learning, monitoring and assessment

- a. Lead the development and implementation of QA systems to ensure effective planning, assessment, monitoring and recording, teaching and learning and attainment in all curriculum areas.
- b. Develop and implement strategies for enhancing teaching and learning to ensure all lessons contribute to good and outstanding progress.
- c. Reinforce and monitor the adherence of all staff towards school initiatives around learning and teaching and classroom management.
- d. Organise and implement the Professional Dialogue and Visits programme in line with school policy.
- e. To line manage and provide leadership of the Teaching and Learning team to develop and disseminate good practice across the college.
- f. Provide strategic leadership and manage the promotion and development of personal, learning and thinking skills across the college.
- g. Lead the introduction and implementation of innovative technologies to enhance teaching and learning.
- h. Focus on whole school improvement by ensuring the development of effective Assessment for Learning (AfL) with the Outcomes AP.

4. Professional development

- a. Lead the organisation and delivery of 'INSET Days' in relation to professional development sessions to enhance teaching and learning practice.
- b. Provide strategic leadership and management of the professional development of all staff.
- c. Lead the development and implementation of coaching plans to ensure all staff improve the quality of their teaching.
- d. Identify particular development needs in individual staff and provide coaching to address these.
- e. Support the induction of new staff to ensure that there is consistency in the delivery of teaching and learning and classroom management strategies.
- f. Manage the statutory induction of newly qualified staff and mentoring of unqualified staff.
- g. Continually review and research the available literature re: teaching and learning.
- h. Be an active part of local and national forums.

5. The More Able

- a. To monitor the performance of this key group with a focus on diminishing the gap between more able pupil premium pupils and other pupils as well as more able non pupil premium.
- b. Strategically oversee the provision for this key group of pupils across the college and develop this key group and others with the cultural capital to improve their social mobility.

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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