

## Job Description

Assistant Principal – Teaching & Learning

Assistant Principal	
Salary	L 1-5
Responsible to:	Executive Vice Principal
Employee Supervision:	Teachers and support staff

Job Description
<p><b>Job purpose:</b></p> <p>The Assistant Principal will work as part of the school's Senior Leadership Team working alongside the Executive Team to take responsibility for Teaching and Learning across the school. The Assistant Principal will develop and implement teaching and learning initiatives as well as developing high quality teaching materials and schemes of learning. They will lead a subject area across Springwell Learning Community Lincolnshire, including quality assurance. They will support and line manage Teachers, HLTAs and Teaching Assistants.</p>
<p><b>Duties and responsibilities:</b></p> <ul style="list-style-type: none"><li>• To model excellent practice and ensure best practice across the school</li><li>• To lead on a subject area (English, Maths, Science or PSHE)</li><li>• To lead staff team briefings, meetings and training as required to ensure that staff are supported with up to date information and guidance</li><li>• To lead the enrichment programme, SMSC &amp; British Values and assemblies</li><li>• To undertake research into best practice in other schools</li><li>• To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues</li><li>• To develop high quality teaching materials and schemes of learning including planning for enrichment activities such as educational visits and the planning and resourcing of structured activities</li><li>• To take responsibility for the learning environments</li><li>• To support Teachers and TAs to develop and improve their practice</li><li>• To support colleagues with understanding and implementing assessment systems and complete moderation across the Springwell Learning Community Lincolnshire</li><li>• To monitor pupil progress, providing support and challenge to ensure pupils fulfil their potential and achieve qualifications</li><li>• Act as internal verifier/internal quality assurer for vocational subjects.</li><li>• Work with the secondary team to ensure all pupils work though the Gatsby benchmarks, tracking progress and enabling pupils to move to a positive post 16 destination</li><li>• To work with the Executive Vice Principal to carry out subject/quality assurance activities e.g. classroom observations, enquiry learning walks and work scrutiny</li></ul> <p><i>The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. This job description may be amended at any time in accordance with the needs of the school after discussion and appropriate consultation with the post holder.</i></p>

## Person Specification

E = Essential D = Desirable

**NURTURE**

**BELIEVE**

**ACHIEVE**

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working in a school setting (Mainstream, AP or Special)</li> <li>• Experience of line management of people</li> <li>• Experience of implementing strategies to secure high standards of behaviour</li> </ul>	<p>E D E</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of statutory guidance related to Keeping Children Safe in Education</li> <li>• Knowledge of strategies to achieve effective learning, teaching, assessment and engagement of all children and young people</li> <li>• Knowledge of child development, attachment difficulties, trauma, ASD, PDA, ADHD, ODD</li> <li>• Subject knowledge in one or more of our secondary curriculum subjects</li> </ul>	<p>E E D E</p>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to relate work to the Springwell Lincolnshire vision and outcomes for children</li> <li>• Ability to develop and implement effective plans that improve the outcomes for children.</li> <li>• Ability to use data effectively to monitor, evaluate and review decisions.</li> <li>• Ability to organise, lead and motivate staff and to support staff and underperformance</li> <li>• Ability to lead on curriculum development and innovation and to maximise the contribution of staff to improve the quality of education.</li> <li>• Ability to develop and sustain effective systems for staff induction, performance development and managing staff performance.</li> <li>• Ability to deal with sensitive issues in a supportive and effective manner.</li> <li>• Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.</li> <li>• Ability to maintain high levels of professional integrity and confidentiality.</li> <li>• Effective use of IT for monitoring and recording.</li> </ul>	<p>E E E E E E E E E E E</p>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree (or equivalent)</li> <li>• Leadership qualification (or commitment to complete)</li> </ul>	<p>E E E</p>

**Behaviours and expectations**

All members of staff are expected to adhere to professional standards including the Trust and school code of conduct. Staff are also expected to demonstrate the schools values at all times



## **General**

All staff, regardless of their position, are expected to undertake Team Teach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

You may be required to work at any premises within Springwell Lincolnshire or other premises within the Trust.

You may be expected to travel throughout the county and wider area and will, therefore, need to have a driving license and access to an appropriate vehicle with Business insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

***Springwell Learning Community Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to DBS clearance.***

**NURTURE**

**BELIEVE**

**ACHIEVE**