



**Job description**

**Job title: Associate Assistant Principal – Raising Attainment**

**Employer:** Ormiston Academies Trust **-** Ormiston Sandwell Community Academy

**Location:** Sandwell - Tividale

**Salary: L8 – L12**

**Responsible to:** Head of School

**Responsible for**: All matters relating to whole school numeracy and Raising Attainment

**Line Manages:** Head of Maths, Numeracy Co-ordinator

**Purpose**

To work alongside the Head of School to ensure the aspirational aims and objectives of the academy are achieved.

The Associate Assistant Principal will be a member of the Senior Leadership Team

To liaise with senior colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.

To ensure that the federation of Ormiston Academies is always presented positively within and beyond the Academy.

**Leading and managing staff**

• To line Head of Maths and Numeracy Co-ordinator

 Co-ordinate the Raising Standards core team

• Motivate, support, challenge and develop staff to secure improvement.

• Maximise the contribution of staff to improve the quality of education provided and

 assessment practices

• Implement ‘best practice’ OAT performance management processes for teaching staff

• Acknowledge the responsibilities and celebrate the achievement of individuals and teams

• Role model and exemplify OSCA vales and standards

**Specific responsibilities relating to Inclusion, Behaviour, Safety and Welfare**

* To secure high quality outcomes for KS4 students across the academy
* To take strategic oversight of KS4 outcomes
* Working with the core team of subject leads to ensure the best outcome for Y11 students
* To work with the SLT to support the school’s Raising Attainment Agenda
* To work closely with the Heads of Year for Y10 and Y11 and parents to ensure the implementation of a Raising Attainment plan
* To raise aspirations for all students
* To work with the Quality of Education team to create a Raising Attainment plan and implement for high quality impact

**Teaching**

• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area

• To contribute to the subject area’s Development Plan and its implementation

• To attend all appropriate department meetings

• To plan and prepare courses and lessons in line with academy policy

• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere

• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required

• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

• To undertake assessment of students as requested by external examination bodies, subject area and academy procedures

**Core Duties/Ethos**

* Highly visible, supportive and approachable
* Undertake whole Academy duties as outlined in responsibilities agreed each year
* Monitor and support the overall progress and development of students as a teacher
* To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term
* To promote equal opportunities and celebrate diversity in all aspects of the academy
* To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
* To promote actively the academy’s policies
* To comply with the academy’s Health and Safety policy and undertake risk assessments as appropriate
* To adhere to the academy’s Staff Code of Conduct
* To actively engage and promote in academy CPD
* To undertake any other duty as requested by the Principal in line with the level of the role
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title

*Due to the nature of this job, it will be necessary for the appropriate level of Disclosure & Barring Service check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.* This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.

Signature: .......................................................................................................................................

Print Name: .......................................................................................................................................

Date: ...............................................................................................................................................

**Person Specification – Associate Assistant Principal**

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| **Criteria**  | **Essential** | **Desirable**  |
| **Qualifications and professional development** |  |  |
| 1 Graduate, qualified teacher status |  |  |
| 2 Evidence of continuing professional development |  |  |
| 3 Management/postgraduate qualification |  |  |
|  |  |  |
| **Experience** |  |  |
| 1 Successful middle leadership |  • |  |
| 2 Successful leadership at senior level |  |  • |
| 3 Proven record of improving standards of teaching and learning  |  |  |
| 4 Experience of teaching in at least two secondary schools |  |  |
| 5 Experience of encouraging and developing excellent classroom practice |  |  |
| 6 Experience of school self-evaluation, monitoring and evaluation |  |  |
| 7 Experience of managing and delivering professional development for staff |  |  |
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| **Skills** |  |  |
| 1 Excellent communication skills, both written and verbal, and the ability to communicate effectively with a variety of audiences |  |  |
| 2 The ability to monitor and manage the performance of staff  |  |  |
| 3 The ability to develop a curriculum for the 21st century that will meet the Academy’s vision and the needs of all students |  |  |
| 4 Excellent interpersonal skills including the ability to lead and manage people to work towards common goals |  |  |
| 5 Excellent strategic and creative skills including the development of innovative curriculum experiences |  |  |
| 6 The ability to use ICT efficiently and effectively to enhance teaching and learning and the management of the school |  |  |
| 7 The ability to successfully lead teams in the management of change  |  |  |
| 8 The ability to interact with students, staff, parents and the wider community to foster a culture of learning, improvement and inclusion |  |  |
|  |  |  |
| **Knowledge and understanding** |  |  |
| 1 An up-to-date knowledge of the use of e-learning and other communications technologies in the personalization of learning.  |  |  |
| 2 Knowledge of the strategies most effective for the raising of standards, student achievement and promoting inclusion |  |  |
| 3 Knowledge of the opportunities being an Academy offers, of current trends in educational development, and of our role in the new national landscape  |  |  |
|  |  |  |
| **Personal Attributes**  |  |  |
| 1 Sharing the sponsor’s vision and ethos |  |  |
| 2 A firm commitment to transforming peoples’ opportunities through the Academy |  |  |
| 3 Commitment to continuing personal and professional development for colleagues and self |  |  |
| 4 Energy, enthusiasm and the ability to keep things in perspective |  |  |
| 5 Adaptability and the ability to work under pressure whilst retaining a good sense of humour! |  |  |
| 6 Attention to detail and the ability to get things done |  |  |
| 7 Ability to prioritise, achieve deadlines and delegate effectively |  |  |
| 8 Ability to demonstrate good judgement, decision making, integrity and a confident manner |  |  |
| 9 A belief that every person matters and a commitment to the potential of every student |  |  |
| 10 The ability to develop good relationships of respect, trust, and professional regard which create capacity in others |  |  |