



THE ADEYFIELD ACADEMY

Assistant Principal Leadership scale: L14 - L18 Permanent/Full Time

Responsible for: To be discussed at interview - subject to experience and skillset
Responsible to: Principal

Expectations

The postholder is required to perform the duties of a school teacher as defined in the "School Teachers' Pay and Conditions Document" (DfE). They will be responsible to the Principal and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Principal's notice by the postholder through the senior line manager.

The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets:

Core Purpose

The Assistant Principal will ensure that The Adeyfield Academy provides a consistently outstanding educational experience. In line with the ethos of the school you will lead, inspire and motivate students, promoting their personal growth, welfare and academic success.

1. To promote parental engagement
2. To enhance the academic achievement of our students by careful monitoring of performance and the quality of Teaching and Learning
3. To enhance the personal growth of our students through high quality pastoral care, guidance and support ensuring all students feel safe, valued and integral to the school community
4. To represent the interests of our students, at all times, as required
5. To promote safeguarding and equality of opportunities for all
6. To track and monitor student progress identifying and implementing interventions to remedy underperformance.
7. **Specific area of expertise to be included depending on the candidates skill set and experience**

Academic Progress

- To keep abreast of all current initiatives and developments in education
- To deal with routine student absence, lateness and disciplinary matters
- To liaise with parents to support students
- To liaise with outside agencies as appropriate
- To deliver and co-ordinate the delivery of meaningful assemblies
- To quality assure a structured and purposeful tutorial programme
- To ensure students are provided with informed guidance in respect of their choice of subjects and future careers
- To organise and track attendance to extra-curricular activities, and to enrich the curriculum through the organisation of visits and visitors
- To promote safeguarding
- To attend school events
- To ensure the health and safety of students in line with our school policy
- To monitor and track any student with alternative provision

Leadership and Management

- To work with all senior leaders to ensure an appropriate curriculum is developed and regularly reviewed
- To work with senior leaders to set appropriate and ambitious targets for retention, achievement, progression and destinations of students, and to ensure these are met
- To be an active member of the School Leadership Team and ensure that all SLT and staff are advised regarding national developments with reference to university policies, careers and specific areas of Sixth Form curriculum
- To monitor the quality of teaching and learning
- To ensure staff access appropriate CPD
- To work when necessary with the SENCO
- To provide the challenge and support necessary for any under-performing students
- To attend Middle Leadership meetings where required
- To prepare staff you line manage for an Ofsted inspection, LA or internal review
- To perform other necessary duties for the safe and efficient organisation of the school
- To report as required on matters specific to agreed area of expertise
- To plan and direct events within specific area of expertise

Administration

- To monitor the use of baseline data by departments in setting appropriate targets for students
- To monitor assessment data from teachers to ensure students are making good progress, initiating remedial intervention when necessary, obtaining data to illustrate the effectiveness of such intervention
- To ensure all tasks/data are fulfilled appropriately and according to deadlines
- To ensure all records, and those who are line managed, are written, accurate and easily accessible
- To organise the reporting system, write reports, as appropriate and review reports with both students and parents
- To review and provide analysis of exam results during the year

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Principal.

Line Management

To be agreed depending on area of expertise