

SIR JONATHAN NORTH COMMUNITY COLLEGE

Job Description

Job Title:	Assistant Principal
Allowance:	Leadership scale (11-15)
Responsible to:	Principal

Conditions of Employment:

The post holder is expected to carry out the duties of an assistant head teacher as set down in the Teachers' Pay and Conditions Document.

Whole College:

1. To provide professional leadership and management for the Mathematics Curriculum Team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
2. To support the effective day-to-day management of the College and contribute to strategic development and decision making.

Purpose of the Post:

1. To offer a vision for the long term aims of the Mathematics curriculum team in keeping with the College Aims, Goals, Targets and Strategies.
2. To lead change and enhancement of provision to ensure excellent practice across the curriculum team to maximise student progress.
3. To be responsible for the promotion of Mathematical knowledge, understanding and skills so that it makes a positive impact across the curriculum .
4. To be responsible for the Team Self-Review and Improvement Plan.
5. To ensure the effective day-to-day running of the team, taking management responsibility for all staff, and for the team timetable.
6. To work closely with line manager to monitor, evaluate and develop the work in Mathematics.
7. To work as part of the Senior Leadership Team in maintaining and developing high standards of education at Sir Jonathan North Community College in accordance with the Governing body, the local authority and national policies.
8. To work as part of the Senior Leadership Team in all aspects of school improvement according to need and current priorities.

9. To take full responsibility for leading and managing significant aspects of the College under the overall direction of the Principal.
10. To carry out teaching duties, as required, in accordance with the College's schemes of work and national requirements.

Leadership and Management:

1. To monitor, evaluate and develop the curriculum to meet statutory requirements and the needs of all students including those who are gifted or talented, and those who need additional support.
2. To keep schemes of work under review and ensure that they contribute to the effectiveness of lesson planning, and specifically that they reflect the cultural diversity of the College and promote British values.
3. To encourage the exchange of good classroom practice.
4. To work with the Skills for Learning, Skills for Life team to maximise achievement for students with special needs in keeping with the SEN Code of Practice, and to implement College strategies for Numeracy and Literacy.
5. To promote the use of new technologies within Mathematics to ensure that the statutory requirements are met.
6. To implement the College Homework policy and monitor its effectiveness within curriculum team.
7. To take responsibility for the day-to-day teaching of the subjects within the curriculum team, to monitor the quality of teaching within the curriculum team, to seek to improve the quality of teaching and to seek advice and take action where standards require improvements.
8. To work as part of the Senior Leadership Team in shaping the vision and strategic direction of the College, setting out high expectations with a clear focus on student enjoyment, progress and achievement.
9. To be a presence around the College. To inspire, motivate and influence staff and students taking a leading role in maintaining the highest standards of teaching and learning.
10. To build effective and supportive working relationships with staff and line management teams of staff as agreed with the Principal.
11. To assist in College self evaluation and review and in the effective planning, deployment and management of resources to secure improvement.
12. To participate in the recruitment and selection and performance management of staff as required.
13. To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children.
14. To undertake any other responsibilities/duties as reasonably requested by the Principal

Student Progress

1. To make use of assessment data to set appropriate subject targets and to track and monitor the progress of students.
2. To implement the College Rewards, Marking and Reporting policies, to monitor their implementation and to give feedback to students.

3. To take responsibility for behaviour of students within the curriculum team and to deal with issues in keeping with the College Positive Behaviour for Learning policy.
4. To meet statutory requirements for assessment.
5. To prepare students for internal and national assessment at the end of Key Stages 3 and 4.
6. To promote activities beyond the taught day which give students the opportunity to take responsibility and further their learning.

Staff, Appraisal and Professional Development

1. To encourage and promote the interests of Mathematics staff, including giving professional help, advice and support to colleagues and negotiated delegation of responsibilities.
2. To lead team training and development activities and contribute to whole College initiatives.
3. To take responsibility for induction of staff including NQT staff in keeping with College policies and statutory requirements.
4. To be responsible for the appraisal of teaching and support staff in relation to the College and the Curriculum Team Improvement Plan.

Premises and administration

1. To ensure that the learning environment is safe, well maintained and attractive and in keeping with the College Health and Safety policy, reporting any concerns directly to the Site Manager and line manager.
2. To be accountable for, allocate and control the finances of the curriculum team in accordance with College policies.
3. To liaise with the Office Manager regarding the maintenance of the inventory.
4. To review the Curriculum Team Handbook on an annual basis.
5. To co-ordinate the effective provision and deployment of all teaching resources and equipment.
6. To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children.

Additional responsibilities:

Specific roles and responsibilities will be agreed with the successful candidate on appointment. These will include specific tasks related to both the strategic and operational management of the College.

March 2017