

Job Description

Job Title:	Assistant Principal (Curriculum)
Reporting to:	Principal
Line Managing:	Phase Leaders (Primary & Secondary)
Responsibilities:	Undertake professional duties of a teacher as set out in the STPCD and teacher standards
Working with:	Leadership team and all staff

General responsibilities:

- (1) To lead the education and welfare of designated classes or groups of students in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the Nightingale Community Academy's aims, objectives, schemes of work, and policies.
- (2) To share in the corporate responsibility for the wellbeing and pastoral care of all students.
- (3) To carry out any reasonable instructions given by the Principal.

Specific Duties

1) Leadership & Strategy

As a member of Nightingale Community Academy senior leadership team play a significant strategic role to assist in the production of the school's Development Plan, monitoring, self evaluation and review programmes

Lead on the continuing development of the curriculum offer including the creation, review and dissemination of curriculum, procedures and reports to governors and mainstream partner schools.

Promote the development and strategic use of ICT systems at subject and whole-school level to improve learning outcomes

Be accountable for the accurate capture and analysis of assessment data to ensure that students across the primary, secondary and sixth form phases make progress at expected rates

Use line management procedures to ensure that colleagues hold consistently high expectations of the students in our care, are aware of and understand any targets set and have effectively planned support to ensure that students achieve

Engage with Phase Leaders and the SENCO to ensure that students are properly supported throughout their time at the school

2) Management of Learning, Teaching and Resources

Promote and ensure the development of effective classroom practice through a cycle of quality assurance that enables accurate monitoring and evaluation of teaching and learning

Lead on the identification and delivery of accredited courses across a range of subjects using the range of resources and expertise at the school

Promote and ensure clear intentions for children's learning. Use knowledge of school procedures and National Curriculum requirements to deliver differentiated work that meets the needs of individuals and groups promoting progression, continuity and quality of learning across the school

Endure the strategic use of additional adults to maximise learning

Promote relevant classroom management strategies to ensure that a purposeful environment for teaching is established and learning can take place

Organise and maintain a stimulating working environment appropriate for the range of activities taking place

Ensure that resources and classroom environments are organised and readily available to promote learning.

3) Management of People and Students

Support positive behaviour taking into account the personal, social and emotional needs of students

Establish and maintain a positive regard towards both students and staff, promoting equality and diversity

Work as a member of a team, planning co-operatively, sharing information, ideas and expertise

Consult and plan with multi-agency colleagues, as appropriate

Establish good relationships with families to promote learning and personal development amongst all of the children in our care

3) Evaluation and Quality

Ensure the accurate assessment students' progress and achievement as part of routine assessment expectations across the school

Monitor and assess students' work and use assessment data effectively to inform planning and identify individual and group needs. Lead the use of these assessments to set appropriate targets

Manage the collection of effective and in-depth records of student progress and report overall achievement in line with school procedures and statutory requirements

Manage the completion of reports for Annual Review and student progress meetings and ensure that high quality evidence is presented at parent meetings and reviews

Lead the collection of work for the purposes of moderation and work scrutiny.

4) Management and administration

Lead assemblies as required.

Lead on the capture, analysis and intervention in relation to student attendance

Supervise students according to agreed rotas.

Attend and lead weekly staff meetings and general meetings as part of the published meeting cycle.

5) Professional development

Be responsible for the planning and delivery of continuing professional development opportunities for colleagues across the Academy in line with the developmental objectives of the school

Attend and evaluate school based in-service training as required

Take an active part in identifying and working on one's own professional development needs.

6) Whole-school responsibilities

To lead sections of school improvement planning and school self-evaluation as required by the Principal

To be an active member of a faculty/ subject team

Participate in the Appraisal process agreed by the Academy, in line with national guidelines and school procedure

The post-holder may be required to work in different provisions within the Academy Trust, following discussion.

To comply with all Academy policies and procedures.

To play a full and active part in the life of the school.

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General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

(3) Nightingale Community Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.