

JOB DESCRIPTION

Position: Assistant Principal – Quality of Education
Responsible to: Principal

JOB PURPOSE

The Assistant Principal – Quality of Education is a member of the senior leadership team and assists the Principal in managing and leading the Boxing Academy. The post holder takes a strategic lead on all aspects of the quality of education for learners.

The duties outlined in this job may be modified by the Principal with the post-holder's agreement, to reflect or anticipate changes in the job and needs of the Academy, commensurate with the salary and job title.

PRINCIPAL RESPONSIBILITY

- Support the Principal as part of the SLT in providing professional leadership and management of the Academy, setting out and implementing the vision, policies and practices that will allow all its learners and its staff to achieve the highest standards in all areas of the Academy's work.
- Play a full role in implementing the Boxing Academy academic policies.
- Take the lead responsibility for presenting to Ofsted (or other inspection or monitoring teams) on the quality of education.
- With the SLT, maintain a strategic overview of the curriculum, with direct responsibility for the academic curriculum: intent, implementation, impact.
- Develop and maintain an effective whole school approach to assessment, recording and reporting, including the monitoring of individual pupil progress.
- Hold direct responsibility for the academic progress of all students, ensuring that individual and academy academic targets are achieved
- Lead a curriculum area and maintain a high standard of learning and teaching.
- Maintain a strategic overview of examinations.
- Promote the full range of literacy through the whole curriculum and life of the school
- Work with the SLT on the strategic provision of enrichment activities.
- Facilitate good teaching practice across the school by coaching staff in impactful strategies with demonstrable impact on learners' progress.
- Develop strategies to support teachers to identify underachievement and intervene effectively through differentiated learning, materials and programmes.

Expectations of all members of the Boxing Academy staff

- Act with professional integrity at all times.
- Consistently demonstrate the high standards expected in the school.
- Act with honesty and transparency with regard to your work.
- Adhere to school policies and procedures at all times.

- Promote the aims and ethos of the school by attendance at and participation in events such as open evenings, meetings, performances and other functions/events as required.
- Undertake specific tasks reasonably delegated by the Principal from time to time.

Quality of Education

- Promote and ensure the development of effective classroom practice through a cycle quality assurance of monitoring and evaluation of teaching and learning.
- Have an understanding of how students learn and a commitment to continuously developing their teaching practice and sharing best practice with others
- Address the individual needs of students, including SEN and gifted and talented, which is reflected in planning, assessment and diagnostic marking.
- Ensure the strategic use of additional adults to maximise learning opportunities.
- Ensure effective and continuous professional development for staff.
- Maintain links with mainstream schools and academies to moderate and engage in valuable networks to stay current in mainstream activities/expectations.
- Support teachers in the effective use and deployment of Pod Leaders, ensuring that they know the purpose of lessons and desired outcomes.

Administration

- Contribute to the development of effective evaluation, assessment and performance management systems for the personal development and welfare of learners.
- Undertake continued professional development and maintain an understanding and awareness of developments in relating to working with learners presenting social, emotional, behavioural and/or learning difficulties.
- Ensure that appropriate records are kept in line with Academy policies and statutory guidance
- Line manage staff and take part in the Boxing Academy performance management review system.
- Be involved in the recruitment of appropriate staff for the Academy.

Behaviour and Safety

- Lead by example by ensuring pupil behaviour and safety at all times.
- Undertake annual safeguarding training with the whole staff.

Professional Standards

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Support the ethos of the school by upholding the Behaviour Policy and uniform regulations at all times, including travel to and from school.
- Participate in staff training when provided.

- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Staff Handbook and Policies.
- Ensure that all deadlines are met as published in the school calendar.

Health & Safety

- Promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Boxing Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow our child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description is additional to the basic duties outlined in contracts and reflects the policies agreed by the Governing Body. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed.....
Postholder

Date.....

Signed.....
Principal

Date.....