



The Beaulieu Park School

Job Description

Post: Assistant Principal (Standards)

Responsible to: Principal

Pay Scale: L12-16

JOB DESCRIPTION

Senior teacher responsible for the quality of teaching, learning, progress and assessment across the whole school.

Specific Duties to this role

Teaching, Learning, Progress & Assessment

- To ensure high quality teaching and learning takes place in every lesson across the school
- To ensure that staff have appropriate training to allow them to deliver high quality teaching and learning
- To ensure Heads of Department / Subject Leads are held accountable for the quality of teaching and learning in their faculty area
- To ensure that there is an effective Quality Assurance programme for monitoring the standards of teaching and learning across the school
- To ensure Heads of Department / Subject Leads are held accountable for the quality of assessment and feedback in their faculty area
- To work with staff who may require support to ensure that they deliver high quality teaching and learning
- To be an ambassador for high quality teaching, learning and feedback-leading from the front as a highly effective practitioner
- To ensure there are effective systems of reporting and assessment in place and that parents are regularly updated about the progress of their child
- Ensure that there are highly effective data and information tracking systems in place and that all staff frequently use these to inform the progress of groups and individual students
- To act as the main liaison for the wider Trust School Improvement initiatives (Learning Hubs and SIPs)

Duties related to Leadership Scale:

- To provide effective line management to identified staff
- To be fully engaged with school self-review process, including observations of staff and undertaking learning walks to help ensure quality of provision
- To attend and contribute to school's Senior Leadership Team Meetings
- To chair, on a rotational basis, the School's Senior Leadership Team meetings
- To attend meetings of the Local Governing Body / Board of Trustees and produce reports (or provide information to the Principal) that will furnish these meetings
- To deliver assemblies where required
- To implement key elements of the school development plan
- To provide leadership in relation to relevant aspects of the school's process of self-review (SEF)
- To support the Principal to ensure an orderly atmosphere in school
- To attend Parents Evenings and provide support for the front desk at these evenings



- To be an engaged, active and highly visible member of staff, during lesson, break and lunchtimes
- To carry out duties in the near locality of the school at the end of school
- To supervise Senior Detentions (rotation / shared)
- To promote and uphold the culture and ethos of the school

Duties related to Teaching:

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach the specialist subject at Key Stage 3, 4 and 5
- To plan teaching to achieve progression in students learning
- To establish and maintain a purposeful working atmosphere which supports learning
- To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make the required progress.
- To assess, record and report on pupils' progress
- Attend and contribute to departmental and staff meetings as appropriate
- To communicate and consult with parents of students as necessary.
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To follow school policies in relation to marking, setting of homework and behaviour.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required, in line with the school's policy of rarely cover.

The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

PERSON SPECIFICATION

The successful candidate should have:	Qualifications and Experience	Essential/ Desirable
Section 1: Qualifications and Experience		
1.1	Degree(s) or equivalent	E
1.2	Qualified teacher status	E
1.3	NPQH/SL/ML	D
1.4	2ND Degree	D
1.5	Experience of having worked successfully in a large school setting, teaching students from all socio-economic backgrounds and from at least 2 Key Stages	E
1.6	Proven and recent, successful, relevant experience at (at least) middle leader level in a school and for a minimum of 2 years	E
1.7	Proven and recent, successful, relevant experience at (at least) middle leader level in more than one school	D
Section 2: Knowledge, Skills and Abilities		
2.1	Evidence of excellent leadership and management skills	E
2.2	Good knowledge of curriculum development and improvement	E
2.3	Knowledge and understanding of current curriculum changes / initiatives	D
2.4	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	E
2.5	Proven, excellent classroom management skills	E
2.6	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with students, parents and colleagues	E
2.7	An understanding of how students learn and improve their skills, knowledge and understanding	E
2.8	Evidence of good information and communication technology skills	E
2.9	Thorough knowledge and understanding of a subject and how it can effectively be taught across the spectrum of age and ability	E
2.10	Excellent knowledge of achievement methods and measurement	E

2.11	Knowledge of personnel management principles	E
2.12	Knowledge of resource management principles	E
2.13	General knowledge of support agency structures	E
2.14	Knowledge of health and safety requirements	E

Section 3: Personal Attributes and Qualities		
3.1	Clear educational aims and values which are consistent with the school aim of high quality teaching and learning.	E
3.2	Ability to engage in cooperative working to help the team achieve its goals	E
3.3	Ability to filter, judge and act decisively	E
3.4	Ability to operate effectively when working under pressure	E
3.5	The ability to motivate and inspire a range of audiences including students and teachers	E
3.6	Excellent punctuality and attendance record	E
3.7	A firm commitment to and ability to adhere to the school's race equality and cultural diversity policy in all aspects of the post	E