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**Job description: Assistant Principal (Head of College)**

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<b>Salary Range:</b>	Senior Leadership
<b>Responsible to:</b>	Principal
<b>Responsible for:</b>	The provision of college and further education

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**PURPOSE OF THE JOB**

Under the overall direction of the Principal, and as a member of the Senior Leadership Team to contribute to the development a strategic vision, plan, policies and procedures for the Academy taking responsibility for specific key leadership and management areas as agreed with the Principal. To be the strategic and operation lead for the College provision of the academy and teaching

1. Responsible for ensuring outstanding teaching that leads to high standards of achievement and progress for all students in College
2. Be responsible for ensuring effective day-to-day operation of the college through the maintenance of timetable, daily cover, staff duties and rotas
3. Effective cross Academy management of Learning Support team
4. Carry out the professional duties of a teacher as required
5. Take responsibility for child protection issues as appropriate
6. Have responsibility for providing a safe and secure environment for all students, both through ensuring a safe physical environment and safe practices, and ensuring the implementation of health and safety practices in accordance with the Academy Health & Safety policy and procedure
7. Maintain a high-profile presence, and to be accessible to and supportive of students, staff, parents and the wider community

**KEY RESPONSIBILITIES**

**Principal Tasks**

**Academy Ethos and Development**

1. Support the vision, ethos and policies of the Academy and promote high levels of achievement in all areas
2. Play a key role in the self-evaluation of the provision and support the Principal in setting targets for improvement, the creation and implementation of the Academy improvement plan, and take responsibility for key areas as agreed
3. Support all staff in achieving the priorities and targets which the Academy sets for itself, and provide them with support and guidance in implementing these

**Management of the Academy**

1. Line-management and daily organisation of the College Teachers, Higher Level Teaching Assistants, College Tutors and Learning Support Manager

2. Ensure the smooth operation of the Academy on a day to day basis, with tasks including: briefing staff and leading team meetings; arranging timetables for both students and staff; planning cover for absent colleagues, teachers and Learning Leaders; arranging duty rotas; leading assemblies and facilitating visits
3. Work with the Principal to raise standards through staff performance management
4. Support the evaluation and effectiveness of the academies' policies and developments
5. Support the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their responsibilities
6. Support the development of links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and student's personal development
7. Support accountability processes throughout the Academy by providing information and advice as required
8. Support and advise the governing body by attending full and sub-committee meetings as requested

### **Teaching, Learning & Curriculum**

1. Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
2. Lead the development and delivery of training and support for staff
3. Support the Principal in the management and organisation of students groupings to ensure effective teaching and learning takes place and that students' personal development needs are met
4. Develop a culture of data informed teaching and learning at the Academy ensuring that the assessment is embedded, and is used effectively to inform teaching
5. Be responsible for reporting and evaluating overall students' progress, including summative assessments
6. Continuously monitor and develop the curriculum to ensure that it meets the needs of our current students and provides a sound basis for a productive and happy life
7. Ensure all students have equal access to the curriculum according to the Academy's policies
8. Carry out teaching duties in accordance with the Academy schemes of work
9. Support the Principal in the monitoring of the quality of teaching and student's achievements including the analysis of performance data to ensure that high standards are delivered and to continually improve the quality of teaching and learning across all subjects and curriculum areas

### **Post 16 and Progression for students**

1. Liaising with Senior Leadership, Education Leadership and Teaching teams to plan and implement the curriculum that raises attainment, aspirations and engagement
2. Developing and implementing a post 16 curriculum that allows for students to follow personalised progression pathways at level 2 and 3
3. Ensuring the enrichment programme is implemented
4. Ensuring the key elements of the post 16 agenda are effectively communicated to the appropriate members of the Academy SLT
5. Developing and implementing FE & HE events in liaison with the Principal, the vocational coordinator and FTL personal development to raise aspirations and engagement
6. Developing links with local HE institutions that ensures GCC students are challenged in their learning
7. To be responsible for transition from School to College by:

- a. Developing an effective post 16 Options programme
  - b. Developing the marketing strategy for the College
  - c. Ensuring the transition of students through College and in some cases onto GFE is smooth and efficient
  - d. Developing and implementing transition events such as training provider days, in liaison with the Work Experience Co-ordinator
8. To develop Sixth Form Study Support by
- a. Creating and implementing in liaison with Teachers/Tutors a personal development programme for students in years 12 & 13
  - b. Developing and implementing an effective tutor programme
  - c. Developing and implementing a timetabled study support programme for all students

### **Leading of Post 16**

1. Reporting back on learning, assessment for Post 16 to Governors, Trustees and the Senior Leadership team
2. Representing the Academy at LEA meetings related to Post 16

### **Student Discipline and Welfare**

1. Ensure that high standards of student behaviour are maintained via the implementation of the discipline and pastoral policies of the Academy
2. Ensure that appropriate supervision of students is maintained at all times
3. Ensure that high standards of students' care, support and guidance are maintained
4. Have a responsibility for order and discipline within the Academy

### **Professional Practice**

1. Be an excellent role model for staff and exemplifying positive working relationships with and between all staff which provide and sustain motivation
2. Lead groups of staff in development activities, delegate appropriately and evaluate outcomes
3. Lead and organise whole Academy / phase events, activities, performances and assemblies
4. Set and maintain high expectations and standards in all aspects of the Academy's provision
5. Work closely with other staff, including Learning Mentors, BSL Tutors, SALTS, Physiotherapists, Occupational Therapists and others, in order to provide a coherent and effective learning environment
6. Continuously develop the teaching and learning performance especially in overcoming barriers to learning for our diverse student population (SEND strategies)

### **Liaison with others**

1. Liaise professionally and effectively with the wide range of agencies involved with students and their families to ensure positive and productive outcomes for students
2. Promote the positive involvement of parents/carers in Academy life. Ensure that parents are well informed about the school and college curriculum, its targets, student's attainment and their part in the process of improvement
3. Support the development of links with other schools, colleges, educational institutions and the wider community, including business and industry, to enhance teaching and learning and young people's personal development

### **Other Duties**

1. To work alongside the Residential Care department making sure that all Education staff are aware of Student overnight assessments
2. To participate in annual performance management and undertake relevant staff development
3. To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy)
4. Providing cover in other areas as required
5. To carry out any other appropriate duties requested by the Co-Principal Education and/or any other member of the Academy Senior Leadership Team
6. To be responsible for promoting and safeguarding the welfare of children and young adults at the academy in accordance with the Safeguarding Policy & Procedures

This job description may be amended at any time following consultation with the post-holder will be reviewed annually as part of the appraisal process or as appropriate

**The above list is indicative and not exhaustive. The Assistant Principal (Head of College) is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of Assistant Principal (Head of College).

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

## Person specification: Assistant Principal (Head of College)

Criteria	Essential	Desirable
<b>SKILLS &amp; ABILITIES</b>		
Degree or equivalent professional experience	✓	
Qualified teacher status or recognised equivalent	✓	
Teacher of the Deaf (TOD) qualification		✓
BSL qualification at level 3 or the ability and commitment to work towards it, or be a native BSL user	✓	
<b>KNOWLEDGE &amp; QUALIFICATIONS</b>		
Knowledge of current education legislation and its impact on education particularly in relation to Deaf learners	✓	
Knowledge and understanding of effective strategies for teaching and learning, including knowledge of current issues in relation to learning difficulties and disabilities	✓	
Knowledge and understanding of post-16 education and curriculum relevant to that required by students at the Academy	✓	
<b>EXPERIENCE</b>		
Recent experience of successful leadership and management within a school or other educational setting for students who are Deaf	✓	
Leading staff in the planning, development and monitoring of the curriculum	✓	
Experience of liaison with senior staff and professionals in external agencies		✓
Experience in successful working with deaf students with additional learning difficulties and disabilities	✓	
Experience of finance and budget management	✓	
Experience in improving staff using performance management and appraisal	✓	
<b>SKILLS AND ABILITIES</b>		
Good and outstanding teaching with an ability to demonstrate high quality teaching strategies to other staff	✓	
Ability to provide professional leadership that improves student achievement secures high standards of education for deaf learners with additional special educational needs and disabilities through effective curriculum planning, high quality teaching, efficient use of resources	✓	
Ability to implement and report on quality assurance processes including analyse data, to evaluate the performance of student groups, student progress and plan an appropriate course of action for whole school improvement	✓	
Ability to employ a <i>wide range of behaviour management strategies</i> and deal successfully with situations that may include tackling difficult situations and conflict resolution.	✓	
Excellent time and task management skill with an ability to work under pressure	✓	

and to deadlines.		
The ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Excellent presentation with an ability to communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)	✓	
<b>PERSONAL QUALITIES</b>		
Excellent inter-personal skills, an effective team player that works collaboratively effectively with others at all levels of the organisation	✓	
Ability to inspire, motivate and encourage students and staff	✓	
An understanding and commitment to Equality & Diversity	✓	