

## Darton College

**JOB TITLE: Assistant Principal – Teaching, Learning and Assessment**

**PAY SCALE: L6 - L10**

**RESPONSIBLE TO: The Principal**

<b>EMPLOYEE SUPERVISION:</b>	<b>Whole staff</b>
<b>DATE AGREED: April 17</b>	<b>BY WHOM: Principal</b>

### **Purpose of Post:**

- To support the Vice Principal (T&L) with driving up Teaching and Learning standards across school.
- To support the Principal and SLT in developing highly effective teaching, learning and assessment practices across the School.
- To support the evolution of research and development across the school to support the development of innovative and creative best and next practice.

### **Key Areas:**

- To ensure the continued development of highly effective teaching, learning and assessment practices across the school.
- To ensure the continued development of the effective use of assessment, both summative and formative that supports learner progress.
- To further develop an Enquiry Driven approach to improvement.
- To ensure that the quality of Teaching, Learning and use of assessment across all faculties is effective and increase the proportion of highly effective teaching across the school.
- To support and develop effective literacy and numeracy across the curriculum
- To support the evolution of research and development across the school.
- To be an exemplary role model, as a leader, teacher and learner.



## **Key Responsibilities of this Assistant Principal**

### **Working with the Principal to ensure;**

- Highly effective teaching, learning and assessment practices are modelled across the whole school.
- Planning of sequences of learning and collaborative planning between teachers across the school continually improves.
- To further develop the use of assessment and feedback across the school
- To work with key staff to further develop the use of formative and summative assessment, ensuring that all assessment matrices are fit for purpose and support learner's progress
- Key literacy and numeracy skills are embedded across the curriculum
- To further develop the culture of enquiry across the school and to lead the development and use of in school research projects.
- Work with other key staff to ensure that there is an appropriate CPD pathway that reflects career stage and experience; ITT learners, NQTs, NQT+1, middle leaders, newly appointed staff etc.
- To support collaboration beyond the school to enhance our own provision and to support that of others.
- To develop the innovative use of ICT to support and enhance teaching, learning and assessment.
- To inspire all members of the school community to have a love of learning and unrelenting curiosity.
- To support learners in developing their own personal learning dispositions, further developing the school's approach to metacognition,

### **As a member of the SLT:**

#### **Work with the SLT supporting the leading of Teaching and Learning:**

- Be an exemplar learner
- To ensure that data and target setting is used to maximise learner aspirations and progress.
- To ensure that learning and classroom practice is at the centre of strategic planning and resource management.
- To establish creative, innovative and effective approaches to teaching, learning and assessment.
- To ensure a culture and ethos of challenge and support where all learners can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, attainable targets for the whole school community.
- To implement strategies which secure high standards of behaviour and attendance.
- To work with key staff members to lead on the development and use of new and emerging technologies to support effective learning and efficient work flow.



- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow up.

### **Work with the Principal, developing self and working with others:**

- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive, learning centred school culture
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To recognise and celebrate the achievements of individuals and teams and ensure robust challenge to tackle underperformance.
- To develop and maintain a culture of high expectations for self and others
- To regularly review own practice, set personal targets and takes responsibility for own personal development.
- To promote staff wellbeing and work life balance

### **Work with the Principal in managing the organisation:**

- To create systems that are driven by and reflect the school's core values
- To produce and implement clear, evidence based improvement plans and policies
- To recruit, retain and deploy staff appropriately
- To implement successful performance appraisal processes with all staff.
- To manage and organise the school environment efficiently and effectively to ensure that it supports learning, promotes the values of the school and meets the needs of the curriculum, health and safety regulations
- To use and integrate a range of technologies effectively and efficiently to both support learning and manage the organisation
- To comply with policies and procedures relating to the Code of Conduct, Safeguarding, Health and Safety, Security, Confidentiality and Data Protection.

### **Work with the Principal and Vice Principal to secure accountability**

- To fulfil commitments arising from contractual accountability to the governing body
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of



the School's performance to a range of audiences including governors, parents and carers.

- To reflect on personal contribution to School achievements and to take account of feedback from others.

**Work with the Principal and Vice Principal in strengthening community:**

- To build a School culture and curriculum which takes account of the richness and diversity of the School's communities.
- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for learners are linked into and integrated with the wider community and to ensure that learners have opportunities to take on leadership roles within the School and the wider community.
- To ensure a range of community based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of learners and their families.
- To create and maintain an effective partnership with parents and carers to support and improve learner's achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its value to the wider community.
- To contribute to the development of the wider education system by, for example, sharing effective practice, working in partnership with other schools and Schools and promoting innovative initiatives.
- To cooperate and work with relevant agencies to protect children.

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

***The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

**Date Job Description Revised:**

**By whom: Principal**

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