



Post:	Assistant Principal: Raising Achievement
Responsible to:	Vice Principal/ Principal
Responsible for:	All matters relating to Raising Achievement, Pastoral Leadership of Year 11 & Interventions <i>The line management of identified curriculum areas & Year 11 team.</i>

Job Purpose

- ✓ To lead on the development of a strategic raising achievement plan to improve progress and attainment rates at Key Stage 4 / Year 11.
- ✓ To provide strategic leadership in relation to raising achievement and improving standards at Key Stage 4 / Year 11 within the Academy.
- ✓ To lead on Meetings and development with the RAP Team including HOFs and SLT.
- ✓ To embed and monitor academic interventions.
- ✓ To create and analyse student performance data across a range of academic and pastoral indicators in order to inform strategies and interventions to increase outcomes against an agreed set of key performance indicators.
- ✓ To ensure that KS4 assessment policies are embedded and in place across the academy.
- ✓ To develop the use of SIMS/Class Charts as a strategic tool which informs tracking, monitoring and reporting on outcomes across the Academy.
- ✓ To support whole staff CPD/INSET by facilitating training as appropriate.
- ✓ To be the lead on all elements of pastoral care and safety in relation to attendance, behaviour and safety in Year 11.
- ✓ To line manage and be responsible for training and the performance management of identified members of the curriculum and pastoral team, including Form Tutors, to ensure that Academy standards and performance in relation to key performance indicators are met or exceeded.
- ✓ To be involved in leading State of the Nation meetings with curriculum teams.
- ✓ To represent the Academy at relevant OAT and local networking events.
- ✓ To work closely with the LGB / SPG re: ½ termly reporting of impact.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The postholder must at all times carry out his/her responsibilities with due regard to the Council's Equal Opportunities Policy.

Deputising for the Principal and Vice Principal when required, representing them at meetings within or outside the school when required.



Accountable for:

- Working with the Principal and school leaders to ensure the accuracy of the evidence base which informs the following: the School Improvement Plan, the Self Evaluation Form, Ormiston Academies Trust, Governors and other stakeholders, returns to the DfE and outside agencies, and documents prepared for other external visitors.
- Playing a lead role in school visioning, action planning and implementing aims.
- Ensuring intervention based upon data systems for recording, monitoring and analysing student performance always result in good achievement through excellent practice.
- Teaching a percentage of a full timetable in a core subject as required by the needs of the school to a good or outstanding standard.
- Maintaining high levels of staff and student morale and motivation, securing their commitment to the aims, objectives and priorities of the school.
- Providing high quality line management to faculty areas to ensure that:
 - teams and resources are well managed and deployed.
 - all students, including those with challenging behaviour are successfully engaged in learning
 - all supported students reach high levels of attainment and achievement
 - all students are supported by effective Independent Information Advice and Guidance

Working with, and supporting the Vice Principal in overseeing:

- QA and moderation systems.
- Quality of Education in Year 11.
- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation.
- The management of staff:
 - To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
 - To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
 - To maintain good relationships with individuals, groups and staff unions and associations.
- The management of resources:
 - To ensure successful usage, monitoring of and impacting of pupil premium funding.
 - To contribute to the formulation of the school's policies and procedures concerning resource management.
 - To maintain effective working relationships with external agencies and services contracted to the school and the Authority.
- Securing productive relationships:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- Appraisal:
 - Participating in the school's arrangements for appraisal, professional development and the school's arrangements for quality assurance and internal verification.
- Leadership and Management:
 - To collate and evaluate the outcomes of all quality assurance procedures.
 - To line manage associate senior leadership members and Heads of Faculty in negotiation with the Principal.
 - In conjunction with others on the senior team, lead and manage the exam results collation and presentation during the summer and throughout the whole year.
- In addition to the above, any other duties required by the Principal.



Wodensborough is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for our students.



- Safeguarding and Child Protection – provision, training and statutory requirements
- The Success Centre (internal inclusion package)
- Behaviour systems (sanctions and rewards)
- Admissions for new students
- Student Leadership, Student Voice and it's component parts
- Parental and community engagement strategies (in collaboration with SLT)
- Delivery and monitoring of SMSC and PSHE (through enrichment days and assemblies) in conjunction with the Vice Principal responsible for Curriculum.
- Ensure that record-keeping and tracking is systematic and quality assured
- Ensuring personal quality of teaching and learning is at least good and often outstanding as is that of the staff in line management areas.
- ☐ The management of staff:
 - To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
 - To demonstrate effective leadership, representation and liaison both within the academy and other interested or involved persons or bodies.
 - To maintain good relationships with individuals, groups and staff unions and associations.
- ☐ The management of resources:
 - To ensure successful usage, monitoring of and impacting of pupil premium funding.
 - To lead and/or contribute to the formulation of the academy's policies and procedures concerning resource management.
 - To build and maintain effective working relationships with external agencies and services contracted to the academy and the Ormiston Academies Trust.
- ☐ Securing productive relationships:
 - To promote a positive image of the academy
 - To ensure that the academy plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- ☐ Appraisal:
 - Participating in the academy's arrangements for appraisal, professional development and the academy's arrangements for quality assurance and internal verification.
- ☐ Leadership and Management:
 - To collate and evaluate the outcomes of all quality assurance procedures.
 - To line manage Assistant Vice Principals, associate senior leadership members, middle leaders and identified support staff under the direction of the Principal.
 - In conjunction with others on the senior team, lead and manage the exam results collation and presentation during the summer and throughout the whole year.
- ☐ In addition to the above, any other duties required by the Principal.