

## SENIOR ASSISTANT PRINCIPAL

Responsible for Curriculum, Pedagogy and Staff Development

**L14-18**

Responsible to Head of School & Governing Body

Required for September 2022

### **JOB DESCRIPTION**

**Key relationships:** Executive Principal, Head of School, Senior Leaders in both Bishop Milner Catholic College, the wider community of the St John Bosco Catholic Academy (SJBCA) partner schools, Pastoral leads and Form tutors.

This appointment is with the governors of the school in liaison with the directors of the Multi-Academy, under the terms of the Catholic Education Service contract signed with the directors as employers. The Governors seek to appoint a Senior Leader who upholds the Catholic ethos of the school by personal example and professional leadership, where Christ's teachings are rooted and permeate in all aspects of the school.

The appointment is subject to the current conditions of service for Assistant Principal contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Assistant Principal shall consult, where appropriate, the governing body, the diocese, the local authority, the staff of the School, the parents of its pupils and the parish/es served by the School.

Members of staff at Bishop Milner Catholic College will role model the Catholic values of the School at all times and support the School in delivering its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed, as well as have a clear understanding of the School's code of conduct. Having high standards and expectations for all students to succeed is the minimum expectation.

### **Overall Responsibilities**

- To Deputise for the Head of School when not on campus
- To work with Senior Leaders to co-ordinate the smooth running of the school, ensuring that your areas of responsibility are managed coherently and sensitively in the context of the whole school priorities and commitments.
- To ensure robust policies and procedures are in place and followed for your areas of responsibility, reviewed regularly and communicated effectively to staff, students, parents/carers and Governors.
- To lead the strategic development and implementation of teaching pedagogy and staff development, reflected in the school improvement plan, so that all staff are positively engaged and understand their role.
- To be a role model, coach and mentor for middle leaders, demonstrating flexible and effective leadership skills that are tailored to context and the needs of teams and individuals within the school.
- To secure a coherent, consistent, quality delivery of your plans, monitored and quality assured to build on best practice and research, identifying opportunities for improvement.

Principal. Richard May BSc Hons

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- To lead on staff development within the school and where appropriate liaising with SJBCA leadership peers to promote collaborative pedagogical developments across the two secondary schools with the SJBCA multi-academy.
- To promote SJBCA best practise through regular opportunities to collaborate and share, within school, with our collaborative partners and more widely.
- To develop the effective use of data and reporting to evaluate and improve performance in your areas of responsibility.
- To line manage agreed Curriculum or Pastoral areas, enabling and empowering senior and middle leaders to deliver effective improvement plans.
- To model effective accountability, managing successful difficult conversations to lever improvements while ensuring staff are well supported and their well-being is carefully considered.
- To identify staff needing additional support or intervention to meet their responsibilities and implement this effectively to address any areas of underperformance.
- To co-ordinate opportunities for students to contribute to our improvement in your areas of responsibility and where appropriate, to take leadership roles that improve our performance.
- To oversee the record keeping and administration for your areas of responsibility, including
  - Robust record keeping
  - Well-designed and efficient data collection and collation
  - Visible performance measures
  - High quality and efficient communication to staff, student, parents and governors
- To contribute to the professional development and well-being of staff through appropriate leadership and management and engagement of staff in your areas of responsibility, harnessing the talent and potential of staff to contribute to improvement.

### **Communication**

- To ensure highly effective communication with teaching and associate staff in relation to your areas of responsibility and the wider work of the Senior Leadership Team.
- To use briefings, team meetings and social media effectively to communicate key messages to staff, students and parents.
- To contribute to effective communication, consultation and partnership with parents and carers.
- To support the maintenance of a positive learning environment and a consistent approach to displays of curriculum information in classrooms and corridors
- To maintain effective partnerships with other schools, agencies and stakeholders relevant to your areas of responsibility and ensuring our students benefit from the resources and expertise of external partners.

### **Quality Assurance and Improvement**

- To contribute towards whole school and subject specific quality assurance systems and procedures, evaluating the impact of teaching, learning and staff development and using this to inform next steps in our school improvement planning.
- To lead effective analysis and evaluation of performance data, overseeing self-evaluation and a high-quality approach to supporting incremental, responsive improvement.
- To oversee and quality assure Appraisal for all staff within your areas of responsibility, ensuring the annual cycle is completed effectively with a specific teaching and learning focus to aid staff development and improvement.
- To provide regular reports to Senior Leaders and Governors on how performance in your areas of responsibility is impacting on the quality of our education provision, including
  - KPI reporting to SLT
  - Self-evaluation reports to contribute to the school SEF
  - Performance reporting to staff, parents and Governors
- To work with the Headteacher and the Governing Board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to your areas of responsibility.

## **Professional Leadership Duties and Requirements**

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Provide a vision and sense of purpose which supports the Catholic ethos of the School
- Be an enthusiastic role model, with excellent work ethic, efficiency and accountability in line with that of a senior leader in the school
- Provide effective line management for designated responsibilities and report back accordingly
- Lead and support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD
- Create a positive culture of high achievement and standards across the school and in all aspects of School life
- Take pride in and rewarding the achievements of staff and students
- Support, encourage and lead on the professional development of team members
- Work effectively and collaboratively with other senior leaders and middle leaders across the SJBCA to encourage a shared vision
- Write, review and implement whole school policies and procedures, and to hold others to account for School policy
- Be a positive and effective presence in and around school ensuring that high standards are consistently met in line with the vision of the Head of School/Executive Principal and the SJBCA multi-academy
- Address any members of staff who fail to follow School policy or do not adhere to the school's Code of Conduct
- Undertake all reasonable duties as directed by the Head of School (including after school events) and participate in Behaviour and Duty systems as required.
- Establish and maintain positive effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development and ensure attendance at Diocesan INSET training provision.
- Lead the School in the fostering of the school's Catholic ethos.

## **Quality of Teaching**

\*This post will carry a proportionate teaching commitment that will be confirmed