**Job Description: Assistant Principal for Maths and Business Faculty**

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| **Reports to:** | Principal |
| **Start date:** | ASAP  |
| **Location:**  | Ark Evelyn Grace Academy, Shakespeare Road, SE24 0QN |
| **Contract:** | 1-year Fixed Term Contract (Maternity Cover) |
| **Salary**  | Ark Leadership L8-L12 |

**The Role:**

The Assistant Principal for **Maths and Business** will ensure excellent provision for KS3 & KS4 to empower our students to be the voice of their future, preparing them to have meaningful choices over the direction of their lives once they have left Ark Evelyn Grace. Working closely with the rest of the Strategic Leadership Team, this role will be accountable for standards and achievement of students within the faculty. This will involve the line management of Maths and Business teachers within the Faculty, including necessary support and monitoring. In addition, ensuring high standards of teaching and learning to continue the drive to raise standards of attainment so that all students make excellent progress.

As a member of the Academy’s Strategic Leadership Team, the successful candidate will contribute towards the Academy Improvement Plan of the whole academy. The successful candidate will be expected to take on a whole academy responsibility based on their experience, skills and interests. The whole academy responsibility would cover one of the following areas:

* Assessment and Feedback
* Personal Development, enrichment and extracurricular
* Digital Strategy
* Literacy and Reading
* Training and Development [ECTs]

**Key Responsibilities:**

* Demonstrate outstanding leadership qualities and articulate clear values and moral purpose
* Lead on standards and achievement for all areas within the faculty
* Model excellence in the classroom, leading the development of colleagues at all levels
* Confidently monitor and evaluate data and identify priorities for continuous improvement
* Train, coach and support identified teachers and leaders
* Communicate effectively and build strong relationships with the whole academy community
* Evidence successful leadership experience as a middle or senior leader
* Deputise for other leaders including the Academy Principal or Vice Principal when required

**Leadership of the Faculty:**

* Delivering professional development to teachers within the faculty, including INSET training
* Supervising and supporting Trainee Teachers and Newly Qualified Teachers
* Developing strong business and corporate partnerships
* Developing strong relationships with parents by ensuring regular and productive communication
* Holding staff to account for the progress made by students and their attainment outcomes
* Ensuring high standards of behaviour within the faculty, in line with the Academy’s policy, to ensure that learning is able to take place
* Managing departmental budget and resources effectively and efficiently.
* Ensure that all subject development plans, target setting and review within the faculty are established

**Teaching and Learning**

* Excellent practitioner that teaches engaging and effective lessons that motivate, inspire and improve student attainment - ensures that they model best practice
* Monitor and assess teaching and learning within the subject area
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and students
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice
* Participate in preparing students for external examinations

**Curriculum setting and assessment**

* Develop and implement high quality syllabuses and schemes of learning for all year groups within the faculty, that are inspiring for learners
* Set regular, measurable and significant assessments for the students
* Maintain accurate student data for their subject and faculty area
* Analyse student data within the faculty and use results to make teaching more effective and to implement appropriate interventions and programmes to target areas of concern

**Academy Culture**

* Support the Academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Support and work in collaboration with colleagues and other professionals in and beyond the Academy, covering lessons and providing other support as required.
* Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake other various responsibilities as directed by the Principal.

**Other specific responsibilities**

* Lead line management meetings and circulate minutes promptly
* Attend and contribute to SLT meetings
* Supervise key parts of the school day as required (e.g. arrival or departure from school, breaktime and luncthimes)
* Plan the provision and support for new staff
* To observe teaching, monitoring teachers’ knowledge of data, setting of homework, marking and challenge to students’ performance

**Other**

* Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
* To undertake any other responsibilities as directed by the Principal

**Role review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder’s annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal’s approval.

**Person Specification: Assistant Principal for Maths and Business**

 **Qualification Criteria**

* Qualified to degree level and above
* Qualified to teach and work in the UK

**Experience**

* Evidence of being an outstanding teacher
* Experience of implementing behaviour management strategies consistently and effectively
* Experience of leading successful enrichment and extracurricular activities which inspire and motivate students

**Knowledge**

* Up to date knowledge in their curriculum area and pastoral provision
* An understanding of what an outstanding education looks like in the classroom
* An understanding of the strategies needed to establish consistently high expectations

**Behaviours and attitude**

* Model professionalism and high expectations at all times
* Contribute to the coordination of vision and strategy for the academy
* Demonstrate professionalism, integrity, perseverance and ambition to drive up standards.
* Evidence of the skills and competencies to develop effective relationships with parents, the community and other stakeholders

**Leadership and Management**

* Contributed to and deliver the vision for the school so that it is owned by all staff, students and parents
* Lead on projects and programmes that have ensured challenging objectives have been met
* Experience of line managing staff to ensure high levels of consistency and leadership
* Genuine passion and a belief in the potential of every student
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all students

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*