

**Ernest Bevin College
Job Description**



Title: Assistant Principal	Salary: L14-L18 (£66, 114- £72,125)
Supported by and reporting to: The Principal	Assisted By: Teaching and non-teaching staff

Teaching standards as of Sept 2012, together with the statements specific to this post as below:

Personal and Professional Conduct	<ul style="list-style-type: none"> • As set out in the standards
<p>Leadership and Management</p> <p>The Assistant Principal should provide leadership in the college's drive to improve literacy standards. In addition s/he should support, challenge, motivate and develop teachers and tutors in order to secure improvements in students' achievement by:</p>	<p>Responsibility for whole school improvement</p> <ul style="list-style-type: none"> • Having the responsibility for improving literacy • Monitoring and ensuring good attendance and punctuality, with regular communication to home when needed • Promoting and safeguarding the welfare of all students • Celebrating the success and achievement of students • Maximising the opportunities for students to play a full and active part in the life of EBC, including taking on responsibilities such as: prefects, ambassadors, College Council etc. • Effective performance management of key staff • Providing training and development to those staff that you line manage and to the whole College where relevant • Being a key and active member of the Senior Leadership team and having a high profile around the college • Playing a proactive role in the day to day management of the school • Undertaking any other duties as may be requested by the Principal from time to time
<p>Strategic Planning</p> <p>Within the context of the College's aims and policies, the Assistant Principal should develop and implement policies, plans, targets and practices by:</p>	<ul style="list-style-type: none"> • Managing operationally and strategically the day to day management as determined by the principal • Taking responsibility for the coordination, support and effective functioning of a team of tutors • Regularly evaluating the effectiveness of the literacy provision by producing a termly SEF, which should form the basis of a three year development plan and which should inform termly actions. This plan should complement the whole school IDP • Ensuring college events are planned well in advance and are included in any

	<p>calendar planning for the whole school, then to ensure these events are run smoothly and effectively</p> <ul style="list-style-type: none"> • Researching best practice in improving literacy, including (proactively) liaising with other outstanding providers to be forward thinking.
<p>Teaching and Learning</p> <p>The Assistant Principal should use the processes of review and evaluation in order to sustain effective teaching and learning. Target setting will be used to ensure that the year group is, and individual students are, accountable for their achievements by:</p>	<ul style="list-style-type: none"> • Promoting and ensuring high quality teaching and learning • Ensure students are informed and guided towards making appropriate course choices • Setting aspirational targets for all students based on prior attainment and aspirational targets (agreed with the Vice Principal/Principal) • Maintaining effective regular tracking and monitoring of the progress of each student, meeting with, and intervening with any underperforming students. This includes meeting with Heads of Departments where a class or subject is underperforming, and communicating concerns to parents • Observing lessons and regular learning walks, providing individual and formative feedback to colleagues and post holders • Working with teachers and the senior team to ensure that teaching strategies are appropriate to the needs of students, are challenging and raise standards, including to deliver whole school training on literacy. • Promoting student achievement in all key stages • Ensuring all students have truly aspirational targets in all subjects • Ensuring information is available for students (& parents) to measure their own progress and make decisions about their future • Maintaining an up to date overview of overall performance for reports, reporting to governors, parents evening etc, and to regularly update the SEF • Being a member of the Teaching and Learning Community

The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

November 2020