

**HARRIS ACADEMY FALCONWOOD
JOB DESCRIPTION**

Post Title:	ASSISTANT PRINCIPAL
	TEACHER
Post Holder:	VACANCY
Purpose:	<ul style="list-style-type: none"> • To collaborate as a member of the Academy Leadership Team in order to build a shared vision of excellence and high standards for all students. • To raise standards of student attainment and to monitor the effectiveness of teaching and learning within the Academy. • To strengthen the Academy's organisational capacity by contributing to its effective day-to-day management. • To develop a safe, secure and healthy environment within the Faculty and the Academy as a whole. • To participate in regular Academy self-review and to strive for continuous improvement in all aspects of the Academy's work. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting To:	Vice Principal
Responsible For:	Subject Co-ordinators, Heads of Subjects, teaching staff, other relevant personnel and students within the faculty.
Liaising With:	Principal, Vice Principals, Subject Co-ordinators, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors.
Working Time:	Full time, term time only (200 days)
Salary / Grade:	
Disclosure Level:	Enhanced
MAIN/CORE DUTIES	
Operational / Strategic Planning:	<ul style="list-style-type: none"> • To supervise and lead all staff to ensure the effective operation of the faculty. • To line manage Subject Co-ordinators and Heads of Subjects within the faculty. • To oversee and guide the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty. • To work with Subject Co-ordinators and Heads of Subjects to ensure the effective deployment of staff and physical resources.

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	<ul style="list-style-type: none"> • To oversee the implementation of Academy policies and procedures e.g. Equal Opportunities, Health and Safety, COSHH, etc • To work with Subject Co-ordinators and Heads of Subjects to monitor the overall coherence and relevance of the faculty's contribution to the needs of students and to the aims, objectives and strategic plans of the Academy. • To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the faculty, the Academy Improvement Plan and the aims of the Academy. • To ensure that the work done in the faculty fully reflects the Academy's distinctive ethos and mission. • To oversee the application of ICT in the faculty. • To ensure that Health and Safety policies and practices, including risk assessments, are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager, Subject Co-ordinators and Heads of Subjects as appropriate.
Curriculum Provision:	<ul style="list-style-type: none"> • To ensure the provision of a broad and balanced curriculum for all students as part of the Academy's Leadership Group. • To lead and manage the work of Subject Co-ordinators and Heads of Subject within the faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation. • To lead and encourage innovation in curriculum development by all faculty teaching staff
Curriculum Development:	<ul style="list-style-type: none"> • To be aware of wider curriculum developments across all Key Stages and to be proactive in raising these as part of the Academy's leadership group. • To work with Subject Co-ordinators and Heads of Subjects to maintain accreditation with the relevant examination and validating bodies.
Staff Development: Recruitment / Deployment of Staff	<ul style="list-style-type: none"> • To work with Subject Co-ordinators and Heads of Subject to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To monitor the efficient and effective deployment of the faculty's technicians/support staff (where appropriate). • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty. • To participate in the interview process for teaching posts when required and to work with Subject Co-ordinators and Heads of Subject to ensure effective induction of new staff in line with Academy procedures. • To promote teamwork and to motivate staff to ensure effective working relationships.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To monitor the process of target setting within the faculty and

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	<p>to work towards their achievement.</p> <ul style="list-style-type: none"> • To contribute to the Academy's procedures for lesson observation. • To implement Academy quality assurance procedures. • To work with Subject Co-ordinators and Heads of Subjects to monitor and evaluate the work of the faculty's subject areas, in line with agreed Academy procedures including evaluation against quality standards and performance criteria. • To lead and monitor modification and improvement where required. • To ensure that the faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
Management Information:	<ul style="list-style-type: none"> • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the faculty. • To provide the Governing Body with relevant information relating to the faculty's performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the faculty are familiar with the Academy's aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, industry and other relevant external bodies. • To lead faculty assemblies. • To organise regular faculty management meetings.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the Academy liaison and marketing activities. • To lead development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects within the faculty at Open Days/Evenings and other events.
Management of Resources:	<ul style="list-style-type: none"> • To work with Subject Co-ordinators and Heads of Subjects to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the faculty, by liaising with Subject Co-ordinators, form tutors and the Student Information Service. • To contribute to and implement the Academy policy on rewards and support. • To ensure the Behaviour Management system is implemented

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	<p>in the faculty so that effective learning can take place.</p> <ul style="list-style-type: none"> • To monitor student behaviour at all times throughout the Academy and to work with duty staff to intervene as necessary • To act as a Duty Principal in assigned periods.
<p>Teaching:</p>	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area. • To contribute to the curriculum area and subject area's Improvement Plan and its implementation. • To attend all appropriate meetings. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities. • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • To undertake whole Academy duties as outlined in targets set for Assistant Principal each year. • Individual Performance Management targets and additional across Academy responsibilities to be negotiated

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Other Specific Duties:

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signature:

Date: