

JOB DESCRIPTION

Job Title: Assistant Principal (Teaching and Learning)

Line Manager: Deputy Principal

Summary of Job

The Assistant Principal for Teaching and Learning is responsible for leading teaching and learning, overseeing staff development, and managing extension studies across the College. Additionally, the role includes managing the vocational curriculum, overseeing examination procedures, and coordinating various educational programs and partnerships.

Responsibilities

1. Committee Membership and Line Management

- To be a member of the Senior Leadership Team
- To represent the College at S7 Staff Development meetings and liaise with the S7 Consortium Director and Officer on staff development matters.
- To be a member of the Operational Development and Curriculum Management groups.
- To act as an Advising Officer to the Strategy and Policy Committee of the Board of Trustees.
- To attend meetings of other groups on an occasional basis.
- To act as line manager, provide leadership to and effective management to:
 - Examinations Officer
 - Librarian and Learning Resources Manager
 - Learning Support Lead teacher
 - The Extension Studies Co-ordinator
 - The ILT Co-ordinators
 - Teaching and Learning Leads
 - The EPQ Co-ordinator
 - The DofE Co-ordinator
 - Education for Sustainable Development Co-Ordinator
 - Mentors of ECTs and Trainee Teachers
 - Lead Internal Verifiers
 - Bursary Officer/Secretary (Co-managed with the other Assistant Principal)

2. Teaching and Learning

- To lead on teaching and learning practice in liaison with the Divisional Directors and other curriculum leaders.
- To oversee the development of new approaches to teaching and learning, communicating with all teaching staff through the Inset programme and other guidance as appropriate.
- To work closely with the Deputy Principal to support the coordination and implementation of the College's quality assurance systems including department development cycles.

- To collaborate with the Deputy Principal in managing and contributing to the College's self-assessment process, ensuring that feedback from this process is effectively used to improve teaching and learning outcomes.
- To lead and develop the Learning to Learn student study programme.

3. Staff Development

- To prepare and manage a programme of development and training events appropriate to the needs of the staff and the College.
- To have oversight of all staff development, coordinating staff records to reflect all activities undertaken and approving staff attendance at external courses with cross-curricular and/or general themes.
- To co-lead the Professional Review process with the Director of HR, ensuring that accurate records are produced, and development needs logged.
- To manage the Staff Development budget efficiently and prudently.

4. Progress Review

- To oversee and manage the College's Progress Review system.
- To facilitate Progress Review (guidance, data entry, communications, one to ones, parent/carer evenings, other interventions) and progression (Start of 6.2 Day) activities.
- Assist in the analysis and interpretation of relevant quality statistics, including results, value-added data, and Departmental Progress Review data, to identify areas for improvement in teaching and learning practices.

5. Shadow Ofsted Nominee

- Act as the Shadow Ofsted Nominee, supporting the Deputy Principal in preparing the College for Ofsted inspections.
- This includes familiarising with the inspection framework, supporting the compilation of evidence, and ensuring that all relevant documentation is up to date and accessible.

6. Examinations

- To provide oversight and support for the Examinations Officer.
- To ensure that the Examinations Officer ensures that appropriate procedures and policies are reviewed and updated on an annual basis.
- To provide oversight and support for both internal and external examination series.

7. Extension studies

- To lead the College's approach to the timetabled extension curriculum.
- To work with the Extension Studies Co-ordinator on the effective delivery of a comprehensive 6.1 Complementary Studies and 6.2 Progression Pathways programme and wider skills week.
- To support the EPQ Co-ordinator in the organisation and delivery of the Extended Project Qualification, including the project approval process.
- To design, lead, and oversee the Excellence enrichment programme for high achievers, including students involved in sport and creative activities.

8. LRC and Learning Support Lead Teacher

- To provide oversight and support for the Librarian and Learning Resources Manager.

- To work with the Librarian and Learning Resources Manager to maintain strong relationships between Heads of Department and the library, ensuring effective collaboration in maintaining and developing appropriate physical and online resources
- To work with the Librarian & Learning Resources Manager and Learning Support Lead Teacher to implement and monitor Supervised Academic Study and Supervised Academic Learning for all students.
- To coordinate and manage the work of the Lead Learning Support, ensuring the implementation of Quality First Teaching across departments and supporting them in integrating inclusive practices into their teaching strategies

9. Vocational Strategy

- Stay up-to-date with vocational course developments and advise SLT on future course delivery.
- Act as the Quality Nominee or equivalent for vocational provision, overseeing Standards Verification and internal verification processes, including any quality assurance process.
- Maintain and monitor Edexcel Online and other accounts, ensuring all necessary updates and briefings for programme managers and lead internal verifiers are conducted, and meetings are scheduled as needed.
- Monitor claims completion and ensure evidence is prepared for external verification.

10. New Teachers, Trainee Teachers, and Early Career Teachers (ECTs)

- Lead the management and implementation of an induction programme for all new teaching staff including the allocation and monitoring of mentors.
- To be the main point of contact with the training provider(s) for all Trainee Teachers and ECTs.
- Develop and manage support programmes for Trainee Teachers and ECTs, appointing, training, and overseeing their mentors.
- Oversee the lesson observation process for new staff, Trainee Teachers, and ECTs, acting as Senior Mentor (Trainee teachers) and ECT Assessor when appropriate.
- Provide continuous support for new teaching staff including trainees and ECT teachers, maintaining records of their progress during the probationary period.
- Liaise with Subject Specialist Mentors and ensure effective communication with training providers.
- Coordinate PGCE placements, act as Professional Tutor for PGCE students, and arrange sixth form experience days, facilitating teaching observations for prospective trainee teachers.
- Advise Trainee Teachers and ECTs on securing relevant teaching status (e.g., QTLS), and stay alert to changes in government guidance, disseminating relevant information to SLT and other staff.

11. Collaborative Activity with Guaranteed Schools

- To build relationships with guaranteed schools and act as the primary contact for curriculum-led collaboration.
- To develop a programme of transition activity, linked to quality improvement and progression, according to the individual needs of guaranteed schools.
- To work closely with the Head of Marketing in relation to schools marketing activity.
- To represent the College at school events.

12. Adult Education

- To act as the manager for adult education provision in the College, overseeing External Verification activity and ensuring internal verification is planned and managed effectively.

- To manage the adult education recruitment process, in liaison with the Finance Director and Marketing department.

13. Other Duties

- To complete an annual Self-Assessment Report, reflecting on the responsibilities attached to this role
- To carry out a share of student admissions interviews.
- To carry out a share of staff recruitment interviews
- To attend Trustee meetings as relevant to this role.
- To carry out teaching duties in accordance with generic job descriptions.
- To demonstrate an awareness of and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other reasonable requests as required by the Principal.