

**Ernest Bevin College**  
**Job Description**



<b>Title:</b> Assistant Principal – Quality of Education: Teaching and Learning	<b>Salary:</b> L14-L18 (£66,114- £72,125)
<b>Supported by and reporting to:</b> The Principal/Senior Vice Principal	<b>Assisted By:</b> Teaching and non-teaching staff

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

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• <b>As set out in the standards</b></li> </ul>
<b>Purpose of the Job</b>	<ul style="list-style-type: none"> <li>• To contribute to the strategic leadership of the college, developing, implementing and evaluating systems, policies and procedures</li> <li>• Be responsible for standards of achievement across the College</li> <li>• To liaise with APs and DoLs who line manage subject areas to ensure strategies for intervention are put in place to support accelerated progress for all students and improve the quality of teaching and learning</li> <li>• Identify underachievement due to low levels of literacy and barriers to learning for EAL students</li> <li>• Ensure deadlines on the Assessment Calendar are met</li> <li>• Be responsible for the safety and wellbeing of all students</li> </ul> <p><b>As a senior leader, uphold the College’s policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners</b></p>
<b>Leadership and Management</b>  <i>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.</i>	<p><b>Responsibility for whole school improvement</b></p> <ul style="list-style-type: none"> <li>• To lead on the quality of learning/remote learning</li> <li>• Be responsible for literacy across the school</li> <li>• Be responsible for EAL delivery and outcomes across the school</li> <li>• Have oversight for the PSHE/SMC programme across the college including, but not restricted to, the development of the extended form period and to include a programme of assemblies that enhance the PSHE curriculum</li> <li>• To lead on the transition of pupils from Year 6 to Year 7 building close relationships with primary schools, both feeder and local in collaboration with the DoL, KS3</li> <li>• To oversee the cycle of monitoring and evaluation</li> <li>• Together with the Assistant Principal: Progression and Assessment, to lead the timetable and feedback of work scrutiny</li> <li>• To improve the quality of teaching and learning by acting on evidence of underachievement</li> <li>• To lead on learning walks alongside members of staff to provide a coaching model of improvement for teaching and learning</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Contribute to the strategic operational day-to-day management of the college</li> </ul>

<p><b><i>Within the context of the college's aims and policies, the Assistant Principal should develop and implement policies, plans, targets and practices.</i></b></p>	<ul style="list-style-type: none"> <li>• Regularly evaluate the effectiveness of the literacy provision through a termly SEF</li> <li>• Produce a three-year development plan and which should inform termly actions.</li> <li>• Ensure the plan complements the whole school CIP</li> <li>• Research best practice in improving literacy</li> <li>• Forward thinking should include (proactively) liaising with other outstanding providers</li> <li>• Develop a whole school cross-curricula curriculum for PSHE/SMSC and ensure all teachers have the skills to deliver a high-quality experience for students and to meet the college's responsibilities for promoting and delivering British Values</li> <li>• Track the progress of EAL students from their baseline at arrival into the college and accelerate their progress to ensure they meet their full potential across all subjects</li> <li>• Ensure the literacy policy focusses clearly on EAL students' needs to ensure their achievement in subjects with a literacy bias is equal to all other subjects they study</li> <li>• In collaboration with the Directors of Learning KS3 and KS5, increase recruitment and retention of students into the College and Sixth Form through high-quality teaching and learning</li> </ul>
<p><b>Teaching and Learning</b></p> <p><b><i>The Assistant Principal should use the processes of review and evaluation in order to sustain effective teaching and learning.</i></b></p>	<ul style="list-style-type: none"> <li>• Promote and ensure high quality teaching and learning</li> <li>• Ensure students are informed and guided towards making appropriate course choices</li> <li>• Set aspirational targets for all students based on prior attainment (agreed with the Senior Vice Principal/Principal)</li> <li>• Maintain effective regular tracking and monitoring of the progress of each student, meeting with, and intervening with any underperforming students/teachers. This includes meeting with Heads of Departments where a class or subject is underperforming</li> <li>• Observe lessons and undertake regular learning walks, providing individual and formative feedback to colleagues and post holders</li> <li>• Work with teachers and the senior team to ensure that teaching strategies are appropriate to the needs of Students, are challenging and raise standards, including the delivery of whole school training on literacy and EAL strategies to meet Students' inclusion needs in the classroom</li> <li>• Promote and encourage student achievement in all key stages</li> <li>• Ensure information is available for students (&amp; parents) to measure their own progress and make decisions about their future</li> <li>• Maintain an up-to-date overview of overall performance for reports, reporting to governors and to regularly update the SEF</li> <li>• Alongside the Senior Assistant Principal, lead the Teaching and Learning Team</li> </ul>

The above responsibilities and duties will be undertaken in addition to the duties of a school teacher 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 construed. 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.

**Ernest Bevin College  
Personal Specification**



<b>Title:</b> Assistant Principal – Quality of Education: Teaching and Learning	<b>Salary:</b> L14-L18 (£66,114- £72,125)
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CRITERIA	ESSENTIAL
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• An honours degree (or equivalent) in a subject relevant to the post</li> <li>• Qualified Teacher Status (QTS)</li> <li>• Further senior level qualification</li> </ul>
<b>EXPERIENCE KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Varied and successful leadership experience across 11-19 range, preferably in more than one educational setting</li> <li>• Personal teaching consistently good and outstanding and an outstanding classroom practitioner as defined by Ofsted criteria</li> <li>• Experience of successful implementation of a whole school initiative</li> <li>• Successful experience of innovative performance management and CPD systems</li> <li>• Experience of successful whole-school intervention processes</li> <li>• A thorough understanding of current developments and initiatives in 11-19 and post-16 education</li> <li>• The ability to monitor, review and evaluate the work of the college against OFSTED criteria</li> <li>• Deep understanding of the college curriculum and specialisms</li> <li>• Ability to exploit opportunities for success and remove barriers to achievement for students and staff</li> <li>• Experience undertaking whole school review process</li> <li>• Commitment to the safeguarding of pupils</li> </ul>
<b>PERSONAL QUALITIES AND CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• The drive to help ensure EBC becomes the best education provider in the area</li> <li>• Energy, enthusiasm and stamina</li> <li>• Flexibility and determination</li> <li>• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies</li> </ul>

	<ul style="list-style-type: none"> <li>• Committed to the promotion of equal opportunity</li> <li>• Loyalty to the college, students, staff, parents and community</li> </ul>
<p><b>SPECIFIC TO THE POST</b></p>	<p>The ability and enthusiasm to:</p> <ul style="list-style-type: none"> <li>• Lead, drive and improve the quality of teaching and learning across all Key Stages</li> <li>• Be proactive identifying areas of college improvement and lead in this area</li> <li>• Lead by example and have high expectations of standards from both students and staff</li> <li>• Analyse external and internal student assessment data and drive on improving student outcomes</li> <li>• Challenge underperformance in subject areas</li> <li>• Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development</li> <li>• Contribute to curriculum development and monitor its impact</li> <li>• Take a leading role in developing, implementing and evaluating policies and practice that contribute to college improvement</li> <li>• Exhibit highly developed interpersonal skills which allow the Assistant Principal to be effective in the college</li> <li>• Lead on day-to-day whole college management</li> <li>• Be flexible in carrying out duties in accordance with the needs of the college</li> <li>• Enjoy working with students, parents and staff</li> <li>• Be proactive in preparing for future promotion</li> </ul>

**March 2021**