

THE GOVERNING BODY OF
THE KING'S CE SCHOOL
IN THE CITY OF WOLVERHAMPTON

JOB DESCRIPTION

NAME:			
Commencement of Service with School:			
Post Title:	Assistant Principal	Effective From:	
Salary Grade / Allowance:	Leadership Pay Spine 13-17		
Contract Details:			
Job Description as agreed at :			

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Associate Staff, commonly bound in the service of the needs of the school and the further development of The King's School as reasonably required under the direction of the Principal.

LINE MANAGEMENT:	Principal
PURPOSE OF POST:	The Assistant Principal – Mathematics/Numeracy will be expected to meet the requirements of the School Teachers' Pay and Conditions Document. The post will require you to work in partnership with the Principal, Governors and all staff to ensure continuous school improvement.

Responsibilities and Duties

The post holder is expected to undertake the professional duties of a school teacher within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below. These should not include or imply any voluntary activities.

Amendment of Job Description

The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the

exceptional situation of mutual agreement not being achieved, the individual teacher or Principal will have access to an ad hoc Appeal Body established by the joint consultative Panel for the purpose.

The following outline is not intended as a list of tasks, but gives an overall range of duties and managerial responsibilities which reflects the position.

Strategic Direction

- Support the leadership team and governors in establishing a vision for the future development of whole school responsibilities and specifically for Mathematics and Numeracy.
- Taking account of the agreed priorities of the school play a leading role in the school improvement planning and self-evaluation processes.
- Through the identification of key areas of strength and those to develop within Mathematics/Numeracy raise standards and student attainment.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues.
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- Provide support for staff in developing their wider professional skills.

Teaching and Learning

- As an excellent classroom practitioner model excellence in the classroom and provide training/support for staff to develop excellence in teaching and learning regarding Mathematics/Numeracy.
- Share responsibility for the analysis of key school performance data in relation to Mathematics, with the leadership team, to ensure priorities are appropriate and improvement in standards is promoted.
- Promote the active involvement of students in their own learning
- Contribute to target setting including statutory procedures and targets for individuals and groups of students throughout the school.
- Support strategies to promote high standards of behaviour.
- Support the development of an effective AfL.
- Monitor and evaluate classroom practice with regard to Mathematics/Numeracy
- Support developments in the National Strategy and the 14-19 Curriculum.

Leading and Managing staff

- Lead, manage and motivate the Mathematics Department and under BSF the Practical Zone.
- Contribute to the planning process for the distribution of resources, evaluating the impact of the use of resources in relation to the quality of education of the students and value for money to ensure they meet the school's identified priorities.
- Take responsibility for the Performance Management of identified staff.

THE WIDER COMMUNITY

- Contribute to the development of a curriculum which provides students with opportunities to enhance their learning.
- Promote and model good relationships with parents, which are based on partnerships to support and improve students' attainment.
- Strengthen and promote links with all stakeholders.

- Recognise the importance of Safeguarding and ensure appropriate procedures are in place

To undertake all duties reasonably requested in a manner consistent with the aims of The King's as a Church School.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

Signed: Date:
(Post Holder)

Signed: Date:
(Principal)