

**Job Description**

<b>Post title</b>	Associate Assistant Principal – Quality of Education (KS3 & literacy focus)
<b>Responsible to</b>	Vice Principal

**Purpose of job**

The Principal provides the day to day leadership and direction for the school in line with the strategic objectives and targets as outlined in the School Improvement Plan. Associate Assistant Principals play key roles in supporting the vision and working as part of the Senior Leadership Team to maintain and fully develop excellence in every aspect of the school's operation, thus ensuring Corby Technical School remains at the forefront of educational practice. The Senior Leadership Team make a significant contribution to the following aspects of the school:

- Leadership and management
- Strategy, vision and ethos
- Curriculum and innovation
- Student progress, guidance and support
- Organisation and day to day running of the school
- Collaborating within the Brooke Weston Trust to raise attainment across all schools

The Associate Assistant Principal will be integral to the shared vision of the school. As part of the quality of education team in addition to the specific responsibilities they will also significantly contribute by:

- Supporting with the QA programme across the school: climate walks, learning focus visits, work checks and subject spotlights.
- Developing staff across the school and supporting their professional development.
- Contribute to the whole school Quality of Education Handbook and associated policies (to include Assessment strategy, Literacy Strategy, SEND subject strategy).

The AAP post will focus will be to ensure that students who join the school have the best possible start to their journey by ensuring early identification of learning needs or gaps and ensuring that the education they receive meet those needs.

**Core purpose – Rapid progress of KS3 students**

- Seek to ensure all KS3 students make rapid progress by having a relentless focus on enabling all learners to raise their achievement within our learning community and beyond, including more vulnerable learners e.g. SEND, disadvantaged.
- Liaise with Curriculum Leaders, SENCO, and SLT as necessary to ensure support is in place for identified students.
- Analyse progress data (in-school reports, reading age tests etc.) for KS3 students and ensure appropriate actions taken in response to this.
- Work alongside the SENDCO and other members of the quality of education team to ensure students are making progress through the curriculum.
- Implement and monitor appropriate interventions.
- Ensure parents/carers of KS3 students are well informed about their child's progress, and are supported to work in partnership with the school to secure the best outcomes for their child.
- Engage with stakeholder feedback to inform approaches in KS3 teaching, learning and curriculum approaches.

**Core purpose – Literacy whole school focus**

- Produce a common literacy policy for the school, and support subject leads with the implementation within each department
- Ensure excellent motivation and literacy engagement by students with effective implementation of software systems (e.g. accelerated reader), literacy events and student rewards.
- Work alongside the special educational needs team to ensure effective literacy support for students with learning difficulties.
- Effectively use data, such as GL assessment, to identify and work with other colleagues to develop intervention programmes and monitor the impact of these strategies.
- Engage parents with literacy to ensure students can be supported from home.

- Audit the teaching of literacy in every subject within the school and use this information to create effective improvement plans
- Lead whole school training in the delivery of literacy in each area of the curriculum
- Implement the Trust guidance to literacy as developed by the Literacy Network
- Work closely with the school librarian, ensuring this provision is maximised for the benefit of all students, and that library activities are embedded across all levels of the school to encourage engagement with reading
- Lead on the promotion of National days and local events to encourage student engagement
- Identify A-Level and GCSE subjects which have a significant literacy element and provide guidance and support to staff
- Research 'next' and 'best' practice in literacy and share with relevant leaders
- Promote an 'Every teacher is a teacher of literacy' ethos
- Act as the School's expert in KS2 Literacy and support the effective transition of year 6 students into year 7
- Work with the T&L Lead to support the development and promotion of the staff CPD Library

#### **Trust Level**

- Work with Trust Directors of Subject and Subject to ensure consistency.
- Implement any Trust wide initiatives in school and be responsible for monitoring effectiveness.

#### **Management and Administration**

- Participate in administrative and organisational tasks as required by the role including communication with students, parents, carers and updates to the school website.
- Celebrate achievement in assemblies and across the school.
- Feedback to SLT, governors and external agencies where required.

#### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every member of staff at Corby Technical School will commit to:

- ✓ *Providing a courteous and efficient service to students at all time*
- ✓ *Using their influence with other staff and students to promote high standards of behaviour and order within the school*
- ✓ *Working to maintain the school at the forefront of educational practice*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the school's operation*

#### **Performance Management**

All staff will participate in Corby Technical School's Performance Management Review scheme as outlined in the School's pay and CPD policies.

#### **Role Review**

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.