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| **Post Title:** | **ASSOCIATE DEPUTY PRINCIPAL – Quality of Education** |
| **Salary / Grade:** | **Leadership Scale L22 – L26** |
| **Responsible for:** | 1. **Teaching and Learning** 2. **Staff Career Professional Development**   **3. Oversight of the Years 7-13 Work Scrutiny programme**  **4. ECT Induction Tutor / Performance Management Process**  **5. Line management of allocated departments (currently**  **Mathematics, Business Studies & Economics, History)**  **6. Line Management of the member of staff responsible for Digital Learning**  **7. Line Management of one of the Assistant Principals**  **7. To contribute to all of the generic expectations of SLMT**  **members** |
| **Responsible to:** | **Principal** |
| The Professional duties of teachers (other than the Principal), are set out in the School Teachers Pay & Conditions Document and describes the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below | |
| **Specific Responsibilities:**   1. **Teaching and Learning**    1. At Highams Park School we aim for all lessons to be at least good, and often outstanding, the Associate Deputy Principal responsible for Teaching and Learning will need to ensure they have a firm understanding of the quality of teaching and learning within the school. This will be done through the Associate Deputy Principal undertaking lesson observations in departments across the school, while also ensuring that other members of the Senior Management Team, Heads of Department, and TLR post holders undertake observations to ensure that all members of staff are observed three times over the course of the academic year    2. Providing regular feedback to the Senior Management Team on the quality of teaching and learning at the school. Identifying gaps in departmental observation schedules, in order to ensure that all members of staff are receiving constructive feedback on their teaching, so that they are able to develop and improve 2. **Staff Career Professional Development**    1. Identifying individual staff CPDL training needs, and ensuring members of staff are given access to appropriate professional development in order to enhance their practice    2. Oversight of the current system of Departmental CPDL Sessions, ensuring that best practice is being spread throughout the department, and specific departmental CPDL needs are being acted upon and addressed by the relevant Head of Department    3. Organisation of the whole staff CPDL sessions, ensuring the 5 INSET Days are used to address whole school CPDL issues, examples include Safeguarding, Stretch and Challenge for the more able, SEND, and Behaviour Management. 3. **Organisation of the Years 7 – 13 Work Scrutiny**    1. It is essential that students are provided with constructive feedback in order to improve, and importantly students need to act upon the feedback they receive from their teachers in order to make progress. The Year 7 – 13 Work Scrutiny programme currently in place involves a specific year group being focused on each half-term (in one half-term two year groups will need to be the focus) and examining the quality of marking and feedback in each subject. The Associate Deputy Principal responsible for Quality of Education will have oversight of the work of Senior Leaders and the Heads of Department they line manage in ensuring a thorough work scrutiny has taken place in each subject across each of the seven year groups over the course of the academic year.    2. Action points and areas for development arising from the Work Scrutiny programme need to be followed up and addressed by the Senior Leader and Head of Department for their subject. 4. **ECT Induction Tutor**    1. Acting as the ECT Induction tutor for the first and second year ECTs at Highams Park School    2. Ensuring termly Progress Reviews / Reports are submitted on ECT Manager    3. Oversight of the delivering of the in-house CPDL training sessions, to ensure that first year ECTs understand the context of Highams Park School    4. Ensuring both first and second year ECT’s are engaging with the weekly study material on UCL Extend    5. Liaising with the NELTSH regarding the delivery of external training sessions which the ECT’s need to attend as part of their 2-year induction process    6. Working with the ECT Mentors, who need to meet with the ECT they mentor on a weekly basis, and both mentors, as well as ECTs, are engaging with the weekly study material on UCL Extend    7. Each ECT is observed 6 times over the course of the academic year, once per half-term, with the mentor undertaking 3 observations, and the ECT Induction Tutor undertaking 3 observations over the course of the academic year 5. **Performance Management – this could be instead of the ECT Induction Tutor Role, depending on the skills and experience of the successful candidate**    1. Linking whole school Development Priorities with Staff Performance Management Targets    2. Ensuring that members of staff understand the Performance Management Process, and are able to work towards the deadlines by when different elements of the Performance Management process need to be completed by    3. Knowledge of how to use Blue Sky as a means to track the Performance Management process, and ensure all members of staff are given realistic, and suitably challenging Performance Management targets    4. Reviewing applications for staff who apply to go through the threshold onto the upper pay scale, and undertaking observations of these members of staff as part of their application to progress onto the Upper Pay Scale    5. Oversight of teachers on the Upper Pay Scale, and utilising their skills and experience where appropriate 6. **Line management of allocated departments and members of staff**    1. To complete all line management responsibilities for the allocated departments, meeting with each Head of Department on a fortnightly basis and the minutes of each meeting are recorded on One Note. The Associate Deputy Principal will also line management the member of staff responsible for Digital Learning, and one of the Assistant Principals. 7. **To contribute to all of the generic expectations of SLMT members.**  * In liaison with other members of SLMT contribute to: * School Tour * Inclusion Room supervision * To ensure that all allocated Policies are up to date and reviewed as directed by the Company Secretary * Line management of departments or individuals, * To complete the allocated sections of the SEF and deliver appropriate monitoring activities to ensure that the school continues to function as a highly effective learning community. | |