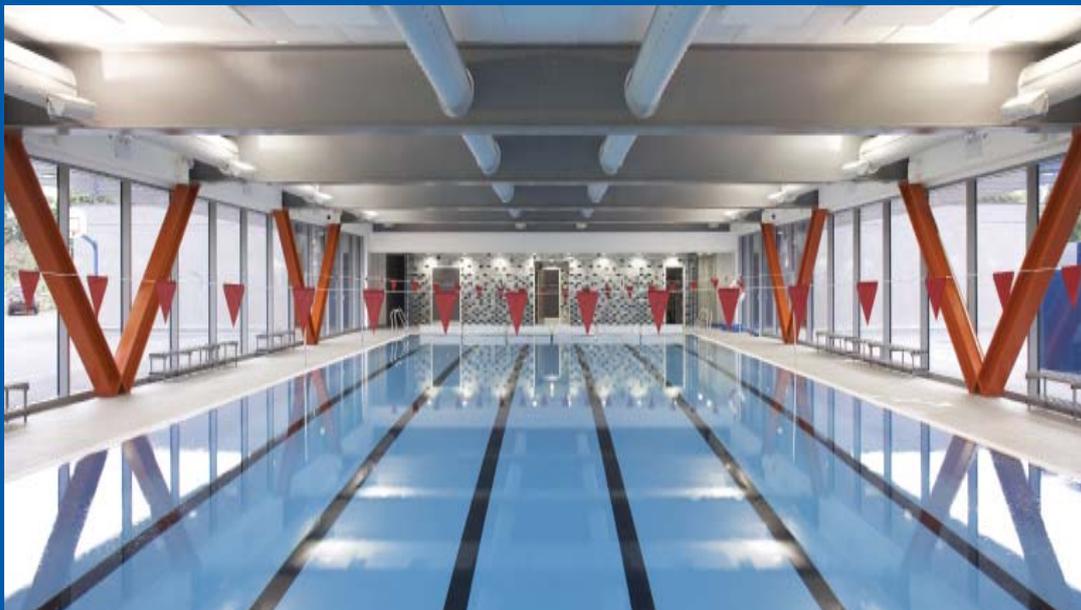




## Assistant Principal



# St Ambrose College

Required for September 2018

## ASSISTANT PRINCIPAL

Salary Pay Range: L12-16 (£51,639 - £57,077)

We are looking for a highly motivated, creative and innovative person to provide leadership for all aspects of Teaching and Learning and well as developing a programme of CPD across the college.

The successful candidate will join a dedicated and hard-working leadership team with high expectations and standards.

You will have exceptional leadership qualities with a real capacity to inspire, motivate, enthuse and support colleagues. You will be a Middle Leader or Senior Leader and be passionate about ensuring all students have an outstanding educational experience and achieve their potential.

St Ambrose is a vibrant, dynamic and caring 11-18 Catholic College in a highly desirable location in Greater Manchester. Located in a new state of the art building, the College has gone from strength to strength.

If you thrive on a challenge and relish the privilege of working with our fantastic young people, we would like to hear from you.

If you would like the opportunity to become part of St Ambrose College, the application form and details can be downloaded from the College website to be returned to Mrs D. Howard, Office Manager

**Closing date for applications 22 May 2018 (12 noon)**  
**Interview to be held 24 May 2018**

Tel: 0161 980 2711 Email: [recruitment@st-ambrosecollege.org.uk](mailto:recruitment@st-ambrosecollege.org.uk)  
St Ambrose College, Hale Barns, Altrincham WA15 OHE

# Job Description

Job Description for Assistant Principal: Head of Teaching and Learning and CPD across the whole school.

**Job Purpose:** To play a major role, under the auspices of the Governing Body and Principal, in the strategic and operational leadership and to lead whole school Teaching & Learning, together with CPD.

**In particular:** To ensure that St Ambrose provides an optimal learning environment for all students, so as to maximise the personal, social and academic progress of every individual; and to establish and maintain systems to nurture high achievement in all its forms.

**Reporting to:** The Principal

**Disclosure Level:** Enhanced

**Pay Range:** L12-16

**Working Time:** The amount of time required to carry out the professional duties required of an Assistant Principal.

## Description of School

St. Ambrose College in May 2012 changed its status to a State-Funded Independent Catholic Grammar School and from September 2012 began a new era in a state of the art £24 million pathfinder school which has been designed and built not only to fit purpose but to reflect the school's ethos.

Established in 1946 by Christian Brothers, St. Ambrose is one of Great Britain's leading Catholic grammar schools, with a generation of boys achieving consistently strong A Level and GCSE results.

The main teaching block has been built in the round with different academic departments on three levels, looking onto shared community space for socialising and support. The materials allow high visibility and there are collapsible walls to extend or reduce teaching space as necessary. Already an innovative school, with a paperless schoolwork and reporting system and an exciting and flexible virtual learning environment, St. Ambrose has the very latest ICT networked throughout, making the college one of Europe's pioneers.

Adjacent to the main teaching areas there is a stunning sports hall and swimming pool, with space for five basketball courts and an six lane 25 metre pool.

Outside there are fabulous playing fields, exciting play environments, a contemplation garden a nature reserve and even a lake, allowing boys and staff to explore the world around them in their free time.

Incentives for staff include a dedicated St Ambrose Staff Association together with sporting, gym and swim sessions opportunities. There are further opportunities to become involved in all aspects of extra-curricular life to include hobbies and trips.

Job Description cont'd...

### **Overall responsibilities:-**

- Maintain clear vision, purpose and high expectations focused on student achievement and staff development.
- Inspire, motivate and influence staff to reach the highest standards in all aspects.
- To be an excellent role model for all staff and students and be a visible, supportive and challenging senior leader.
- With the Principal, be responsible for monitoring and acting on the quality of teaching and any CPD requirements across the school.
- Co-ordinate the training of all ITT students, acting as a link person with our various ITT providers. Oversee the development and training of NQT and RQTs.
- Monitor the induction and progress of new staff.
- Undertake rigorous self-evaluation and use the findings effectively.
- Plan and lead whole staff training as required.

### **Strategic Direction and Development**

- Develop a strategic view for Teaching and Learning
- Devise and implement quality assurance strategies to ensure high standards and performance in all aspects of Teaching and Learning
- Contribute to the SEF (Self Evaluations Form) and improvement plan for areas relating to Teaching and Learning
- To monitor, evaluate and report on the quality of Teaching and Learning.
- Keep up to date proactively with national developments to ensure St Ambrose students have the best possible curriculum, pastoral support and wider opportunities.
- Advise the Senior Leadership on all matters relating to research and developments for Teaching and Learning.
- Devise an appropriate calendar of CPD opportunities to meet the needs of staff and students.

### **Teaching and Learning**

- Work with the Principal to monitor the quality of teaching and the learning experience of students to monitor the quality of teaching within the school.
- Participate in and at times, lead internal subject reviews including setting targets for development and feeding back to department heads.
- Provide coaching to teachers in a range of circumstances including for performance management.
- Work with members of the SLT to further refine assessment at Key Stage 3.
- Identify and train (if necessary) mentors for NQTs and design the NQT induction programme throughout the year.
- Be an excellent teacher of your specialist subject.
- To research and share knowledge of relevant developments within Teaching and Learning.
- With other senior staff, develop and monitor the curriculum provision throughout the college.
- Use National, Local and school data effectively to monitor standards across the Key Stage and to plan appropriate interventions
- Lead in the monitoring of the quality of teaching and learning across the college.
- Ensure the care of students, promoting good habits of learning, self-discipline, high attendance and positive behaviour
- Implement, embed and ensure consistent application of the school's assessment and feedback policy.

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## Job Description cont'd...

- Build a partnership that involves parents in their child's learning, and keeps them informed about the curriculum, targets, progress and attainment through written/online communication, Parents' Evenings and other events
- Encourage staff provision of, and student participation in, a wide and rich range of extra-curricular opportunities for the Key Stage to equip students to be leaders and contributors to the community in and beyond school
- Celebrate student achievement of all kinds, and promote the values of the school, through the planned leadership of assemblies
- Promote the involvement, integration and inclusion of all students.
- Liaise with colleagues and with other agencies as necessary to ensure the safety, attendance and progress of students in the year group.

### **Leading and Managing staff**

- Lead and manage a team of colleagues
- To monitor the performance of individuals as assigned by the Principal and ensure accountability through line management meetings.
- Develop and promote positive working relationships with and between all students and staff.
- Ensure that colleagues throughout the school are well informed about policies, plans and priorities for the Key Stages.

### **Teaching:**

- Undertake an appropriate programme of teaching, preparation and assessment and to take a lead in being observed by colleagues.

### **Duties common to all members of SLT:**

- Play a full part in the life of the school community, to model and support its mission and ethos and to encourage and ensure staff and students follow this example
- Take a major part in the formation and implementation of the whole school SIP and SEF
- Contribute significantly to the decision-making processes of the School, supporting decisions and sharing corporate responsibility for them regardless of personal inclination
- Maintain a visible, professional and high profile within the school
- Continue personal and professional development and engage actively in the Appraisal Process
- Undertake any other duty as reasonably directed by the Principal

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### **Staff Recruitment and Development**

- Promote the school actively to potential staff and play a key part in the recruitment of new teaching staff.
- Oversee aspects of the school CPD calendar, particularly relating to Teaching and Learning, identifying areas of priority and designing appropriate training.
- Lead the Core Teaching and Learning Team and work with them to improve the quality of teaching across the school.
- Work closely with department heads to support their work in developing teaching in different curriculum areas.
- Secure the placement of high quality trainee teachers at St Ambrose and develop further our existing partnerships with local ITT providers.

### **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of students for raising any concerns in line with school procedures.

### **Equality and Diversity**

- To be responsible for promoting equality and diversity in line with school policies and procedures.

### **Health and Safety**

- To be responsible for following health and safety requirements in line with school policies and procedures.

### **Training and development**

- To participate proactively in training and development including qualification development required in the job role.

### **Other responsibilities**

- To undertake as required other duties and responsibilities relevant to the job as directed by the Principal.

Please also see separate document for person specification.

This job description is for the guidance of candidates as to the main duties and requirements of the post. It does not replace the 'Conditions of Service for Teachers' as set out by the DfE. It is current at the date shown but may be changed by the Principal, in consultation with the postholder, to reflect or anticipate changes in the job commensurate with the grade and job title.

# Eight Essentials of St Ambrose College A Blessed Edmund Rice School

These are the essentials by which Blessed Edmund developed his first schools in Ireland in the 18th century.

Evangelising the Modern World

“Not keeping the Gospel to ourselves but spreading it to everyone”

Promoting the Spiritual

“Awareness of God in the ordinary as well as extraordinary aspects of life”

Building a Christian Community

“Community that works and lives together under Christ’s example”

Compassion for those in Need

“Sharing in life’s struggles and caring in life’s pain”

Concern for the Whole Person

“Caring for every aspect of every person in our school”

Striving for Excellence

“Trying to be the best in all that you do and in all that you are”

Education as a Christian Calling

“Understanding that teaching goes beyond the classroom and affects real lives”

Education for Justice

“Standing up for justice and speaking out against injustice”