



Assistant Principal, Primary (T&L-AP)

Key Responsibilities

Promote high-quality teaching, learning, and assessment throughout our Primary School by implementing impactful systems for tracking student attainment and progress, ensuring optimal outcomes, and accelerated progress for all students. Fostering clarity in delegated tasks, implementing Quality Assurance processes, Line Management duties and conducting various school reviews and evaluations. The role also includes sourcing, arranging and managing whole school CPD provisions and budget.

Clarity in Delegated Tasks and Support for Middle Leaders:

- Ensure clarity in delegated and distributed tasks by providing middle leaders with clear expectations (WAGOLL) and timely reminders.
- Support individuals in creating, implementing, and evaluating action plans through coaching approaches.
- Advise on and review the first drafts of action plans for EAL and Math, ensuring clear goals, milestones, and specific actions.
- Create and regularly review job plans for phase leads, supporting their practice.

CPD Management and Budgeting:

- Manage the CPD budget, ensuring alignment with SDP, approvals by line managers and EP, and action by the Finance Department.
- Propose, facilitate, and ensure provision for staff CPD, including identifying CPD needs through school self-evaluation and discussions with SLT/subject leads.
- Research and advise the Vice Principals and Executive Principal on appropriate courses and CPD opportunities.
- Maintain and share the CPD register and training calendar, providing monthly updates to the Executive Principal.

Collaboration, Training, and Programme Facilitation:

- Liaise with various stakeholders, including AP for Safeguarding, VPs, RHoS, and external providers, to facilitate comprehensive INSET programs and ensure safeguarding compliance.
- Support NQT/RQT (ECT) with regular mentoring sessions and facilitate a planned programme of CPD.
- Facilitate and monitor staff use of the Orbital CPD Hub & National College of Leadership CPD site.
- Introduce and establish an online teacher training programme in the CPD Hub.
- Feedback, Evaluation, and Quality Assurance:
 - Implement QA processes with appraisees in the EAL team Phase Leads and raise any teaching concerns/issues with the VP.
 - Create a calendar and checking process for the delivery and impact of learning conversations.
 - Identify & highlight specific training areas of interest to staff and ensure feedback forms are shared for evidencing impact.
 - Implement recommendations from the Bell Award and execute the Quality Assurance document.



Monitoring, Data Collection, and Reviews:

- Monitor targets, collate termly information on teaching quality, conduct data collection and reviews, and facilitate regular meetings with EAL and Math teams.
- Review SER, appraisal targets, and the completion of SER on a termly basis, ensuring actions from the previous year's SER are being addressed.

Parent Engagement and Staff Development:

- Facilitate parent engagement through workshops and meetings, ensuring equitable non-contact time for staff.
 - Promote a cycle of training to fully embed initiatives with new and existing staff, enhancing their development.
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