

Name		West London Academy Job Description
Post No.		
Date drafted	February 2010	
Date reviewed		



**WEST LONDON
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the WLA.

It is not intended to be a comprehensive listing of every task that a WLA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Assistant Principal: Primary Phase
Location/work base	Primary Phase
Grade	L 12 - 16
Reporting to:	The Governing Body through the Principal
Line Manager	VP - Head of Primary Phase
Posts directly supervised:	In conjunction with the VP - Head of Primary Phase: Phase Leader Teaching staff Support staff
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

To assist the VP - Head of Primary Phase with the strategic leadership and operational aspects of West London Academy Primary Phase.

To take a lead on specific aspects of development across West London Academy, capitalising on the all-through nature of the role.

Targets:

To be agreed upon appointment and updated as part of annual cycle of Performance Management and review.

SPECIFIC DUTIES AND RESPONSIBILITIES

Main responsibilities

- To take a strategic lead with colleagues in the development and implementation of changes in policies, practices, guidance and all curriculum initiatives, to ensure continuity throughout the Academy.
- To deputise for the Head of Primary Phase in all aspects of management/leadership.
- To lead the Primary Subject Leader team, by modelling and disseminating good practice
- To co-ordinate the assessment and intervention strategies across the Primary Phase with the aim of raising achievement.
- To ensure the improved achievement of all groups of pupils EAL, SEN, ethnic groups boys/girls etc.
- To maintain the Gifted and Talented Register.
- Develop challenging provision across the curriculum to meet the children's needs.
- To co-ordinate the integration programme with John Chilton School.
- To lead and manage the teaching support staff team across the Primary Phase.

Specific Duties

Strategic direction and development of the Academy :

- Through Academy Leadership and Primary Leadership Team meetings contribute substantially to the Academy's organisation and overall strategy for improvement.
- Contribute to ensuring all decisions made at Leadership Team meetings are implemented and monitored.
- Support all staff in achieving the priorities and targets the Academy and Primary Phase sets and monitor the progress towards meeting them.
- In partnership with the Head of Primary Phase monitor the quality of teaching and children's achievements across the Foundation Stage, Key Stages 1 and 2, including the analysis of performance data.
- Work with Head of Primary Phase in identifying, planning, monitoring, and evaluating key priorities for Academy development through the AIP and Primary Improvement plan.
- Work with the head of Primary Phase in establishing priorities for expenditure for the Primary Phase, and in monitoring the effectiveness of spending and usage of resources.
- In conjunction with the Head of Primary Phase, to oversee management of the Primary Phase budget allocation.
- Embrace a whole Academy perspective in addressing Academy wide needs.
- Assist in ensuring good communication across WLA.
- Take on any additional responsibilities that might from time to time to be determined by the Head of Primary Phase.

Teaching & Learning, to:

1. Organise, monitor and evaluate the range of intervention strategies employed throughout the Primary Phase ensuring that resources are targeted correctly towards those pupils requiring additional support in literacy and numeracy.
2. Monitor support in Literacy, Numeracy and Science, and provide feedback as appropriate.
3. Take a lead with the Head of Primary Phase in implementing and evaluating the IMPACT Strategy cycle.
4. Manage arrangements for SEN pupils/EAL required during end of KS SATs.
5. Organise and review integration programme with John Chilton School.
6. As member of the Leadership Team share whole phase responsibility for the pastoral care of the pupils and staff.
7. Assist the VP Primary Phase in maintaining and developing a positive and constructive partnership with parents and the local community, with specific focus on developing the Parent-Staff Association.
8. Develop initiatives within available resources to promote the Academy externally.

Leading & managing staff, to:

1. Support the Head of Primary Phase in developing positive working relationships with and between all staff and provide and sustain motivation.
2. Advise, contribute and where appropriate co-ordinate the professional development of staff including their Performance Management target setting and reviews.
3. Act as a model Subject leader and mentor others in these roles.
4. Oversee the induction and mentoring of NQT's and new staff.
5. Lead Professional Development for WLA staff.

Effective deployment of staff & resources, to:

1. Ensure that children and staff throughout the Primary Phase have adequate and suitable resources to enable equal access to the curriculum.
2. To contribute, with the Head of Primary Phase, to ensuring that Child Protection and Health & Safety Policies are adhered to.
3. Participate where appropriate in the appointment, deployment and development of teaching and support staff.
4. Line manage SMSAs.

The detail determined here refers to the particular responsibilities of the Assistant Principal – Primary Phase. In addition each Senior Leader is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.