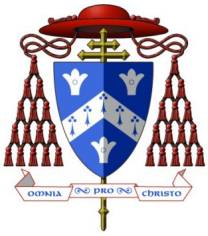


# Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

## JOB DESCRIPTION - ASSISTANT PRINCIPAL, SCIENCE

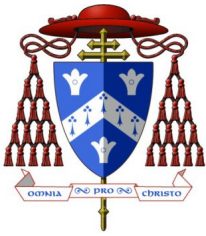
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| <b>Core Purpose:</b>                       | <ul style="list-style-type: none"> <li>• Support with the leadership of Catholic Life, Mission, Aims and objectives of the school.</li> <li>• Support the Head and Executive Principal in implementing and maintaining ambitious vision and ethos for the school.</li> <li>• Taking a leadership role in the formation of the school's aims and objectives.</li> <li>• Participating in all aspects of school improvement planning.</li> <li>• All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.</li> <li>• Monitor, evaluate progress and raise student and staff levels of attainment and achievement.</li> <li>• Motivate and lead others by example by being an outstanding practitioner and a high performing, impactful and reliable leader.</li> <li>• Undertake any additional responsibilities as requested by the Executive Principal and/or Head of School.</li> </ul> |
| <b>General Responsible:</b>                | <ul style="list-style-type: none"> <li>• Teaching to KS5 Level across the subject areas, as required.</li> <li>• To attend, participate and contribute at Local Academy Committee/Academy Board meetings, when required.</li> <li>• Work closely with the Head of Science and Science Faculty to continue to improve student outcomes.</li> </ul>   |
| <b>Working Time:</b>                       | Full-time   |
| <b>Salary/Grade:</b>                       | Leadership Spine (12-16 ISR)  |
| <b>Disclosure level</b>                    | Enhanced  |
| <b>Strategic Vision &amp; Development:</b> | <ul style="list-style-type: none"> <li>• Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Academy.</li> <li>• Contribute to the development, implementation and monitoring of strategic development/improvement plans and other policy developments where appropriate.</li> <li>• Keep up to date with Ofsted, accountability and other statutory requirements/frameworks and ensure that these are communicated to and actioned by the relevant people.</li> <li>• Contribute to the day to day effective organisation of the Science Faculty at school.</li> <li>• Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.</li> </ul>   |



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| <p><b>Leading, Learning &amp; Teaching:</b></p>              | <ul style="list-style-type: none"> <li>• Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.</li> <li>• Ensuring that learning is at the centre of strategic planning and resource management.</li> <li>• Ensure high quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.</li> <li>• Monitor, evaluate and review classroom practice and promote improvement strategies.</li> <li>• Challenge underperformance at all levels and ensure effective corrective action and follow-up.</li> <li>• Promote the active involvement of students and staff in their own learning.</li> <li>• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the community.</li> <li>• Celebrate success at every opportunity and implement ambitious strategies for continuous improvement.</li> </ul> |
| <p><b>Monitoring and Evaluation to include:</b></p>          | <ul style="list-style-type: none"> <li>• Involvement in learning walks, monitoring of students' work, talking to students.</li> <li>• Contribution to SDP and SEF with particular responsibility for personal development, behaviour and welfare.</li> <li>• Oversee the recruitment, transition and induction process.</li> </ul>   |
| <p><b>Behaviour, Welfare &amp; Standards of students</b></p> | <ul style="list-style-type: none"> <li>• Actively promote and model the collective responsibility for managing the personal development, behaviour and welfare of all young people and promote opportunities to link achievement, engagement in learning and the pastoral care.</li> <li>• Promote and model the commitment that every students is supported through high standards of behaviour and safety – ensuring teaching is effectively differentiated to support students' social, emotional needs, mental health and wellbeing in the classroom.</li> <li>• Develop institutional resilience and capacity across the curriculum areas of learning, to enable staff to fully engage all students in effective learning.</li> <li>• Contribution to the development of policies and practice which promote inclusion, equality and the extended services that the school offer.</li> </ul>  |
| <p><b>Recruitment:</b></p>                                   | <ul style="list-style-type: none"> <li>• Involvement in short-listing and interviews.</li> </ul>   |



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| <p><b>Specific responsibilities:</b></p>   | <ul style="list-style-type: none"> <li>• Provide strategic vision and direction of the Science provision, delivering high quality line management of subject specialist through professional support and challenge.</li> <li>• Secure an inspirational and progressive Science curriculum and robust assessment procedures which meet the needs of all learners and delivers outstanding outcomes across the key stages.</li> <li>• Secure robust assessment, actively monitor, track and implement appropriate interventions (including specific groups) to secure outstanding progress for all students and so that no student is left behind.</li> <li>• Remain the expert in the Science curriculum, keeping abreast of national developments, new methodologies, specifications and accreditation and respond to them.</li> <li>• Liaise with statutory/awarding bodies/examination boards and support networks, to maintain relevant accreditation.</li> <li>• Secure consistently highly effective first wave teaching and learning across each key stage in every classroom/laboratory.</li> <li>• Provide coaching and mentoring to all staff irrespective of career stage and model and share expertise in departmental improvement.</li> </ul> |
| <p><b>Responsible for:</b></p>   | <p>Head of Science Faculty</p>  |
| <p><b>Responsible for the following budgets:</b></p>   | <p>Science Faculty</p>  |
| <p><b>Responsible to:</b></p>  | <p>The Executive Principal and the Head of School.</p>  |
| <ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To actively engage in the staff review and development process.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>         |   |
| <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> |   |
| <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>  |   |

Feb-18