



RECRUITMENT INFORMATION PACK

Assistant Principal (English)

Melior Community Academy
Chandos Rd
Scunthorpe
DN17 1H

RECRUITMENT INFORMATION PACK

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May 2018

Dear Applicant

Post: **Assistant Principal (English)**

Thank you for your enquiry requesting further details and an application form for the post of **Assistant Principal (English)** at Melior Community Academy.

This is an exciting time to join Melior Community Academy and a real opportunity to make a difference. We have recently converted to academy status and are now working in partnership with the School Partnership Trust Academies.

We are extremely proud of our academy and our achievements. At Melior Community Academy all teachers and support staff are seen as members of a team who work extremely hard to provide a quality education for our young people ensuring that they achieve their full potential. We are seeking to appoint someone with the professional characteristics to join us in our drive to raise standards in the pursuit of excellence.

Please find enclosed an application form, job description and person specification.

If you would like further information about the role, please do not hesitate to contact me. Visits to the school are welcomed. I look forward to receiving your application in due course; the closing date for receipt of applications is **9am on Monday 21 May 2018**

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Z. Bidmead'.

Zoe Bidmead
Principal

INTRODUCTION

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

VISION AND VALUES

VISION 'CHANGING LIVES'

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money.
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement.
5. Train and develop high quality teachers and staff.
6. To create a generation of young people who are socially and environmentally responsible.
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom.

CORE VALUES

We will:

- Place children and pupils at the heart of everything we do.
- Place collaboration before competition, working with others for the betterment of all.
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives.
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty.
- Never to anything to the detriment of learners, staff or other stakeholders, in a neighbouring community.
- Adhere to the 'Seven Principles of Public Life'.
- Promote environmental awareness and protection locally, nationally and globally.

WHY WORK FOR DELTA ACADEMIES TRUST?

Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.

You will work alongside professionals in a fast-paced and dynamic environment.

You will develop your skills alongside like-minded colleagues.

Delta academies work and collaborate as a family of schools. This provides colleagues with a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others, and seek further promotion as they take on responsibilities across academies or at a whole Trust level.

Career Development – Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.

Pension – Every employee of Delta Academies Trust has access to a pension scheme.

There is a range of benefits available to staff which include childcare vouchers and cycle to work scheme.

THE APPLICATION PROCESS

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobseast@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

ASSISTANT PRINCIPAL (ENGLISH) – MELIOR COMMUNITY ACADEMY

Leadership Scale L8 – L12

(£46,799 - £51,639)

Permanent / Full Time

Required for September 2018

An opportunity has arisen for an outstanding practitioner to join our Senior Leadership Team as Assistant Principal, with key responsibility for English.

We seek to appoint an experienced and inspirational colleague, with a proven track record of raising standards in English through inspiring colleagues to deliver the highest possible standards in teaching and learning, and motivating students to achieve their potential. Experience of working with Welsh Board would be an advantage.

This post offers unrivalled opportunity for a high calibre candidate to demonstrate personal and professional impact and influence through structured career progression.

You will be joining an ambitious, committed and hardworking team who are passionate about the difference we can make to our young people, staff, families and the wider community.

We look forward to you joining our dedicated and supportive team.

Closing Date: Monday 21 May 2018 at 9.00am

An application pack can be downloaded from recruitment.deltatrust.org.uk
or by contacting our recruitment team on 0345 196 0095
or email jobseast@deltatrust.org.uk

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

JOB DESCRIPTION

POST TITLE: ASSISTANT PRINCIPAL (ENGLISH)

SALARY: L8 – L12

REPORTING TO: VICE PRINCIPAL

Job Purpose:

To support the Senior Leadership Team of the academy, working within the 'Deeps' as assigned by the Principal. To provide proactive support to the Principal / Vice Principal / EAB members to ensure that the leadership and management of the academy operates at the most effective level possible.

Main duties and responsibilities

1. To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by the Principal. In particular you will be required to play an active part to:
 - (a) Ensure the academy achieves the objectives / targets set out in the Academy Development Plan.
 - (b) Deliver the academy objectives in relation to its community links.
 - (c) Embed all elements of the 'Deeps' within the day-to-day workings of the academy.
 - (d) Support the activity of the academy as a member of Delta Academies Trust.
 - (e) Constantly promote the personal development of all staff and participate in the work of the academy to achieve this.
 - (f) Participate in development, management activities and research.
 - (g) Contribute to the initiation and development of innovatory practice.
 - (h) Promote equal opportunities at all levels of academy activity.

We expect you to:

1. Be flexible and innovative.
2. Provide depth to the leadership team and assist with the management of the academy on a day to day basis but particularly when other members of the Senior Leadership Team are absent or working outside the academy.
3. Contribute to the development of the leadership and management of the academy via the Senior Leadership Team meetings.
4. Play an active part in the monitoring of the quality of teaching and learning across the academy.
5. Put 'students first' in everything you do.
6. Take responsibility for a specific management area / initiative / project.
7. As part of your continuous professional development, become the Lead Member of SLT once per week, during which you would be expected to deal with academy wide issues as the first line of response for SLT.

We will provide you with:

1. The opportunity to experience a comprehensive range of leadership and management situations.
2. The opportunity 'to shadow' and work closely with other members of the Senior Leadership Team.
3. Support, mentorship and coaching in the roles / duties you are asked to perform.
4. Constructive and regular feedback on your performance.

5. A wide range of experiences to develop / enhance your management and leadership competencies.

Job Specification

Knowledge, skills and experience requirements for the post

a) Leadership skills

- An innovative leader with a clear understanding of education opportunity and how it can be translated into practical reality
- An existing or aspiring middle leader with a proven track record
- An enthusiastic leader, committed to ensuring the best possible outcomes for students
- Someone with the ability to motivate and develop staff whom they lead

b) Communication skills

- A commitment to working positively with all academy staff and students
- An excellent communicator who is at ease with all members of the academy community

c) Experience and knowledge

- An ability to drive and deliver projects on an academy wide basis
- A knowledge and clear understanding of how to drive intervention through the 'Deeps' structure

d) Management of finance, HR and resource

- A proven ability to successfully manage colleagues through the 'Deeps'
- The ability to motivate staff to ensure high performance
- The ability to translate a visionary / innovative concept into a practical implementation plan

e) Personal attributes

- An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation
- Someone who is resilient and determined but can also provide support and demonstrate empathy
- A personal commitment to inclusion and diversity to ensure the maximum benefits for students and staff
- A strong commitment to personal development for all staff including themselves

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS		
A teaching qualification together with qualified teacher status (QTS)	*	
AST or Excellent Teacher status		*
Leadership qualification (e.g. NPQH)		*
KNOWLEDGE & EXPERIENCE		
Knowledge of teaching, learning and assessment at KS3 & KS4	*	
A good understanding of recent curriculum developments and initiatives in English and their impact in the academy	*	
Understanding of the use of data to assess and inform teaching and learning and target appropriate intervention	*	
Comprehensive knowledge of performance management requirements in an education setting		*
Experience of dynamic and successful team leadership at middle leader/senior leader level	*	
Experience of leading and implementing strategies which have ensured high standards of student achievement	*	
Experience of leading, developing and enhancing the teaching practice of other staff		*
Experience of teaching intervention groups at KS3 & KS4	*	
SKILLS		
An excellent classroom practitioner that can model best practise	*	
A passion for learning	*	
Excellent organisational and personal management skills	*	
Effective planning and teaching	*	
Effective behaviour/classroom management	*	
An ability to demand high standards	*	
A track record of examination success in more than one school		*
Ability to work independently and be a team player	*	
Ability to develop and support other staff to develop a variety of teaching strategies	*	
Ability to enthuse and direct students and staff towards raising expectations and levels of achievement	*	
Ability to meet deadlines	*	
Understanding of self-evaluation	*	
Strong ICT skills	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to both self and team development	*	

Takes the initiative	*	
Able to make difficult decisions and relay these effectively	*	
Self-motivated	*	
Reliable and able to maintain a high level of confidentiality	*	
Resilient and determination for success	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
The post holder will require an enhanced DBS	*	