

INFORMATION FOR APPLICANTS

Assistant Principal
(Key Stage 5 Lead)
Salary: LD 12 – 17
(£51,639 - £58,389)





Dear Candidate

Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. Last summer's results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

After embedding a change in leadership, in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

The rapid rate of school improvement has been sustained and we are confident that the next Ofsted inspection will determine that we are a Good school, continuing on our journey to Outstanding.

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our position as a Voluntary Aided Church of England Academy means that the Christian faith has a central role in all of our actions and decisions. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

These are exciting times for All Saints Academy and we believe that this is a fantastic opportunity to make a significant contribution to its development. This is a new post and we are seeking to appoint a dynamic, ambitious and inspiring individual who will help drive the Academy forward.

We are looking for an Assistant Principal (Key Stage 5 Lead) to be responsible for strategic planning in relation to the Key Stage, quality assurance of teaching, learning and assessment within Key Stage 5, accountable for outcomes setting high expectations and developing an outstanding climate for learning.

You should be an exemplary role model by demonstrating a can-do, will do approach.

You will contribute to the overall leadership and management of the Academy and be active in promoting its aims, and supporting an ethos that promotes achievement and high standards.

JOB DESCRIPTION

Assistant Principal (Key Stage 5 Lead)



Purpose:

In addition to the duties of a teacher, to be responsible for: strategic planning in relation to the Key Stage 5; quality assurance of teaching, learning and assessment within Key Stage 5; to be accountable for outcomes across the area; set high expectations and develop an outstanding climate for learning; to liaise with other key leaders where necessary to ensure a cohesive and coherent approach that will ensure all students can maximise their potential.

Flexible and negotiated accountabilities with HoS & EP and in accordance with the broad accountabilities of the role.

Job description:

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility

Accountable to:

The Head of School (HoS)

Line manager of:

TBC (agreed distribution once post-holders identified)

Key Activities:

1. Leadership and Management

- To be an exemplary role model for colleagues by always demonstrating a can-do, will-do approach and exhibiting an adaptable and positive outlook.
- Contribute at SLT level to the discussion and development of Academy plans, policies and procedures and take clear ownership of Key Stage action plan, SEF, and reporting to relevant Governing Body meetings.
- Identify and proactively promote innovative ideas/practices and solutions.
- Liaise with the HoS and other relevant colleagues to ensure day-to-day procedures are adhered to for staff: e.g. sickness absence, return to work, home-school communication, staff well-being.
- Establish good relationships, encourage good working practices and support and lead teachers in the Key Stage.

- Oversee aspects of the Key Stage organisation and management, including preparing agendas and chairing meetings, to ensure that Academy policies and practices are being delivered.
- Ensure that staff are coached and advised as to how best to ensure consistently high standards are achieved.
- Participate in (and lead where necessary) staff training / inset e.g. provide model lessons and other support to teachers and leaders in partner schools as required.
- For the Key stage ensure Continuing Professional Development (CPD) is targeted, focussed and relevant and informed by lesson monitoring practices and attend leadership, Middle Leader and whole Academy staff meetings.
- Ensure any teachers on ITT/NQTs and unqualified are provided with appropriate support via the professional mentor.
- Support and monitor performance and effectiveness of staff appraisal through leading staff appraisal meetings within the Key Stage.
- Lead the team in monitoring and evaluating the adherence to academy systems and ensure that all teachers working within the KS adhere to Academy policies.
- In conjunction with the named EVC undertake own EVC training with a view to co-ordinating and overseeing the organisation of school visits and extracurricular activities within the KS.

2. Teaching, Learning and Assessment:

- Be accountable to the HoS and EP for co-ordinating the work within the Key Stage (KS) supporting and advising as appropriate and to write, and update, termly and annual improvement plans.
- Hold Curriculum Leaders to account for long-term curriculum planning to ensure coverage, progression and a range of learning experiences across the KS.
- Monitor and assure the quality of teaching and learning, in line with Academy policy. This may include lesson observations, monitoring of planning and scrutiny of pupils' work and assessment data and modelling of outstanding lesson delivery, monitoring the frequency and quality of homework lead staff meetings/inset.
- Liaise closely with the other key-stage leaders to ensure consistency of assessment both within and between key stages to maximise progress.

3. Personal Development, Behaviour and welfare

- Establish an ethos of high expectations and an outstanding climate for learning within the Key Stage.
- Hold middle leaders to account for monitoring the behaviour and achievement within the KS and ensure appropriate rewards, sanctions and/or

interventions are made in accordance with both Key Stage and Academy policies/procedures.

- Ensure the safeguarding of all students, making recommendations for appropriate interventions
- Drive the Academy's programme of restorative practices and effective intervention to reduce the level of fixed term and permanent exclusion and ensure appropriate application of alternative and preventative strategies.
- Liaise with the SEND and Inclusion teams to ensure the best possible support for all students.
- Oversee the setting, monitoring and review of attendance, achievement and personal targets for all students.
- Monitor attendance and punctuality and ensure relevant interventions with students who fall below targets.
- Liaise with the AP individualised Pathways which ensures that all students receive the support and challenge that they require in order to succeed.
- Oversee the delivery of a programme of activities, visits and events which provide enrichment, support and challenge for students and manage these so that they are safe, effective and contribute to the wider life of the Academy.
- Oversee the delivery of PSHCE and SMSC which is relevant to the key stage and which contributes to the well-being and personal development of students.
- Promote the Academy vision, values and ethos through house and pastoral assemblies, collective worship, activities and events.

4. Outcomes

- Evaluate and monitor pupils' progress, achievement and attainment, and report on the effectiveness of provision for pupils across the KS to the HoS, EP, Governing Body and external stakeholders.
- Provide appropriate challenge and ensure CLs are held to account for outcomes.
- Ensure appropriate action plans and interventions are put in place where issues are identified.
- Analyse assessment data and use this information to report after each assessment point on strengths, areas of development and impact and effectiveness of provision and update SEF.
- Ensure interventions are monitored and assessed for impact.

5. Other duties and responsibilities

- Carry out any other reasonable duties as directed by the EP and/or HoS.

PERSON SPECIFICATION

Assistant Principal (Key Stage 5 Lead)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in a relevant subject • Teaching qualification 	<ul style="list-style-type: none"> • Masters or equivalent • Evidence of CPD
Teaching Experience	<ul style="list-style-type: none"> • Ability to motivate learners aged 11-18 • Ability to work across the whole ability range • Ability to plan strategically to meet the needs of a range of learners • Understanding of use of assessment to promote individual learning • Experience of at least Middle Leader level • Experience of raising standards of attainment and/or behaviour 	<ul style="list-style-type: none"> • Experience of whole school success • Successful experience as a Middle or Senior leader • Successful experience of dealing with a range of stakeholders
Personal and Classroom Management	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of stakeholders • Ability to work to agreed deadlines • Ability to prioritise • Ability to demonstrate a range of teaching styles and to plan for individual needs • Ability to use ICT to promote learning and administration 	<ul style="list-style-type: none"> • Ability to work with less experienced colleagues
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> • Commitment to safeguarding the welfare of young people in the Academy • Ability to motivate and inspire young people and adults • Ability to work to agreed deadlines and to prioritise • Ability to exercise initiative and to work independently • Ability to accept direction • Ability to think on one's feet 	<ul style="list-style-type: none"> • Ability to analyse data for comparative purposes

Personal Qualities	<ul style="list-style-type: none"> • Empathy with young people and an ability to build a strong rapport • Ability to remain calm under pressure • Flexibility and hard-working • Tenacity and determination • An understanding of how teams work and of how to get the best out of each other • An ability to seek positive solutions to emerging issues 	
Leadership Qualities	<ul style="list-style-type: none"> • Resilience and determination • Creativity • A positive approach to all issues • An ability to influence others • An ability to inspire Sponsors, Governors, staff, students and parents • An indefatigable appetite to do what is appropriate for the students we serve • Your glass is always full! 	
Duration of Post	Permanent subject to successful Performance Reviews	
Review Date	No later than three years from the commencement of taking up post	

TIMELINE FOR RECRUITMENT PROCESS

Advertisement placed	17 May 2018
Closing date for applications	midday Tuesday 22 May 2018
Interviews	Thursday 24 May 2018
Start Date	September 2018

ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to the Principal and HR Manager (01582 619700) to make an appointment.

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
PA to Principal and HR Manager
All Saints Academy
Dunstable
Beds LU5 5AB

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.