



MANOR SCHOOL SPORTS COLLEGE

Assistant Principal

Dear Applicant,

As I look ahead to my 2nd year as Principal of Manor School I am excited by the opportunities I have to develop our curriculum and teaching and learning provision due to our growing roll. I have ambitious plans and I am seeking to appoint a dynamic Assistant Principal to join our Leadership Team and staff in raising the standard of education at Manor School still further. We are looking for someone who is ambitious and eventually wants to lead a school of their own in the future.

My vision for our academy is driven by our values and a belief that we should be preparing young people to become outstanding young adults and make a contribution to the world as global citizens, be mindful of the mental and physical health of themselves and others and be thoroughly prepared for the world of work. In order to achieve this we focus on the interface between learning and welfare to achieve great outcomes, as well as developing personal characteristics and cultural capital through the range of experiences and opportunities we provide.

For staff, we have a positive and innovative culture within our dynamic and evolving organisation where teaching and learning, coaching and professional development are at the heart of all that we do. We have established an Excellence Pathways programme to ensure that all staff are able to take ownership of their career development and we invest significantly in training, development activities and providing research opportunities to enable the next steps in your career progression.

Whilst we have the highest expectations of our staff we recognise that teaching is a tough profession and the well-being of our staff is hugely important. As a result, we continuously pursue opportunities to manage workload effectively and promote a working environment that is positive, engaging and supportive.

In May 2016 OFSTED confirmed that Manor School remains a good school in all areas: achievement, quality of teaching, behaviour and leadership. The lead inspector made reference amongst other strengths to an 'inclusive culture that encourages students to celebrate their differences and to support each other in their learning and wider development'. We were delighted to receive such a good report on the new, more rigorous framework.

You'll find much more information about Manor School on our website, www.manorschool.northants.sch.uk to help your decision about whether to apply. You'd expect us to say that Manor School is an excellent place to work and learn and, I would encourage you to visit us and talk to students and colleagues, so that you can properly test our opinion.

I would welcome informal conversations with any potential applicant and I do hope that you'll make an application to join us and that we will have the chance to meet at interview.

With best wishes,



Jay Davenport



Who are we?

The Manor Learning Trust

The Manor Learning Trust is currently a 3-school Trust with one secondary, one primary and one junior school based in and around the town of Raunds. However, we are at an exciting growth phase of our development and look forward to increasing our size, capacity and provision in 2018.

At The Manor Learning Trust our mission statement is 'Success for All' and our students are continually challenged to successfully complete their education, to develop self-confidence and self-esteem, and to be proactive in determining their career pathway. We are confident that the challenge and support that The Manor Learning Trust provides for students of all ages and all abilities will enable them all to build a successful life.

Work hard and play hard reflects our ethos and ensures we can deliver on our mission statement.

We aim to:

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

Manor School Sports College



Manor School is a heavily over-subscribed and growing community 11 – 18 secondary academy serving the town of Raunds in East Northamptonshire. We are proud to be part of The Manor Learning Trust and share a clear vision to encourage all our students and staff to work hard, play hard and achieve; leading to 'Success for All'.

By visiting us and making use of the facts and data readily available online, you'll discover that our students achieve well, levels of attendance and parental support are very good. We are proud of our English provision and outcomes, we promote the STEM subjects with rigour and are unwavering in our support and emphasis on sport and the Arts for which we are locally renowned.

Most significantly, at Manor School we know that we are responsible for education in its widest sense. We encourage and support students to be innovative and creative, to set the bar high in order to excel both academically and in developing the personal characteristics and cultural capital required to be outstanding young adults.

What are we looking for?

Assistant Principal - Roles and Responsibilities

All Senior Leaders at Manor School including Assistant Principals make a significant contribution to the professional leadership and management of both the Culture & Welfare and Teaching, Learning & Assessment aspects of the school. This includes but is not exclusive to:

- support The Manor Learning Trust and the Principal of Manor School in successfully implementing their vision and policies to ensure we achieve our aims;
- contribute as part of The Manor Learning Trust to the development of a unique, values-driven curriculum;
- maintain and improve the quality of teaching and learning via the implementation of the Manor School teaching and learning strategy;
- provide line management to support and challenge curriculum leaders to deliver high quality provision and outcomes;
- contribute to the positive well-being of all members of our school community by ensuring they are treated with respect, tolerance and encouraged to demonstrate positive behaviour and the desire to work hard.

The growth of the academy allows the opportunity for us to expand and enhance our existing strong leadership team and reorganise roles and responsibilities. This enables us to consider applicants' areas of expertise and negotiate precise responsibilities upon appointment. Therefore, we are keen to hear from candidates who are interested in contributing to strategic development and able to take an operational lead in any of the following areas: pastoral/behaviour, STEM, data and standards, CPD, curriculum development and Academy improvement projects. Flexibility will be an important criteria for selection.



Job Description

Post Title	Assistant Principal - Generic Job Description
The current School Teachers' Pay and conditions Document and the DfE standards for teachers apply to this post. The Manor Learning Trust (MLT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose: In addition to those professional responsibilities common to all classroom teachers of the academy, the Assistant Principal will be a member of the leadership group and play a full part in the management of the academy. Specific responsibilities will be detailed separately.	
1. Accountability for strategic leadership and operational management of aspects of the AIP (Academy Improvement Plan) and whole areas of responsibility	
• Driving development and change in areas of responsibility • Building capacity within areas of responsibility to deliver and sustain high quality outcomes • Leading others and evaluating performance to identify and implement priorities to raise standards and make an impact on the educational progress of all students, • Being accountable for the management of funding or budgets related to areas of responsibility • Being accountable for the continuing effective work of all staff for whom the post holder is responsible • Reporting to the Principal and governors regularly and to attend governor meetings as required	
2. Significant contribution to the collaborative work of the Leadership Group	
• Leading, with other members of the SLT, the behaviour management of the academy • Contributing at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, financial administration, staffing and other matters • Modelling the ethos and vision of the school • Leading whole school assemblies and training • Making a significant contribution to the school SEF • Deputising for other members of the SLT • Undertaking new tasks and personal development within the leadership group as preparation for a Vice Principal role • Ensuring creativity, innovation and other transformational activities to raise standards in all areas	
3. Accountability for leading and line managing other staff	
• Leading, developing and enhancing the teaching practice of others • Ensuring that all students have equality of opportunity and can work to their best • Coaching and supporting leadership and management development • Monitoring and reviewing the work of a specific year team and curriculum areas • In collaboration, developing systems, procedures and specific actions in response to identified needs • Ensuring that the self-review of line management areas is consistent, systematic and sustained	
4. Accountability for delivering a range of other academy responsibilities	
• Undertake specific, significant roles in the leadership and management of the academy • Develop, organise and hold colleagues accountable in their roles at all levels • Ensure that the management of the school through these designated roles is efficient and effective • Developing and promoting policies and procedures that ensure the school's distinctive ethos is reflected in all learning activities • Promoting the academy's ethos and culture to the broader community and beyond • Other duties that might reasonably be required of an Assistant Principal as directed by the Principal	

Person Specification

	Essential	Desirable
Education & Qualifications	- Graduate and qualified teacher - Evidence of continuing and recent professional development relevant to senior leadership	- A higher degree in relevant discipline - Completion of leadership qualification
Relevant Knowledge & Experience	- Proven track record of innovation and successfully leading change - Understanding of current educational issues - Recent experience in an 11-18 environment - Understanding of the role of governors and parents in school development - Contribution to whole school CPD - Understanding of analysis and use of data to raise standards	Experience of systems related to finance, HR or the development of the physical environment
Leadership & Management	- Set clear expectations to demand high standards - Ability to plan, prioritise and meet deadlines - To make a significant contribution to the vision relating to the AIP and reflect this vision in all contexts - Intellectual curiosity - Ability to effectively hold people to account - Ability to inspire, motivate and enthuse colleagues and students - Lead by example, be accountable and take responsibility	
Personal Qualities	- Passion for the profession and providing young people with outstanding opportunities - Sense of humour, presence, drive and flexible/agile 'can do' attitude - Excellent interpersonal skills - Resilience, energy and ability to solve problems - Excellent written and oral communication and presentation skills	- Wide range of interests - Willingness to take part in extra-curricular activities including trips and visits
Teaching	Excellent teacher with evidence of successful outcomes at secondary school level	
Ambition	Desire, potential and ambition to move to Vice Principal level within 3 – 5 years	

What can we offer?

We offer the opportunity to:

- help shape the future of our academy and Trust
- teach highly motivated and talented students
- work with colleagues that are valued, well qualified and highly motivated
- experience fantastic and varied opportunities for professional development
- fast track your personal development through research opportunities and membership of key professional organisations
- work in an academy where there is a genuine belief in the importance of staff well-being
- use our onsite fitness suite and gym at discounted rates
- live and work in a semi-rural location that offers competitive house prices, with outstanding leisure and shopping facilities and excellent transport links to all areas of the country.

How to apply

Please complete the teaching application form in full in black ink or type. CVs are not accepted and should not be submitted as part of the application.

Your supporting letter should be no more than 2 sides of A4 and should enhance your application by highlighting the specific skills and experience you could bring to the role; particularly your leadership experience. We would also like you to give us an indication of your philosophy towards the curriculum and teaching and learning and how you would contribute to academy improvement and development if successful.

If you have any questions or would like to arrange a visit, please contact Sarah Charles, HR Director, in the first instance, on 01933 623921 or email sarah.charles@manorschool.northants.sch.uk.

Please return completed applications to this email address or by post to the academy, FAO Sarah Charles, HR Director.

The closing date for this post is 9.00 am on Thursday 1 February 2018.

Interviews will be held during w/c 5 February 2018.



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SPORTS COLLEGE



www.manorschool.northants.sch.uk

01933 623921

@Manor_School