



WE ARE ASTREA

ASSISTANT PRINCIPAL

ASTREA ACADEMY WOODFIELDS
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





OPEN LETTER FROM PRINCIPAL, ADAM ATKINSON

Dear Candidate,

I am delighted you are interested in the post of Assistant Principal at Astrea Academy Woodfields.

It is with great pride that I am able to introduce myself as Principal of the Academy and it is a privilege to share with you our vision for the future. Astrea Academy Woodfields is on a journey to excellence and every decision is centered on students, enabling them to achieve their full potential so that they go on to a successful and rewarding future. It is our vision that students will become lifelong learners where we create outstanding young adults who are proud of their community and cultures.

As a successful candidate you will become part of the Astrea family that offers you unrivalled professional development where there is massive opportunity for career development, collaborative working and constructive feedback and solutions. We offer you the opportunity as we develop to teach at all key stages with our evolving Sixth Form provision alongside the potential to build upon the success at KS3 and 4. If you share our values and want to make the kind of difference to young people's lives that allow them to challenge social boundaries then we would love to meet you!

Please take this letter as an open invitation to visit our Academy and meet the children and staff that make Woodfields so much more than a building. If you let us know when you would like to visit, we will arrange for you to come and see this very special learning environment. I very much hope that you choose to apply for this post and I look forward to meeting you.

Yours sincerely,

Mr Adam Atkinson

Principal, Astrea Academy Woodfields





JOB DESCRIPTION

JOB TITLE	Assistant Principal
REPORTING TO	Vice Principal
SALARY RANGE	Leadership Scale L10 – L14
LOCATION	Astrea Academy Woodfields, Weston Road, Balby, Doncaster, DN4 8ND
TRAVEL	Some local and national

This is a generic job profile for an Assistant Principal. We are looking for the right person to join our forward-thinking and passionate leadership team and are interested in candidates with a range of academic specialisms and expertise. A final role will be drawn up in consultation with the successful candidate and the leadership team.

Purpose

Under the direction and guidance of the Principal, this role is responsible for the planning, organising, staffing, motivating, directing, and management of the school, including delivering required educational outcomes.

Main Objectives

- To support the leadership team in implementing the Academy Development Plan
- To manage and ensure the successful completion of key aims and objectives of school leaders
- To champion the core values of the academy and translate them into strategies to raise achievement of all students
- To contribute to the formulation of whole-school policy and practice and to lead colleagues in its implementation
- To facilitate staff training on a range of initiatives relevant to specific responsibilities
- To lead on relevant monitoring and self-evaluation procedures
- To lead and support all categories of staff, fostering good relationships and encouraging good working practices
- To contribute to establishing the core values of the Senior Leadership Team and their practical expression
- To attend SLT, Governing Body and other meetings, leading / supporting where appropriate to role
- To liaise with Governors and outside agencies
- To uphold the academy's Behaviour Policy and ethos
- To facilitate the smooth day to day running / operation of the academy
- To be an integral and effective part of the whole-school duty system
- To ensure effective communication across all aspects of the academy
- To provide direction and co-ordination of the curriculum through effective line management
- To share in the monitoring and evaluation of teaching and learning



- To strive for the highest possible standards of student behaviour, learning and attainment for all students
- To manage staff in an appropriate manner, offering support, encouragement, guidance and advice
- To provide documentation and reports for the Principal and Governors as required
- To initiate and lead on any change required within specific areas of responsibility
- To support performance management processes across relevant areas of the academy
- To ensure teachers teach and students learn in disruption-free learning environments
- To create clarity around the Academy's routines and ensure all staff use them consistently
- To demonstrate and articulate high expectations and set aspirational targets for all
- To work with colleagues to ensure that students are safe and supported
- To ensure that Health and Safety policies and practices, including risk assessments at different levels, are in line with national requirements and updated as necessary
- To analyse data relevant to specific role
- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance management process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in and lead training and other professional development learning activities as required
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To promote and sustain effective management of the Academy environment, its site, and buildings
- To provide information about the work and performance of staff, where this is relevant to their future employment at the Academy or elsewhere
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above

Teaching & Learning

- To be a strong classroom teacher, acting as a role model in the provision of high-quality learning, teaching and assessment.
- To take full responsibility for all aspects of teaching and learning in your key area of responsibility
- To maintain an informed view of standards and ensure high quality teaching across the Academy and particularly in your key areas by monitoring students' work and teachers' planning and delivery
- To work with the SLT to develop strategies to enhance teachers' ability to learn and to develop advanced teaching skills.
- To assist in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes of this support as appropriate.
- To contribute to the recruitment, training, deployment and professional development of staff as appropriate.



- To ensure the highest standards of achievement for all students, through setting high expectations and delivering a well-balanced curriculum that meets the Academy's curriculum principles.
- To ensure the entitlement of all students to have equal access to and participate in all aspects of the curriculum.
- To keep relevant documentation and information up to date on website
- To represent the academy at events, conferences and meetings

This is not exhaustive. The post holder will be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



PERSON SPECIFICATION

This part will allow you to understand who we are looking for within this role and the experience, skills and capabilities that we would expect.

EDUCATION & QUALIFICATIONS

- ★ ★ Qualified Teacher Status
- ★ ★ Good Honour's Degree

EXPERIENCE

- ★ ★ Evidence of outstanding teaching
- ★ ★ Personal success in leadership
- ★ ★ Experience of managing a team successfully
- ★ ★ Experience of leading both teachers and associate staff
- ★ ★ Experience of monitoring and evaluating aspects of teaching and learning and/or performance management
- ★ ★ Evidence of a commitment to self-improvement as a professional
- ★ ★ Experience of working in a multi culturally diverse school
- ★ ★ Experience of supporting vulnerable young people using a multi-agency approach
- ★ ★ Carrying out a senior leadership post that has impacted on standards and progress, positively

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- ★ ★ Knowledge and understanding of what constitutes high quality educational provision, the characteristics of an effective Academy and strategies for raising scholar's achievement
- ★ ★ An understanding of how to seek and use data effectively to track and monitor progress and show impact of actions
- ★ ★ The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome
- ★ ★ A thorough understanding of current educational issues
- ★ ★ The ability to manage change effectively

PERSONAL ATTRIBUTES

- ★ ★ Ability to work under pressure and to deadlines
- ★ ★ High expectation of self and others
- ★ ★ Excellent punctuality
- ★ ★ An understanding and commitment to the protection and safeguarding of children and young people
- ★ ★ Excellent organisational skills – especially when logistically planning multiple events involving other institutions
- ★ ★ Ability to establish and maintain good relationships with others, including leaders from across the region
- ★ ★ Energy, imagination, loyalty and personal commitment
- ★ ★ Ability to inspire the trust, confidence and respect of students, staff and the community
- ★ ★ Complement the skills and abilities of the Principal

This is not exhaustive.



Skills, Knowledge and Abilities	Essential	Desirable
Good organisational skills	*	
Good communication skills	*	
Good teaching skills and range of strategies	*	
Knowledge of National Curriculum and GCSE syllabuses	*	
Ability to integrate ICT effectively	*	
Experience		
Teaching throughout the age (11-16) and ability range	*	
Specific experience of successful working with students across the age and ability range	*	
Qualifications		
Qualified teacher status	*	
Good relevant Degree	*	
Evidence of further relevant study		*
Other		
High expectations of all students	*	
High professional standards	*	
Ability to lead, manage and work as part of a team	*	
Understanding of the need for a differentiated curriculum	*	