

Ivybridge Community College



Assistant Principal Teaching and Learning/Literacy



Candidate Information

Opportunity • Endeavour • Excellence • Achievement at Ivybridge

Ivybridge Community College



May 2021

Rachel Hutchinson
Principal

Dear Candidate

Assistant Principal - Teaching and Learning/Literacy

Further to your enquiry, I am delighted that you have requested information regarding the position of Assistant Principal at Ivybridge Community College.

This is a fantastic opportunity to take a major leadership role in leading and enhancing the Teaching and Learning across the whole College.

As a College, we are committed to providing an excellent education for ages 11-18. Inherent in everything we do is a culture of high expectation and aspirations. Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential.

The successful candidate will gain a wealth of experience from working across the College, whilst receiving support and guidance from the Leadership Team.

I look forward to receiving your completed application.

Yours sincerely

Rachel Hutchinson
Principal

The Post

Thank you for showing an interest post of Assistant Principal post. This is an opportunity to join an ambitious Senior Leadership Team. This post demonstrates our commitment to Quality First Teaching being at the heart of everything we do, and this is underpinned by a relentless focus on literacy, as we know this is the essential driver for the success and life chances of our students.

Teaching and Learning

Our staff are committed and reflective practitioners, who have embraced our Teach Like a Champion inspired Learning Strategy. The successful candidate would be joining a College that invests in the continued professional development of teachers and proactively evaluates current educational research to ensure our students experience a full and rich curriculum.

This role is pivotal for the College and the successful candidate will lead in ensuring that classroom pedagogy is constantly evolving across the staff body and that the explicit, consistent teaching of Literacy (including reading, writing, vocabulary and oracy) is embedded across all curriculum areas and ultimately leading to successful student outcomes.

An essential part of this position is to role model excellent classroom practice and lead teachers in reviewing their pedagogy to make incremental changes to ensure sustained improvement. You will work closely with middle leaders and empower them to disseminate the vision for Teaching and Learning at the College to their respective teams.

Literacy

Literacy has always been prioritised by the College, but following a recent Trust endorsed review, we are now seeking to 'do less and do it better'. The successful candidate would evaluate the impact of current practice and initiatives across all aspects of the College and ensure a clear, focused strategy moving forwards.

JOB DESCRIPTION

Post: Assistant Principal – Teaching and Learning/Literacy Lead

Accountable to: The Principal

Salary: Leadership Spine 13 -17

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development.

Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.

Overall Purpose and Accountability

- To support the Principal in the efficient and effective delivery of the Westcountry Schools Trust's vision, strategic aims and corporate plan; to uphold and model the Trust's values and to provide outstanding leadership across the organisation.
- To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners.
- To support the Principal in the leadership and management of the College, both in respect of the specific duties attached to this post and generally across all areas of College life.
- To lead one of the College's Learning Areas as Assistant Principal to ensure outstanding performance.

Responsibilities common to the Leadership Team

In particular you will:

- Be an outstanding teacher with a deep understanding of pedagogy. It is the responsibility of all members of the Leadership Team to model 'outstanding' at all times;
- Be a member of the Senior Leadership Team in which everyone is committed to securing outstanding outcomes for our students and our community;
- Share direct accountability for the successful delivery of the vision for the College as a whole;
- Lead, plan, manage and ensure the successful delivery of the College's vision for individual student achievement;
- Assist the Principal in leading Ivybridge Community College in such a way that the highest standards are secured amongst staff and students in all areas of the College's performance and practice;
- Act as a role model for staff, providing active support and advice to them whilst holding them accountable;
- Lead on improvement strategies, coaching and supporting staff, ensuring quality, monitoring and evaluation of performance;
- Lead and manage curriculum leaders to ensure that College improvement is being

- effectively led at this level;
- Work with the relevant teams, including wider leadership, and the appropriate teachers, and/or support staff ensure high quality provision;
- Actively identify and remove barriers to learning;
- Ensure that all students across the full ability range have maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the College and in the wider community;
- Play a lead part in the community of the College, being highly visible on a daily basis and undertaking a range of duties to ensure the smooth running of the College;
- Contribute to all self-evaluation measures and Quality Assurance processes to ensure the College continues to develop and is always prepared for any given 'internal' or 'external' evaluation;
- Conduct reviews which identify strengths and areas for development;
- To be responsible for relevant whole College policies as appropriate;
- Report to the Governing Board as necessary;
- Take a corporate view of policy implementation and an appropriate share of the many various tasks required of Senior Leadership.

All responsibilities are common to the Leadership Team and not an exhaustive list, and the post holder will be expected to respond to changing priorities in accordance to the main areas:

Strategic Leadership and shaping the future
Teaching and Learning
Managing the College
Developing self and working with others
Securing Accountability
Strengthening Community
Safeguarding

Specific Responsibilities for this Post

- To share direct accountability for the successful delivery of the vision for the College as whole;
- To lead, plan, manage and ensure the successful delivery of the College's vision for individual student achievement;
- To assist the Principal in leading Ivybridge Community College in such a way that the highest standards are secured amongst staff and students in all areas of the College's performance and practice;
- To ensure that all students across the full ability range have maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the College and in the wider community;
- To play a lead part in the community of the College, being highly visible on a daily basis and undertaking a range of duties to ensure the smooth running of the College;
- Demonstrate the vision and values in every day work and practice;
- Work with the Deputy Principal to ensure that the Ivybridge Learning Strategy is fit for purpose, is being applied consistently and reflects the needs of all students;
- OFSTED Preparation;
- To monitor, track and evaluate the Development Plan objectives and accountabilities as set out in the College Improvement Plan.
- Gather regular, measurable and significant feedback from all stakeholders to monitor progress and set appropriate targets;
- Oversee the approach to marking and feedback across curriculum areas – including the 'whole class and log book' approach;
- Ensure the College Teaching and Learning Policy supports inclusive teaching;
- Support Middle Leaders in the appraisal/review process and contribute to the College's review process, observing other colleagues and evaluating their performance;

- Create the Teaching and Learning and Literacy Development Plans and contribute to creating the whole College Improvement Plan;
- Create a climate for learning within teams and support the notion that all teachers are also learners;
- Support and develop Heads of Department to plan, deliver and evaluate the effectiveness of Continuing Professional Development (CPD) in their subject areas – both subject specific and pedagogical content knowledge;
- To lead aspects of the CPD programme to support reflective practice across the staff body;
- Work in collaboration with WeST schools supporting our values and vision, sharing expertise and supporting colleagues within the family of WeST Schools.

General

- To line manage staff as required; lead the staff review/appraisal/performance management process and make use of professional development opportunities;
- To keep abreast of educational initiatives locally and nationally;
- Maintain high standards of professional conduct and personal appearance;
- To carry out any other reasonable task at the request of the Principal.

How to Apply

All applications for employment should be made by completing the Westcountry Schools Trust application form which can be downloaded from Ivybridge Community College's website at www.ivybridge.devon.sch.uk.

Please indicate clearly the main details of your Post-16 and Higher Education qualifications as well as all relevant experiences which make you suitable for this position. If you wish to send your application by email please send it to hr@ivybridge.devon.sch.uk

Applications for this vacancy must be received by **9am on Monday, 24, May 2021**.

Interviews are anticipated to take place the on Wednesday 26 and Thursday 27 May 2021

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