



Associate Principal

Application Pack

Phoenix Academy,
Walsall, West Midlands

Improving Education **Together.**

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Phoenix Academy,
Walsall, West Midlands



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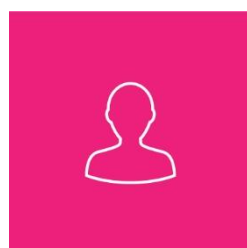
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Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. Phoenix Academy Information

Phoenix Academy supports primary age pupils who have a range of social, emotional and behavioural difficulties. We have a clear ethos which promotes the Every Child Matters agenda and strong sense of Community.

We want our children to develop an enquiring mind, become independent, life-long learners and achieve individual goals to reach their unique potential. We believe it's important that they are self-motivated and able to listen to the views of others.

At Phoenix Academy, we help children be respectful, well-mannered and tolerant citizens of the local and wider community.

Pupils at Phoenix Academy are encouraged to have tolerance of difference - either religious or other - through a broad and balanced curriculum and through assemblies. They are taught to have respect for the law and British institutions and about personal and social responsibility and freedom within the rule of Law.

Phoenix Academy aims to prepare its pupils to become tolerant and law abiding citizens with respect for themselves, others and the British community as a whole.

As an academy, we want to ensure that the new curriculum is exciting, enjoyable and challenging. Therefore, we have introduced a new Thematic Curriculum with a new topic being introduced each half term. Using a thematic approach will support this vision while still being skill based and knowledge supported.





03. Job Description

Associate Principal – Primary Academy

The Associate Principal will support the Principal in accordance with the current School Teachers Pay and Conditions Document, the policies of the Local Governing Body (including its annual budget), applicable legislation and our policies. The Associate Principal will lead on analysing data, developing future plans, and curriculum development.

The successful applicant will also be expected to work closely with local schools and the wider community. In doing so you will further build the reputation of the academy and increase the quality of educational provision both within and external to the academy.

This post will report to the Academy Principal, but the post holder will be expected to be able to work independently with minimal support.

Key responsibilities are:

- > to embrace our vision
- > to lead the academy in respect of behaviour management best practice
- > lead the development of the academies inclusion provision
- > to undertake the duties of SENCO for the academy
- > to promote a culture that promotes excellence, equality, high expectations and aspirations of all pupils in our care
- > to promote a culture and systems which ensure that safeguarding and child protection are of the highest priority
- > to take a leading role in developing academy policies and procedures
- > to ensure that pupils are offered world class 21st century learning opportunities
- > to continue to develop effective relationships with local schools
- > to support the development of our family of academies.

Specific Responsibilities

Overview

The Associate Principal will:

- > work collaboratively with us and other Trust academies to enhance the whole network
- > promote a culture of high expectations and aspirations so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > take a leading role in the transformation of the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community.

Pupils

The Associate Principal will ensure that:

- > pupils are always engaged in safe and healthy educational activities in an environment that is rich and colourful and designed to promote enjoyment and excitement in learning
- > the progress of the academy's pupils is monitored and recorded in such a way that, at each stage of development, sufficient information is available to make the most accurate and appropriate decisions concerning individual pupils and thus provide them with personalised support
- > pupils receive efficient, effective and appropriate education according to their individual needs and abilities
- > the academy's Behaviour Policy is implemented effectively, and lead this provision.

Curriculum

The Associate Principal will:

- > take a leading role in the continued development of a broad and balanced core curriculum
- > the academy takes account of local and national initiatives and policies relevant to teaching and learning
- > take a leading role in the development of a curriculum model that takes account of the diverse social, emotional and behavioural needs of all pupils in the academy
- > take a leading role in the development of an inclusive approach, which is supportive and reflects the core values of the academy, making it a place where all young people will feel welcome and where their individual needs will be met
- > take a leading role in ensuring there is an enquiry and active learning orientated curriculum to develop pupil self-worth, confidence and self-esteem
- > take a leading role in ensuring the latest environmentally sound technology is used in all aspects of the academy
- > take account of local and national initiatives and policies to identify and implement further improvements to teaching and learning at the academy.

03. Job Description

Ethos

The Associate Principal will:

- > take a leading role in embedding our vision to create a learning community built and sustained by a culture of citizenship, respect, trust, honesty, well-being and financial independence
- > take a leading role in developing an environment where all members of the academy and its community actively demonstrate their care and concern for everyone and fulfil the requirements of our shared vision
- > set an example in terms of professional standards and leadership.

Staff

The Associate Principal will:

- > support all members of staff in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management and valuing each individual's contribution and responsibility
- > implement our policies, providing guidance, support and training to ensure all members of the academy's staff are held to account, thus ensuring a positive framework for staff development and achievement
- > ensure that there are clear procedures for recruitment and retention of staff and that these comply with 'best practice' and all legal requirements
- > ensure that staff are responsible for promoting and safeguarding the welfare of children for whom they are responsible or with whom they come into contact
- > support staff development to enable all staff to achieve their professional potential, including line management duties

Finance and Resource Management

The Associate Principal will:

- work closely with the Principal to set a budget by working with ATT and the LGB to agree priorities for expenditure, allocating funds, and ensuring effective administration and control, determining long term and short term budgets
- develop a culture for bidding for appropriate external funding
- manage and organise accommodation and resources efficiently and effectively to ensure that it meets the needs of both the curriculum and health and safety regulations.

Parents and Carers

The Associate Principal will:

- ensure all parents/carers are given regular information and the progress of their children, the curriculum and other matters affecting the academy
- encourage family involvement in, and support, for the academy, including access to any extended services, extra-curricular opportunities, homework and other education visits
- maintain a high profile within the local community, developing the academy as an integral part of the locality.

03. Job Description

Other

The Associate Principal will:

- develop, embed and continuously improve the academies inclusion provision
- share responsibility for the successful delivery of the academies vision
- take a leading role in the day to day running of the academy
- provide leadership and direction to the academy and its community to deliver high standards of achievement through a comprehensive programme of activities
- take a leading role in building and realising the shared vision of excellence and high standards for all students
- lead the development of effective systems for monitoring/recording the progress of students towards targets
- take a leading role in the formulation of all academy policies and procedures, ensuring their consistent implementation throughout the academy
- work with subject leaders and those with pastoral responsibilities to ensure that expectations regarding behaviour and achievement are established and achieved
- work closely with the Principal in the setting and management of budgets
- support staff in developing a stimulating and challenging environment which secures effective learning and provides high standards of support for students and effective behaviour for learning
- adhoc duties as required



04. Person Specification

Associate Principal – Primary Academy

Key responsibilities

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > promote a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > support the continued transformation of the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community.

	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none">• has qualified teacher status• held variety of roles and responsibilities with leadership experience particularly within a special and/or EBD school• evidence of recent and relevant continuing professional development, including in leadership and management	<ul style="list-style-type: none">• undergone safer recruitment training• qualified designated safeguarding lead
Experience of	<ul style="list-style-type: none">• successful experience as a Vice Principal, leader or manager in an EBD environment• substantial, successful and varied teaching• working with children with a variety of needs• linking with statutory agencies• leadership within an EBD school/academy	<ul style="list-style-type: none">• successful experience as a Principal in an EBD environment• experience of leading an inclusion function• experience as a SENCO

04. Person Specification

	Essential	Desirable
Safeguarding	<ul style="list-style-type: none"> • displays commitment to the protection and safeguarding of children and young people • has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people • will co-operate and work with relevant agencies to protect children 	<ul style="list-style-type: none"> • holds training and qualification for 'designated safeguarding lead'
Shaping the future	<ul style="list-style-type: none"> • can ensure our shared vision is clearly articulated, shared and implemented in a range of compelling ways • can motivate and enthuse all staff in the development of the academy • can respond effectively to change and challenge • has had significant experience, within an academy of leading and bringing about effective school improvement • can think strategically and build on a coherent vision for an inclusive academy • can effectively lead change 	<ul style="list-style-type: none"> • can ensure creativity, innovation and use of appropriate technologies to ensure the academy 'achieves excellence'
Leading, Learning and Teaching	<ul style="list-style-type: none"> • excellent understanding of the principles of effective teaching and learning in all phases • has excellent and current knowledge of all curriculum requirements and can implement, monitor and support these effectively • can articulate characteristics of outstanding teaching and learning for pupils of all abilities • excellent understanding of assessment and how it can be used to improve pupil progress • is able to design and manage the KS1 curriculum • has a track record of securing high standards and at least good progress for all pupils • is an outstanding classroom practitioner within primary EBD education • can take a strategic role in the development of new and emerging technologies to enhance and extend the learning of all students • has a successful, proven track record of monitoring, evaluating and improving the quality of teaching and learning 	<ul style="list-style-type: none"> • has a track record that demonstrates the very best quality of teaching and learning for all pupil groups including SEN and vulnerable • demonstrate a commitment to continuous learning for all members of the academy community including professional development

04. Person Specification

	Essential	Desirable
Developing self and working with others	<ul style="list-style-type: none"> • can develop and maintain effective strategies and procedures for staff induction, professional development and performance review • can maintain a culture of high expectations for self and for others • can review own practice, set personal targets and take responsibility for personal development • can manage own workload and that of others to allow appropriate work/life balance • can maintain confidentiality • can articulate and understand current educational issues • can demonstrate a proven track record of developing self within an educational context • can show resilience in the face of challenge • has excellent interpersonal skills, with the ability to listen and communicate effectively in all contexts and to command respect • can ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities 	N/A
Managing the organisation	<ul style="list-style-type: none"> • has the ability to articulate and communicate the vision and values that make the academy unique • has the ability to secure high levels of engagement from staff which enable excellent pupil achievement • has the enthusiasm to take the academy forward through a process of change, development and on-going improvement which is based on critical evaluation, sound planning and challenging targets 	<ul style="list-style-type: none"> • has a proven track record in demonstrating best value

04. Person Specification

	Essential	Desirable
Securing Accountability	<ul style="list-style-type: none"> • can maintain an effective working relationship with the Local Governing Body to enable them to meet their statutory responsibilities for learning, teaching and standards • is committed to making the academy work effectively towards the academic, spiritual, moral, social, emotional and cultural developments of its pupils • committed to regular, rigorous self-evaluation and can address under performance promptly to bring about improvement and progress to all pupils • ensure statutory responsibilities in Health and Safety and Safeguarding are fulfilled • has experience of using evidence including external performance data to maintain and improve academy performance • can ensure all individual staff accountabilities are clearly defined, understood and reviewed with all staff held to account for their performance 	<ul style="list-style-type: none"> • proven track record of presenting all aspects of school performance to a range of audiences including governors, parents and the wider community
Strengthening Community	<ul style="list-style-type: none"> • significant experience of working effectively with parents/careers and the local community • developing an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success, and accept responsibilities for the outcomes • communicate persuasively and sensitively the ethos of the academy and values of Academy Transformation Trust to the local community • committed to community provision 	<ul style="list-style-type: none"> • proven track record in building and maintaining effective relationships with all members of the school community to enrich learning



05. How to apply

Phoenix Academy,
Walsall, West Midlands

Salary:

£55,000 to £70,000

Closing date:

XXXX

Interviews:

TBC

Start Date:

January 2018

Further Information:

For further information about the role please contact
Greg Bowkett (Regional HR Business Partner) on 07508
388 872.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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