

# Assistant Principal

## Data & Assessment

The Hart School  
Recruitment Pack



**THE HART  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Colleague



**Thank you for your interest in joining the team at The Hart School.**

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in March 2018.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham  
Principal

# “We Do

# By working together, learning together and winning together”

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

## Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms



## Summary of The Hart School's Progress Scores in 2019/20:

- Progress 8 score: **-0.03**
- Attainment 8 score: **45.7**
- Pupils entering EBacc: **24%**
- Staying in Education or entering employment: **96%**

To see full details of the school performance data please visit:  
<https://www.compare-school-performance.service.gov.uk/school/139068/The-Hart-school>

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.**

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, Teach First, Staffordshire ITT.



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# Assistant Principal JOB DESCRIPTION AND PERSON SPECIFICATION

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## LOCATION

The Hart School, Rugeley, Staffordshire

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## SALARY

L11 to L15

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## THE ROLE

The Assistant Principal - Data and Assessment is to ensure the achievement of the highest possible educational standards, creating an ethos in which pupils feel valued and staff have high expectations of them.

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## REPORTING LINES

The post will report to the Vice Principal

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## SHARED ROLE OF THE SENIOR LEADERSHIP TEAM

The Leadership team will work in partnership and share the following leadership and management responsibilities:

- To raise aspiration, embed ambition and drive improvement by ensuring the highest quality provision and outcomes for The Hart School
- To maintain the highest possible personal, professional standards as an example to colleagues.
- To assist in the setting of the school's goals and targets and the implementation of the school's Improvement plans.
- To promote devolved leadership, good relationships and communications between all members and the wider community and to attend and lead relevant school and community meetings.
- To advise and assist the Local Governing Body of The Hart School.
- To ensure equal opportunities, inclusion and safeguarding are promoted and assured within the school.
- To play a full part in leading and supporting wider school functions including extended learning provision, school duty provision and responsibility for school functions during holidays.
- To promote the school's focus on creativity, innovation and enterprise and maximise their impact on learning and progression.

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## KEY RESPONSIBILITIES

- Lead and manage target setting and assessment across the school to ensure that pupils' achievement is assessed accurately and efficiently.
- Lead the analysis of performance data and interventions.
- Lead the efficient collection of pupil performance data through an effective reporting system.
- Lead developments and innovation in Arbor, MIS systems and SISRA.
- Manage all data required by the school for external and internal use.
- Be responsible for the smooth running and administration of all public examinations adhering to all Awarding Bodies' regulations.
- Be responsible for the running of all internal and external exams and reporting to parents.
- Strategically support other senior leaders with their data analysis as and when required.
- Raise the achievement of key groups in particular disadvantaged pupils and those with SEND.
- Lead the efficient and effective management of external examinations; line managing the Examinations Officer.
- Lead on school Census return.
- Contribute to whole school self-evaluation / ADIP.

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## CURRICULUM

- Manage student option choices and determine the number of classes required to accommodate student options.
- Create the timetable to meet the curriculum model.
- Liaise with Directors of Faculty to coordinate the resourcing of classes with teachers and rooms.
- Ensure scheduled timetable satisfies the curriculum model.
- Assign correct course level codes as defined by the National Qualifications Framework to timetabled subjects.
- Coordinate the streaming and setting of all year groups.

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## LEADING TEAMS

- Support, monitor and challenge line managed leaders to drive improvements in their teams through accountability meetings (FAM).
- Review pupils' performance data in line managed areas and support line managers to plan interventions and rapid improvement plans.
- Provide coaching and mentoring support to line managed colleagues.
- Support and monitor middle leaders tackling underperformance.
- Act as a role model exemplifying the highest standards of professional conduct.
- Perform additional duties and tasks required for the effective operation of the school.
- Undertake other various responsibilities as directed by the Principal.

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## **TEACHING**

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- To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description.

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## **PERSONAL QUALITIES**

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- Clarity of purpose.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- Ability to provide inspirational leadership with a sensitivity and wisdom in managing relationships with students, parents and staff.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

## PERSON SPECIFICATION

### ASSISTANT PRINCIPAL – DATA AND ASSESSMENT

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Degree.</li> <li>Evidence of CPD relating to school leadership.</li> </ul>	<ul style="list-style-type: none"> <li>NPQ's.</li> <li>Master level qualification in relevant subject.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of effective leadership.</li> <li>Experience of leading curriculum and assessment.</li> <li>Substantial senior/middle leadership experience.</li> <li>Successful experience of teaching at key stage 3 and 4.</li> <li>Track record of raising standards at whole school or across departments.</li> <li>Experience of monitoring classroom performance through observation and feedback.</li> <li>Experience of using data to plan lessons and enhance achievement.</li> <li>Up to date knowledge of legislation, technological developments and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading training for others.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Experience of Quality Assurance procedures.</li> <li>Ability to inspire and motivate staff, students, parents and governors.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of whole school impact through recent work.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to evaluate the quality of students' progress using a range of evidence.</li> <li>Proven ability to coach and mentor colleagues effectively.</li> <li>Excellent organisational skills.</li> <li>Exceptional communication skills.</li> <li>Proven ability to establish productive and collaborative working relationships with staff.</li> <li>Proven ability to establish productive professional relationships with children, and parents.</li> <li>Excellent management skills e.g. an ability to lead a team, motivate others, effectively develop staff, hold staff to account.</li> <li>Resilience to manage one's own work pressure and to capacity to effectively manage the work of others.</li> <li>Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent ICT skills.</li> <li>Strong data analysis skills.</li> </ul>

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.