



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Assistant Principal Recruitment Pack



Welcome to Future Academies

Dear Applicant,

We are seeking to appoint an assistant principal to support the senior leadership team in our primary schools. The successful candidate may be based at Pimlico Primary Academy or Millbank Gardens Primary Academy. The place of work will be determined on appointment.

This is a superb and exciting opportunity for an ambitious, enthusiastic, and passionate Assistant Principal to join the senior leadership team and support the principal to ensure an ethos of high expectation for the school community. As Assistant principal you will have responsibility for curriculum, assessment, teaching and learning and professional development.

Pimlico Primary Academy and Millbank Gardens Primary Academy are proud members of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. Future Academies currently comprises nine schools across London and Hertfordshire. Further information about the schools and the Trust is available on our website [Future Academies - Academies](#)

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail or would like to visit the primary schools prior to submitting an application, please do not hesitate to contact me via email at HREnquiries@futureacademies.org.

Oliver Wimborne
Director of Education

JOB DESCRIPTION

JOB TITLE:	Assistant Principal
RESPONSIBLE TO:	Principal
HOURS:	Full time
SALARY:	Leadership Scale Point 5 – 8 (£61,003 - £65,007) Inner London.

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: Primary school to be confirmed

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Two-week October half term

PROBATION PERIOD: The post holder will be required to complete a 4-month probation period.

PURPOSE OF THE ROLE

The role of assistant principal is an essential position within a school's leadership team. The Assistant Principal is responsible for supporting the Principal in the overall management of the school, ensuring that all aspects of the school's operations are aligned with the school's vision and values.

The successful candidate will work closely with teaching staff, support staff, and other stakeholders to promote a positive school culture and to ensure high-quality teaching and learning outcomes for all students.

The Assistant Principal will take a leading role in teaching and learning, curriculum and professional development.

Strategic direction and development

- Support the Principal in developing and communicating a clear strategic vision of how to develop the Academy successfully.
- Motivate and empower others to carry this vision forward.
- Model the values and vision of the Academy.
- Support the Principal and Vice Principals in managing the Academy effectively and ensuring the successful implementation of radical change.
- Work in harmony with the Principal, Vice Principals, Sponsor, Governors, local schools, other academies, and other partners as appropriate

Teaching and learning, curriculum and professional development:

- To fulfil an agreed teaching commitment and be an excellent classroom practitioner.
- Ensure that the curriculum delivered matches the needs of all students.
- Monitor and evaluate the curriculum for both quality and value for money.
- Lead on teaching and learning by ensuring that staff understand the curriculum content they must teach and how the content is best learnt, creating a supportive environment that is conducive to learning.
- Support the management of pastoral care, student welfare and anti-bullying procedures effectively.
- Maintain effective assessment, recording and reporting systems of student progress.

Leading, managing, and developing staff:

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of staff by ensuring their professional development through effective systems.
- Create and maintain good working relationships among all members of the Academy community.
- Sustain their own motivation and that of staff for whom they are accountable.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.

Efficient and effective use of staff and resources:

- Work with the Principal, governors, and colleagues to recruit and retain staff of the highest quality.
- Work with colleagues to deploy all staff effectively to improve the quality of education provided.
- Plan, manage and monitor the curriculum within the agreed budget.
- Support the Principal and Director of Financial Operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- Support the Principal and Vice Principals in seeking to ensure adequate resources for the Academy.

Accountability:

- Provide information, objective advice, and support to the Principal and Director of Education to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement.

- Support the Principal in creating and developing an organisation in which staff recognise that they are accountable for the success of the Academy.
- Ensure that a good information flow is maintained within the Academy.
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences.
- Ensure that parents and students are well informed about curriculum attainment, progress, behaviour, and attendance and are able to understand targets for improvement.
- Develop and encourage good relations between the Academy and the local community.
- Work closely with other academies and schools, locally, nationally, and internationally
- Work closely with the local authority to meet the needs of Academy.

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree qualified • Qualified Teacher Status (QTS) • Commitment to own self development. • Leadership and management qualification 	<ul style="list-style-type: none"> • Higher qualification in education and/or management
EXPERIENCE, KNOWLEDGE, AND SKILLS	<ul style="list-style-type: none"> • Proven track record as a good or outstanding teacher. • Minimum of 2 years' middle management experience in either the curriculum or pastoral spheres • Evidence of successful management through monitoring and evaluation strategies to raise the standards of the quality of teaching and learning, student outcomes, quality of provision and efficiency. • Experience of identifying and developing high quality staff • Experience of effective development planning and self-evaluation • Experience of developing and leading curriculum or pastoral initiatives that have significantly improved student achievement, student discipline, behaviour, or attitudes. • Evidence of an excellent track record as an effective innovator of education • In-depth knowledge and understanding of national education priorities. 	<ul style="list-style-type: none"> • Teaching experience across whole primary age range • Experience of the benefit of working within a Multi School trust • Successful experience of delivering whole school or trust wide CPDL • Successful experience of research based/led whole school improvement
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> • Ability to understand, analyse and make effective use of a wide range of data. • Ability to enthuse and engender a desire for learning in children and adults. • Ability to provide a vision underpinned by targets and goals aligned with an ability to empower others. • Well-developed interpersonal and communication skills (including written, oral and presentation skills) • Ability to manage change, leading innovations, and meeting challenges successfully. • A commitment to the safeguarding and promotion of the welfare of all children and young people in your care. • Ability to translate vision into practice. 	<ul style="list-style-type: none"> • Work in partnership with an academy trust or other outside provided of support advice

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 3pm on 14th October 2024. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.