



Primary Assistant Principal Application Pack



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Welcome

Our Summit Learning Trust family is currently made up of three secondary schools, four primary schools and a sixth form college educating around 8000 learners. All of our academies are located in the Birmingham and Solihull areas which allows us to work closely together for the benefit of all our children, young people and the communities we serve.

We are relentless in our ambition for all our children and young people to make exceptional levels of academic progress and achieve strong portfolios of qualifications. Across Summit, our focus is on developing responsible, knowledgeable, highly skilled, global citizens who will have a positive impact on our communities now and in future years. We are developing our already established links with higher education establishments, local employers and charitable organisations to ensure that all our young people can benefit from these positive partnerships within our wider communities.

Our Trust is committed to providing vibrant learning communities in our schools and college, where our children and young people are happy, safe and supported to work hard. We are all acutely aware of our core purpose of educating all learners through exceptional teaching and learning, underpinned by high levels of care and support and we challenge our children and young people to do their best, every lesson, every day. We strive for all our learners to have as many life choices available to them as possible.

Being part of the Summit Learning Trust family means that all our academies benefit from a wide range of expertise, support and challenge. Leaders, teachers and support colleagues work with each other across our academies to develop and share excellent practice and provide support where needed. Our academies benefit from highly trained, expert, hardworking and dedicated colleagues teams who are all committed to providing an outstanding education and the highest levels of care for all our learners. Whilst other schools and colleges struggle to recruit and retain high quality, specialist teachers and support colleagues, we are proud that we attract a high calibre of professionals due to our happy, warm, and hard-working environments and the growing reputation of Summit Learning Trust as a great place to learn and work in.

We pride ourselves on working in partnership with parents, carers, families and other providers and hope that our website provides you with an insight into our trust.

Vince Green
Chief Executive Officer



Vision

“Scaling new heights, for our children, young people and communities.”

Mission

Deliver exceptional education to children and young people in the West Midlands, enabling them all to have successful, happy lives and make a positive impact on their communities.

Values

Success through Endeavour:

We work hard and develop resilience to ensure that we are able to collectively and positively overcome any barriers that we face.

Ambition through Challenge:

We are relentlessly ambitious for all our students and colleagues and challenge them to do their best, every lesson, every day.

Strength through Diversity:

We are truly inclusive, embrace each other’s differences and backgrounds and respect each other’s views and beliefs.

#ScalingNewHeights



Our Academy Family



#ScalingNewHeights

About the Role

ASSISTANT PRINCIPAL

Start Date September 2024 or sooner if available

Permanent

Salary: Leadership L5 – L9

(starting salary point is dependent upon experience)

We are looking for an ambitious, talented and aspirational leader to support the school in continuing to improve teaching, learning and behaviour. This is an exciting position for an experienced practitioner to step into the role of an Assistant Principal.

Here at The Oaklands Primary School we aim to create opportunities and support achievement for our learners and colleagues alike.

We encourage candidates to apply who:

- develop and implement excellent standards of teaching and learning
- show commitment to continuous school improvement
- contribute to a culture where everyone is valued and encouraged to succeed

For an informal discussion about The Oaklands Primary School or to arrange a visit, please contact our Office Manager Diane O'Neill on 0121 706 2168.

Closing date: Wednesday 6th March 2024

Interviews: Monday 11th March 2024

To apply please visit our website at:

<https://summitlearningtrust.org.uk/careers-vacancies/>

Please note we do not accept CV's

We positively welcome applications from all sections of the community. Summit Learning Trust is proud to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.

We are also committed to safeguarding and promoting the welfare of children and young people and expect all colleagues to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check. Online searches of shortlisted candidates will also be conducted. Our policy is available to view here:

<https://summitlearningtrust.org.uk/our-trust/statutory-information/policies-statements/>



About The Oaklands

The Oaklands Primary School is a two-form entry primary academy which also offers a nursery serving the community of Acocks Green.

Our curriculum intent and vision is underpinned by our Trust values and mission:

**Success Through Endeavour
Ambition through Challenge
Strength through Diversity**

At The Oaklands Primary School, every child is recognised as a unique individual.

Our curriculum is designed to be engaging, broad and provide all learners with the knowledge and skills that they need to succeed in life.

Taking into account the need of all our learners, we have developed our curriculum to:

- instil a deep learning of knowledge and skills through the teaching of a broad and balanced curriculum
- provide a challenging and creative curriculum, so that every pupil is able to thrive and achieve to their full potential
- produce confident and articulate communicators, who have a wide vocabulary and use subject specific language effectively
- provide learning experiences that promote deeper thinking and develop cultural capital
- support our learners to become culturally knowledgeable about our community, country and our world– reflecting on the values in their lives and the lives of others



The Oaklands Primary School
SUMMIT LEARNING TRUST



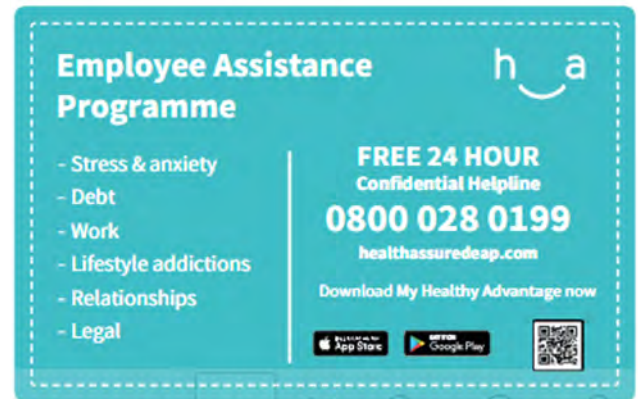
Our Benefits

We offer a range of wellbeing and work-life balance benefits to recognise and reward the essential contributions our colleagues make to our success and growth.

Employee Assistance Programme (EAP)

Health Assured are an independent professional provider that you or your family can contact as and when you need to access support on a wide range of personal and professional issues. Your call will be handled by an experienced therapist or advisor who will offer support in a friendly, non-judgemental manner.

As well as the 24-hour helpline, the Health e-hub app can be downloaded from your app store. The mobile app code is MHA143823.



Wellbeing Advocates

We have dedicated wellbeing advocates within each of our academies, as well as a number of Mental Health First Aiders. Our Wellbeing Advocates, through each of the academies wellbeing committee, help implement and support the wellbeing strategy and colleagues engagement through raising awareness of wellbeing activities, promoting healthy lifestyles and positive mental health.

Lifestyle Benefits and Discounts

Sodexo, our benefits and discounts platform provide you with access to a over 6000 discount vouchers to use online or with high street retailers, including supermarkets.

To log into the site visit www.sltemployeebenefits.co.uk. If you are yet to join our platform, click join (top right) and add your details. Your employee number is your payroll number/employee ID which can be found on your payslip. Next, you'll be asked to add an email address and password and then you're ready to go and start saving! If you have any difficulties accessing the platform, please contact: hr.enquiries@summitlearningtrust.org.uk

Gym Discounts

Discount is available on memberships at over 3700 locations including major gym chains, leisure centres, health clubs, golf centres, yoga studios, bootcamps and more! To access, search 'Gym Membership' on the Sodexo benefits platform.

Cycle to work scheme

Save money on cycling to work (or pleasure) with our Cycle scheme. You can apply for bikes and safety equipment up to £1,000. You pay nothing upfront and the payments are taken tax efficiently from your salary. For further information and for details as to how to apply, visit www.sltemployeebenefits.co.uk

Flu Jab Vouchers

We offer free flu jab vouchers each autumn from BUPA redeemable at designated pharmacies. If you require a voucher, please contact your HR Assistant.

Specsavers Eyecare voucher scheme

All colleagues who regularly use display screen equipment can obtain an eyecare voucher by contacting HR. The vouchers entitles you to a full eye examination at any Specsavers store up to the value of £25 and a contribution towards a pair of glasses.

Health Protection

All colleagues can access healthcare cash plan from bhsf.

The Cash Plan allows you to claim money back on the cost of everyday healthcare, such as dental treatments, optical services and therapies including physiotherapy.

Be proactive. Be healthy.

With our **health cash plan** you can claim money back on a range of healthcare costs, including:



Dental treatments



Optical services



Therapies, including physiotherapy

Budget for everyday healthcare
by spreading the cost

Add your family
to your cover*

Enjoy a quick and
easy claims process

Job Description

Job title	ASSISTANT PRINCIPAL
Grade	Leadership Scale L5 –L9
Responsible to	Principal
Responsible for	The learning of learners, their well-being and their annual achievement in all teaching groups.

Job purpose

- To make strategic evaluations of teaching, learning, and personal development as a supportive and well-motivated team member
- To support the school in securing effective education for all learners and the continuous improvement of teaching and learning in the school

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document 2009 - Teaching Standards

Main responsibilities include

1. Learning, Teaching and Assessment:

- Monitor and evaluate learners achievement, attainment and behaviour throughout the school
- Lead by example as a teacher and as a manager, achieving high standards of learners attainment, behaviour and motivation through effective teaching
- Support Curriculum Team and Aspect Leaders in the development and implementation of curricular initiatives
- Monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, learners interviews, monitoring of short and medium term planning and scrutiny of learners work
- Review long term planning to ensure coverage, progression and a range of learning experiences throughout the school
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
- Take responsibility for the pastoral care of learners
- Co-ordinate and oversee the organisation of out of school learning activities
- Liaise closely with all colleagues to ensure continuity and progression across the age and ability range
- Monitor the standards of behaviour and achievement across each key stage

- Set appropriate expectations for colleagues and learners in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines
- Supporting colleagues to meet personal and professional targets
- Ensure colleagues share the aims of the school in promoting a high quality of learning in the classroom
- Co-ordinate and evaluate interventions across the school and lead the work of the intervention team
- Lead Pupil Progress Meetings
- Update the Principal, other senior managers and governing body on the effectiveness of provision for learners throughout the school
- Have input into the target setting process for raising achievement for learners and feedback to the Principal
- Monitor progress and ensure appropriate action plans are in place where issues are identified
- Ensure planning is effectively carried out and ensure individual needs are being met.

3. Leadership

- Support the Principal in providing a clear direction for the development of the school;
- Contribute to establishing the core values of the leadership team and their practical expression
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan and Raising Attainment Plan
- Support the Principal and colleagues in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives
- Assume responsibility for the management of the school in the absence of the Principal/Vice Principal
- Attend SLT meetings, and report back to colleagues when necessary
- Establish good relationships, encourage good working practices and support and lead teachers
- Plan, organise and chair meetings as appropriate
- Lead, support, motivate and direct support colleagues working within the key stages
- Liaise with teaching assistants and outside agencies
- Support the aims and ethos of the school
- Liaise with the Academy council, when appropriate, to facilitate their overview of school management
- Attend and participate in open events and parent and carers evenings
- Uphold the school's behaviour code and uniform regulations
- Participate in and lead Professional Development opportunities
- Attend team and colleagues meetings
- Maintain links with Governors, Extended Schools Cluster, LA and neighbouring schools
- Contribute to the School Profile
- Lead the development of Community Cohesion.

People and relationships

- Sustain effective, positive relationships with all colleagues, learners, parents, carers and governors and the local community
- Support Curriculum Team Leaders within the context of school policies, in relation to working practices and relationships to be fostered with learners, including those relating to behaviour, discipline and attitude
- Encouraging moral and spiritual growth and civic and social responsibility amongst learners
- Managing innovation and change
- Manage and develop effective working relationships with Principal and senior managers in the school.

Human and material resources and their development and deployment

- Lead the professional development of all colleagues through example, coaching peer support and target setting
- Act as Performance Management Team Leader
- Contribute to the audit of colleagues' development and training needs and the provision of effective INSET
- Ensure support and training during the induction of new colleagues and for trainee teachers
- Support the establishment of priorities for expenditure across the whole school
- Maintain effective and efficient management and organisation of the accommodation and resources of the school
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for learners' spiritual, moral, social and cultural development
- Manage the resources for a specific subject area or a whole school aspect

Area of responsibility Leader

- Have particular responsibility for providing guidance and support on all matters related to area of responsibility and ensure that assessment procedures are clear to all colleagues
- Provide training and information about training to colleagues on all matters relating to area of responsibility
- Organise and lead school-based Inset activities on aspects of area of responsibility including coaching, mentoring class teachers
- Co-ordinate the production and review of school policy and guidelines on area of responsibility
- Ensure that classroom procedures are coherent, manageable and improve learning and inform teaching
- Support colleagues with areas of responsibility
- Contribute to the formulation, monitoring and review of the school development plan on area of responsibility related priorities
- Advise on the implementation of statutory assessment on entry, and at the end of Key Stages including special arrangements and test security
- Liaise with other co-ordinators, senior colleagues, schools, outside agencies and support services on area of responsibility matters including the transfer of information between schools at points of transition
- Monitor standards of attainment at end of Foundation Stage, as well as within and at the end of Key Stages

- Monitor the effectiveness of record-keeping including curriculum planning, pupil records and reports on pupil achievement;
- Inform the senior management and Local Governing Body on developments in area of responsibility;
- Monitor and review the area of responsibility policy and practice including feedback to learners;
- Co-ordinate the collation and analysis of attainment and progress data and advise on its use for pupil and school level target setting and school self-review;
- Evaluate the quality and appropriateness of existing resources;
- Keep up-to-date with national and local developments on area of responsibility;
- Attend appropriate Inset and disseminate information to colleagues.

Other Duties and Responsibilities:

- Complete annual timetabling and rotas;
- Be responsible for promoting and safeguarding the welfare of children for whom he/she is responsible or comes into contact;
- To act as DDSL for Child Protection in collaboration with the Principal and Learning Mentors where required.
- Any other reasonable duties and responsibilities commensurate with the post that the Principal directs.

Line Management Responsibility

The AP will be responsible for managing:

- All colleagues in collaboration with the Principal and Vice Principal
- Curriculum Team Leaders

To be accountable at all times to the Principal

The AP would also be expected to adhere to the responsibilities of a class teacher as described in the Class Teacher job description.

Notes

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.



3. Leading and managing colleagues

- 3.1 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.2 Implement and sustain effective systems for the management of colleagues performance, incorporating performance management, appraisal and target setting.
- 3.3 Promote and monitor the continuing professional development of colleagues, including the induction of early career teachers.
- 3.4 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of teachers, including those of the Principal.
- 3.5 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification, along with Principal and The Education Director for Primary, areas in which the Principal would benefit from further training and undergoing such training.
- 3.6 Ensure the Vice Principal or suitable person, assumes responsibility for the delivery of the principal's function at any time when absent from school.
- 3.7 Continue the development of good working relationships with Trust Directors, local governing body, colleagues, students, parents/carers and the community.

4. Efficient and effective deployment of colleagues and resources

- 4.1 Work with governors the Principal and the Education Director for Primary to recruit and retain colleagues of the highest quality.
- 4.2 Plan for the security and effective supervision of the school buildings, their contents and the grounds.
- 4.3 Work with the Principal and the Education Director for Primary to set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- 4.4 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- 4.5 Work with colleagues to deploy and develop all colleagues effectively in order to maintain and improve the quality of education provided.
- 4.6 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve learners' achievements, ensure efficiency and secure value for money.

5. Accountability

- 5.1 Continue to develop an organisation in which all the colleagues recognise that they are accountable for the success of the school.
- 5.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors the local community, OFSTED and others to enable them to play their part effectively.
- 5.3 Ensure that parents/carers and learners are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 5.4 Provide information, objective advice and support to the governors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

6. Safeguarding Children & Safer Recruitment

Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people in our academies and expects all colleagues and volunteers to share this commitment. All appointments will be subject to an enhanced Disclosure and Barring Service check (with a children's barred list check).

Actions

The Assistant Principal should work with the Principal to ensure that:

- The policies and procedures adopted by the Board of Directors are fully implemented and followed by all colleagues
- Sufficient resources and time are allocated to enable the designated person and other colleagues to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- All colleagues and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

This job description is current at the time of appointment, but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues and parents.

	Essential	Desirable
Qualifications /Training	<p>Graduate DCSF Qualified Teacher Status</p> <p>Strong track record of professional development and updating knowledge</p>	<p>Higher level professional qualification</p> <p>Evidence of higher level professional development</p>
Professional knowledge, skills and competences	<p>Outstanding teacher of learners with a range of abilities</p> <p>Substantial knowledge and understanding of the strategies most likely to maximise the levels of educational achievements by all learners</p> <p>Substantial knowledge of recent developments in teaching and learning</p> <p>Excellent communication and presentation skills, both written and oral</p> <p>Extensive knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool.</p> <p>Knowledge of current educational developments and legislative changes.</p> <p>Awareness of recent curriculum developments and the monitoring and evaluation of learning, teaching and curriculum.</p> <p>Knowledge of the principles of assessment and effective record-keeping and their use to promote the education, personal development and progression of the students.</p> <p>Understanding of the nature and needs of students and communities in urban areas</p>	<p>Outstanding leadership and management skills, inspiring confidence in colleagues and learner so that they can succeed and achieve their personal best</p>

<p>Experience</p>	<p>Successful experience of effecting improvement in one or more schools</p> <p>Successful experience of impact on standards</p> <p>Practical experience of successfully promoting equality of opportunity</p> <p>Delivery of INSET/ Professional Development</p> <p>Successful experience of leading and managing colleagues and resources and developing education strategies</p> <p>Ability to manage colleagues effectively, and to lead and motivate others</p> <p>Ability to generate effective working relationships at all levels</p> <p>The potential to develop education programmes to meet individual learning needs</p> <p>Experience of effective quality assurance approaches, including colleagues performance management and colleague development</p>	<p>Successful experience of effecting improvement in 2 or more schools</p> <p>Successful experience of introducing or implementing significant innovations in a school</p> <p>Engagement in action research</p> <p>Management and use of financial resources</p> <p>Successful experience of managing human resources and colleague issues</p>
<p>Personal Qualities</p>	<p>Discretion, tact and integrity</p> <p>Personal tenacity and resilience to ensure progress, sometimes against the odds</p> <p>Ability to work well under pressure and within short timescales/deadlines.</p> <p>Good interpersonal and motivational skills</p> <p>Initiative and self-motivation</p> <p>Flexibility, creativity and the ability to think laterally</p> <p>Good time management skills</p> <p>Ability to be reflective and self-critical</p>	
<p>Commitment to</p>	<p>Safeguarding and promoting the welfare and success of all learners and young people.</p> <p>The implementation of equal opportunities practice throughout the Trust</p> <p>Promoting the stated aims and policies of the Trust at all times</p>	



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