

Candidate Pack - Assistant Principal

Mulberry
Schools Trust

Mulberry UTC
Where learning works



Candidate Information Pack

Assistant Principal – April 2023



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About Mulberry UTC

Mulberry UTC is located in Bow, in the heart of East London, and is part of the Mulberry Schools Trust alongside our family of schools which includes, Mulberry School for Girls, Mulberry Academy Shoreditch, Mulberry Stepney Green and Mulberry Wood Wharf. Our students come from diverse communities across London and beyond. A commitment to serving these young people and transforming their life chances is at the heart of our mission as a school and as a Trust.

Mulberry UTC is a popular, successful and expanding school where we value the talents, skills and abilities of all young people. Our state-of-the-art building in the heart of East London is a hub of ambition, innovation and creativity. Since opening in September 2017, our students and staff have achieved excellence in all areas of school life. We are looking for an experienced and inspiring leader with strategic vision, aspiration, passion and determination who can make a significant contribution to the school development.

Mulberry UTC is an innovative, forward-thinking school. We support young people to achieve success by providing high quality teaching alongside the support, encouragement and opportunities they need to succeed in their qualifications. We are proud to make a positive difference to young people and their families. This appointment is a unique opportunity for a talented leader to take a significant role within this dynamic learning environment.

About the Mulberry Schools Trust

Mulberry Schools Trust is a multi-academy trust focused on delivering high quality educational provision for local families in east London. Founded by Mulberry School for Girls in May 2017, the Trust is a 'family of schools' which have at their core a common ethos and a set of values that emphasize inclusion, moral purpose, equality of opportunity and systemic improvement for all children. The Trust currently comprises four secondary schools: Mulberry School for Girls, Mulberry UTC, Mulberry Academy Shoreditch and Mulberry Stepney Green Maths and Computing College and one primary school Mulberry Wood Wharf, which opened in September 2022.

As a University Technical College, Mulberry UTC makes a unique contribution to the Trust by focusing on the delivery of high quality technical and vocational learning alongside the academic curriculum. Mulberry UTC is the trailblazer for this element of the Trust's provision, leading the way in ensuring that students succeed in their academic, technical and vocational qualifications and develop the skills they need to secure professional employment.

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Dear Candidate,

Thank you for your interest in the Assistant Principal role. This is an exciting time to be joining the Senior Leadership Team at Mulberry UTC, which has gone from strength to strength since opening in September 2017. Challenge Partners (2022) graded the school as 'leading' in all categories. Our first Ofsted inspection in March 2020 graded the school a strong 'good' in all areas. We are now working towards 'outstanding' and are looking for an Assistant Principal with a relentless drive for excellence and strong sense of moral purpose to help us achieve this goal.

This is a unique opportunity to be part of a talented and ambitious team who are redefining what is possible in education. We believe that every individual student can achieve excellence if provided with the right opportunities. Our students follow specialist pathways that combine academic and technical learning, along with excellent pastoral support and a full programme of extra-curricular activities and enrichment. This ensures they achieve outstanding outcomes in their qualifications and also develop the knowledge and skills they need for university and for their future professional careers.

As part of the Mulberry Schools Trust, we provide a stimulating and supportive environment where all staff have access to high quality professional development. We encourage teachers to develop as subject specialists, so they in turn can develop subject expertise in students. Students and staff also benefit from our close links with industry partners including Goldsmiths, University of London, Bank of America Merrill Lynch, the British Film Institute, the National Theatre and Barts Health NHS Trust.

We are looking for an ambitious Assistant Principal with a strong commitment to achieving excellence to take up this crucial role within our senior leadership team. We are looking for a highly skilled educator with a strong track record of teaching and leadership and of building positive relationships with parents, students and partners. The person appointed will take responsibility for several key areas of the school's work. This will be negotiated with the successful candidate, but is likely to be teaching and learning, CPD, operations. Senior Leadership Team members rotate responsibilities.

You will play a key role in shaping the strategic vision for Mulberry UTC, reinforcing the school's core values and ensuring our students develop their potential, achieve academic success. As a core member of the Senior Leadership Team, you will have responsibility for ensuring that the quality of teaching and learning across the school is consistently excellent in all subject areas. This post therefore provides an outstanding career opportunity to play a critical role in the next phase of the school's development.

We hope this job pack provides you with further information about Mulberry UT and the Mulberry Schools Trust and we would strongly encourage candidates to come and visit the school prior to completing an application.

Stuart Mundy
Deputy CEO

Daniel Seed
Principal MUTC (June 2023 onwards)

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Job Description

Position: Assistant Principal

Salary Range: Inner London Leadership Scale L14 -L19

Start date: September 2023

Location: Mulberry UTC, 64 Parnell Road, London E3 2RU

Core Purpose

As a core member of the Senior Leadership Team, you will ensure that the highest standards and expectations are maintained throughout the school in relation to teaching, learning, behaviour and community engagement. You will work closely with curriculum and pastoral leaders to create an environment and a culture that engages and inspires all students. You will play a key role in making sure every student, irrespective of their socio-economic background or circumstances, has equal access to an educational experience that supports their individual needs.

As Assistant Principal, you will provide high quality leadership to the school, promoting its ethos and help to realise its vision. You will take responsibility for the strategic leadership of teaching and learning within the school, ensuring the quality of teaching is consistently of the highest possible quality in all subject areas. As a result, you will help students to achieve excellent outcomes and progress successfully in their chosen areas of study. The successful candidate will be able to demonstrate that they have the flexibility and ambition to support, engage and inspire others.

Key Responsibilities

The post-holder will be responsible for key areas of the school's work which will be negotiated with the successful candidate but will involve line management of subject areas/year groups as well as whole school responsibilities. These whole school responsibilities over the autumn term are like to be:

- Teaching and learning, quality assurance and CPD
- School operations – duties, cover, trips and calendar management

(Responsibilities are rotated between the team).

Strategic leadership

- Lead in maintaining a strong sense of professional and respectful behavior amongst the student body, making links with the expectations of key industries.
- Lead the provision for students with additional needs so they thrive through full access to all aspects of school life.
- Lead and manage middle leaders, teachers and support staff.
- Ensure that CPD for teaching and support staff is effective, targeted and fit for purpose and that

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it feeds into the appraisal system so that all staff grow and flourish as professionals in education.

- Seek opportunities to work collaboratively with colleagues locally, nationally and globally, to ensure students receive a world-class education and wider school experience.
- Present the school's performance and other school initiatives to a range of audiences including parents, governors, Trust colleagues and other external agencies.

Leadership of vision and culture

- Inspire, motivate and influence staff and students, to secure the highest ambitions and aspirations.
- Commit to the vision established by the Principal, SLT the Governors and the Trust.
- Promote a culture where colleagues and students have high aspirations, the determination to succeed, and opportunities to make exceptional progress.
- Maintain the highest expectations for students' attendance and behaviour, reflecting the working environment and practices being promoted by university and employer sponsors.
- Create and maintain a flourishing, exciting and innovative professional learning community where enjoyment of learning and teaching is valued and celebrated.
- Ensure effective teaching and learning is at the heart of all strategic planning.
- Promote a culture of reflective and personalised learning where all students are required to be engaged in their own learning and achievement of success.
- Actively engage with existing partners and actively seek new ones, to build an effective learning community and to maximise the benefits of shared facilities, resources and staff.
- Invite and engage with parents/carers, community representatives, employers and other organisations to enhance and enrich the school's role, work and value in the community.
- Work closely with parents/carers to support a culture of high expectation and achievement.
- Work with local employers to identify and expand opportunities for sponsorship, work-placements and employment for students.

Operational leadership

- Be a visible and high-profile member of the school's Senior Leadership Team.
- Be an excellent role model for all members of staff and students.
- Undertake whole school leadership responsibilities such as assemblies, duties, after school events and out of school visits or experiences
- Take on specific leadership and management tasks related to the day to day administration and organisation of the school as requested by the Principal.
- Support with additional duties outside of term time and be available for work as requested including for enrolment and interventions
- Participate in personal professional development and performance management of staff and teams within the school.

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Other specific responsibilities

- Take responsibility for aspects of documentation and statistical data as delegated by the Principal.
- Attend all organised meetings within the UTC cycle, including meetings of the UTC governing body as required by the Principal.
- Chair meetings, working groups and committees, as appropriate.
- Deal with disciplinary issues and emergencies as they arise.
- Advise, assist and support other members of the Senior Leadership Team to ensure the smooth running of the school.
- Participate in the selection and recruitment of staff, as required.
- Work with the Principal and Vice Principal on matters of staff discipline, capability and sickness absence. Undertake investigations as may be necessary.
- Liaise with external agencies and personnel, as appropriate.
- Conduct assemblies and regular supervisory duties.
- Actively promote equal opportunities and the equalities policies of the UTC.
- Be fully aware of, understand and act upon, the duties and responsibilities arising from legislation and guidance in relation to child protection and safeguarding.
- Undertake such other duties as are commensurate with the post and which may be reasonably required by the Principal, Local Governing Body and/or Trust Board.

Teaching

The post holder will have a teaching commitment that will involve:

- baseline testing of students;
- planning and recording of lessons;
- maintenance of student and class records;
- completion of students' reports and profiles;
- assessment, monitoring and evaluation of students' work;
- setting of student targets;
- setting and marking of regular homework;
- maintenance and care of resources.

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How can I apply?

You will need to complete the online TES application form and also complete a covering letter explaining why you are the perfect person for this rare and exciting opportunity. Please be aware that we will not accept any CV's for this post.

If you have any questions about the role or the process, please get in touch with Mrs Shruti Kainth; Acting Director of HR at skainth@mulberryschoolstrust.org

Closing Date: Tuesday 25th April 2023

Interview Date: The interviews will take place on Thursday 4th May 2023.

Visits to the UTC: Candidates are invited to visit the UTC in the week commencing Monday 17th April 2023 - to arrange a visit, please contact Dr Stuart Mundy; Deputy CEO at smundy@mulberryschoolstrust.org

Start Date: September 2023

Mulberry UTC is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an Enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided.

We will seek references on shortlisted candidates prior to interview, and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

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Person Specification

As Assistant Principal, you will play a crucial role in setting the strategic direction of the Mulberry UTC, developing and realising the education vision in liaison with the Principal and with employer sponsors. This will require a strong person profile.

Requirements	Essential/ Desirable
Qualified Teacher Status	Essential
An inspirational and innovative education leader with a personal and professional commitment to the delivery of the highest levels of performance and achievement in every student and every teacher	Essential
Proven track record as an outstanding teacher and leader within London or another inner city 11 - 18 school, academy or equivalent learning environment	Essential
Proven track record of successful change management in an educational setting and of significant impact as a result of school improvement initiatives.	Essential
Demonstrable experience of implementing initiatives which led to improved quality of classroom practice and improved student outcomes.	Essential
Sound knowledge and understanding of national education priorities and developments, including in relation to technical and vocational education	Essential
Excellent operational management skills, including evidence of monitoring and self-evaluation strategies to set and maintain the highest standards of the quality of teaching and learning, student outcomes and quality of provision and efficiency.	Essential
Experience of successfully establishing effective links with the local community and working with a range of partners, both within and outside the world of education.	Desirable
Evidence of successfully addressing transition and progression routes in 14-19 education, including links with FE, HE and work.	Desirable
A thorough understanding of the opportunities which new technologies present to enrich and enhance teaching and learning, management and administration and the wider school community.	Desirable

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection process, including interviews and supporting tasks.

This job description and person specification is correct at the time of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder.