



Baylis Court School

Assistant Principal

Required for January 2019

We are not just a good school, we're an OUTSTANDING school! Baylis Court School offers the opportunity to work in a stimulating and friendly learning environment for pupils aged 11-18. We are thrilled with our 'Outstanding' Ofsted reports (Oct. 2007 and Jan. 2009).

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Berkshire
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BaylisCourtSchool



@bayliscourtsch

Assistant Principal

Full-time

Leadership Pay Spine L8 – L14

January 2019

We offer a dynamic and vibrant learning environment which enables each individual to reach their full academic potential. Baylis Court School is located in the Borough of Slough, Berkshire.

We aim to develop the potential of all our pupils to enjoy a full personal life and to take an informed and responsible role in a rapidly changing society. We expect pupils to carry into adult life, a sense of achievement and their own personal code of moral values. They should take with them the joy of creativity and learning and a wish to continue their education.

We aim to ensure that each of our pupils will:

1. realise their full academic potential and achieve recognised qualifications
2. be adaptable and resilient so that they will adjust to a rapidly changing world
3. be confident in making decisions and acting upon them
4. be tolerant of others and ready to work with people of different ages, races and walks of life

Welcome Message



Baylis Court School is a lively, energetic, friendly school for pupils aged 11-19, combining academic excellence with fun and achievement in an impressively wide range of extra-curricular activities. The excellent relationships which staff and pupils enjoy ensure that the school is a happy and inspiring place in which to grow and learn.

Our aim for the pupils by the time they leave school, is that they will be happy, confident and comfortable with themselves; able to enjoy and balance an active lifestyle; manage responsibility and have developed an open-minded, creative approach to life and learning.

The Baylis Court Academies Trust is dedicated to growing schools that are strongly and collaboratively led to provide an excellent education for all our pupils. All our trustees have experience as school governors, teachers, headteachers or working in education.

Thank you for enquiring about the post of Assistant Principal at Baylis Court School. The school is one of three schools in the Baylis Court Academies Trust. Within the Trust there is considerable educational expertise (one of our schools is a National Support School) and all our schools are rooted in their local communities.

We are looking for a new Assistant Principal who will be dedicated to the development of a school that has prospered under the current leadership and who will share the values and vision of the Trust, working collaboratively to share best practice across all our schools.

You are invited to submit an application form together with a letter supporting your application. **The letter should be not more than 1000 words and should identify how you consider that your experience and personal qualities meet the requirements of the Job Description and the Person Specification.** Please do not send your Curriculum Vitae. Only the application form and your supporting letter will be considered in short listing. Please provide an e-mail address, phone or mobile phone number with your application to ensure rapid communication with short listed candidates. The closing date is **30 September 2018**.

Application forms are available download from <http://www.bayliscourt.slough.sch.uk/228/vacancies> . Completed application forms should be marked Private & Confidential and submitted

By email to: rbo@bayliscourt.slough.sch.uk

We look forward to receiving your application form and would warmly encourage you to visit the school before applying and this can be done by contacting rbo@bayliscourt.slough.sch.uk

Ray Hinds, Principal

Candidate Information

You are an exceptional leader and an inspirational individual who believes that every student, irrespective of their background or level of ability, should enjoy all the support they need to learn, explore and discover what they could achieve.

So should not you enjoy the support you need to reach your potential too? At Baylis Court School, we think so. Within this stimulating, nurturing and culturally diverse environment, pupils aged 11-18 grow to become enterprising, creative and innovative leaders: lifelong learners who are ready to take their place in an ever-changing world.

Our pupils are highly motivated. They want to learn and are driven to accomplish excellent results. Our “Outstanding” Ofsted reports are not only a tribute to their ambition, but to the commitment of our teaching staff.

In return for that commitment, we offer a collaborative culture of respect and mutual trust, within which teachers are genuinely recognised and valued. Join us, and you can also look forward to personalised professional development that is tailored to your interests and aspirations.

What is more, we offer a forward-thinking Employee Assistance Programme, Medical Cash Plan, no lesson cover and generous non-teaching time allocation. Since we're close to the centre of Slough, travel connections are first-rate, with the M4 within easy reach and the mainline rail station just a 30 minute walk away.

The Leadership Team:

Currently we have 6 members on the Leadership Team: Executive Headteacher, Principal, Director of Standards for Baylis Court Trust, one Vice Principal, one Assistant Principal and one Head of Sixth Form. In addition we have two leaders seconded to the Leadership Team each year.

JOB DESCRIPTION

Job Title	Assistant Principal
Responsible to	Vice Principal
Hours:	Full Time
Salary:	L8 – L14

MAIN PURPOSE OF THE JOB

- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff
- To share responsibility for the daily administration and management of the school
- To contribute to the all-round success of the school
- To promote and be involved in the wider life of the school community

KEY RESPONSIBILITIES

Leading/Managing Policy:

- Contribute as a member of the Leadership Team to the development of the strategic direction of the school
- Lead on specific whole school initiatives
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Implement and support behaviour management systems in line with school policies
- Support Governors in their policy development and monitoring roles by servicing sub-committees and Governor meetings as necessary
- Ensure that policies and practices are inclusive.

Leading/Managing People

- Have a visible presence around the school during the day
- Advise the Principal and Leadership Team on staffing appointments
- Establish, lead and chair, as necessary, meetings of groups of staff
- Take a full and committed part in your own performance management, as well as those of your team
- Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
- Advise the Leadership Team of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
- Provide advice and guidance for staff in terms of their development within the profession
- Assist with the effective induction of new staff, as required

- Undertake regular whole school assemblies throughout the year
- Be seen as a role model in terms of teaching, innovation, commitment and the positive impact upon children's lives and education.

Managing Resources:

- Manage budgets for your areas of responsibility.
- Monitor health and safety practice and report any issues to relevant staff
- Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment

External Relations:

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
- Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events
-

Line Management:

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal.
- Formal line management meetings will take bi-weekly
- The Assistant Principal will also report to the relevant Subject Leader for their teaching responsibilities.

Supervision:

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children:

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information:

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Baylis Court Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Baylis Court Trust – Person Specification

Position: Assistant Principal

Competency	Description	Essential	Desirable
Education and qualifications	First or Second Class Honours Degree	✓	
	Qualified Teacher Status	✓	
	Evidence of appropriate professional development	✓	
	Evidence of further study		✓
Knowledge and understanding	Familiarity with current national initiatives and developments in educational leadership	✓	
	Awareness of research on teaching and learning	✓	
	Understand academic data including tracking progress and monitoring performance	✓	
Experience	A proven track record in raising achievement within his/her own teaching	✓	
	Experience of raising achievement through intervention in teaching processes	✓	
	Experience of leading and motivating a successful team	✓	
	Experience of raising achievement through school or professional networks		✓
	Experience of working with more than one school, e.g. this could include delivered Inset in other schools or secondments		✓
Skills and attributes	Highly skilled classroom practitioner, teaching “good” or “outstanding” lessons	✓	
	Excellent oral and written communication skills	✓	
	Emotional Intelligence	✓	
	Strong interpersonal skills	✓	
	Capacity for hard work and highly effective time management	✓	
	The ability to think analytically and strategically	✓	
	Persuasiveness	✓	
	Effective prioritising	✓	
	Creative problem solver	✓	
	The ability to lead, challenge and support others	✓	
	Ambition to progress to Headship		✓
	Experience of leadership roles, e.g. curriculum, timetabling, pastoral, interventions, SEN, AMA		✓
	Ability to manage work-life balance and own well-being	✓	

Our Vision, Mission and Core Values



Our Vision

The purpose of our school

Inspiring a new
generation to
become leaders
of tomorrow

Our Core Values

The way we do it here

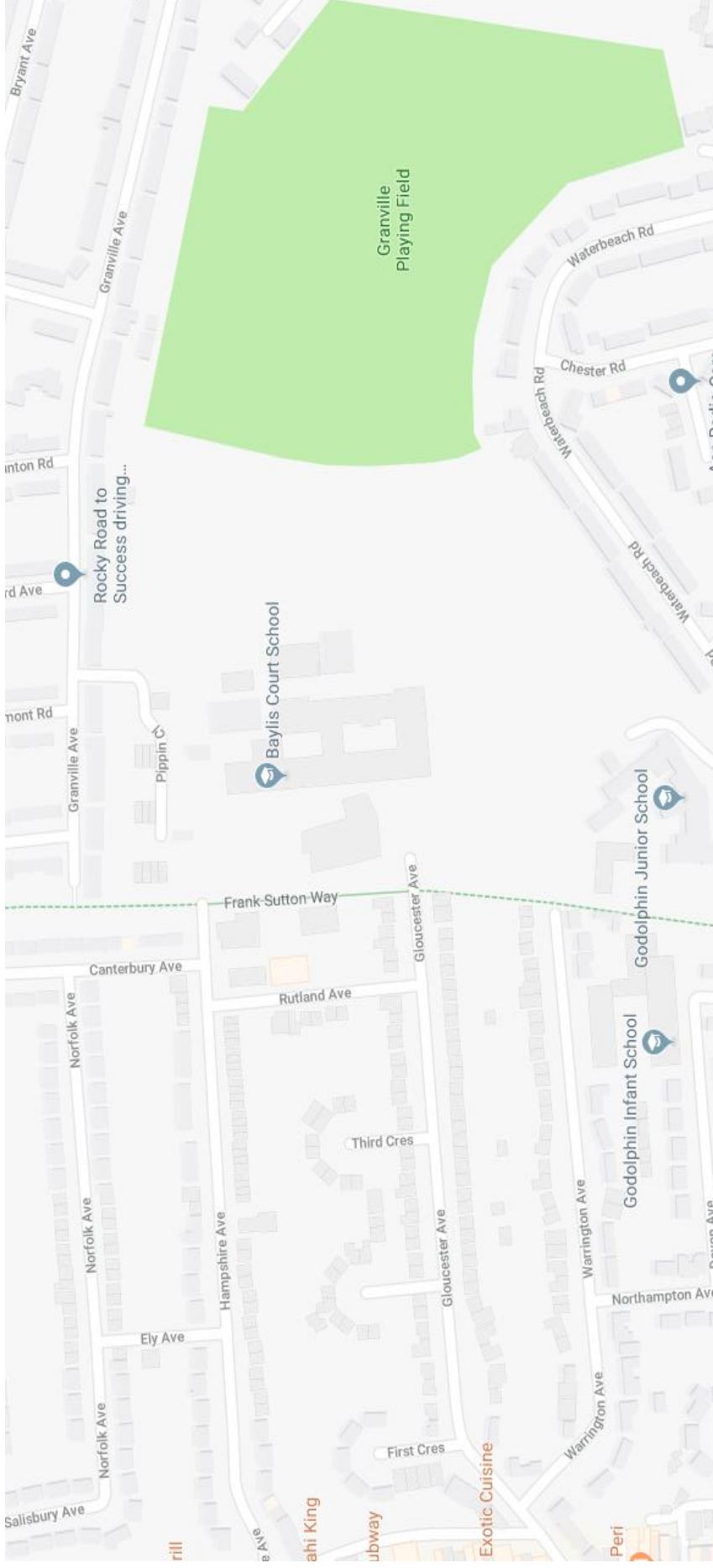
Respect
Resilience
Ambition

Our Mission

What we must do every day

To inspire the pursuit of excellence

Information on Slough, Berkshire



Baylis Court School is based in the centre of Slough. Slough is a multicultural area with many different nationalities, faiths and cultures.

We are based on the edge of the Slough Trading Estate. Slough Trading Estate is the largest privately owned industrial estate in Europe and is an important centre for business in south east England. It was started in the 1920s and its manufacturing base has survived several recessions.

Slough has some 21st century architecture as part of the regeneration of the city. The Heart of Slough plan sees more multi-purpose, environmentally sustainable buildings and public spaces as a focus for its cultural quarter.

Economically, Slough is the perfect modern town. It is near an airport, the local economy is thriving and provides plenty of jobs for local people, it lies close to London and, at the same time, is also located near beautiful countryside. This is the British town that exemplifies the priorities of modern life.

Slough is 22 miles west of London in the royal county of Berkshire, close to Windsor and Maidenhead.