



# SARACENS HIGH SCHOOL

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## ASSISTANT PRINCIPAL

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**SARACENS**  
HIGH SCHOOL

## WHAT ARE WE LOOKING FOR?

Saracens High School is a secondary school that opened in September 2018 for Year 7 pupils, growing each year until being full in September 2024. We currently serve 1150 pupils, including a thriving sixth form, from the wonderfully diverse community in the Colindale area of north London, which also has exceptional transport links with the Northern Line (Colindale) and mainline trains (Mill Hill Broadway), and easy access to main commuter routes (M1, A1, A41).

The successful candidate will have exceptional middle leadership experience or previous senior leadership experience.

The main areas of responsibility will be agreed with the successful applicant, however, the ability to use an evidence informed approach to drive school improvement would be an advantage.

You will be highly organised, an exceptional classroom practitioner and effective in driving pupils' progress. You will be ambitious to create a strong reputation for the school, building on our early successes, to ensure that our pupils can attend the best universities or successfully compete for sought-after apprenticeships.

With strong ties to the wider Saracens organisation, we base all we do on the values Discipline, Hard Work, Honesty, and Humility and we focus on character development and making memories as much as outstanding academic attainment.

This year, KS4 attainment was in the top 9% nationally, and our contextual value-added places us in the top 4% nationally. We are looking forward to our first set of Key Stage 5 outcomes this summer.

Saracens High School has a family ethos and is committed to supporting staff in this rewarding job, while recognising the stress it puts upon us. With generous teacher loadings, an on-site gym that is free for staff, the opportunity for colleagues to take family days, and access to a staff counsellor, we do all we can to look after our staff.

Our aim is to develop aspirational life-long learners, who will thrive in their chosen career path, embracing our values and demonstrating a strong moral purpose and a desire to make a positive contribution to society and their local community.

Within the wider Saracens organisation our success is underpinned by our core values. In Saracens Multi-Academy Trust we live those same values:

**Discipline:** Our school is an orderly, safe and joyful place where our pupils will be guided in their behaviour by fair and sensible principles.

**Hard Work:** Our school is a place where the staff and children work incredibly hard to fulfil the potential of each individual and to maintain a relentless effort for improvement.

**Honesty:** We insist on an honest appraisal of the efforts and attitudes of pupils in all areas of their education.

**Humility:** Our teaching styles reflect the culture of success and commitment to character development with attainment celebrated as warmly as achievement.

Dear Candidate

Thank you for your interest in joining us at Saracens High School in what is a unique opportunity in education. We opened in September 2018 and have been a full school, with a thriving sixth form, since 2024.

We are looking for inspirational colleagues to join an exceptional staff where we all strive to create an exciting school to meet the aspirations of our local community. Each year we have been heavily oversubscribed and we have a waiting list for all year groups, with the vast majority of pupils living within a mile of the school.

We are a learning community, in an area of high deprivation, which will change lives by helping our aspirational pupils fulfil their potential. Our focus on personal and academic achievement is derived from our link with the wider Saracens group, which is a values-driven organisation with a proven track record of excellence in all that it does. Our shared values of discipline, hard work, honesty and humility underpin everything we do.

Our work, supported by the local authority and some outstanding organisations, brings a commitment and drive to the Grahame Park area of Barnet, improving outcomes and stirring the aspirations and ambitions of young people and their families. We provide an education that builds character and resilience, as well as academic excellence. Our relationships with other schools in Saracens MAT, local primaries, Middlesex University, local and national businesses, and the Saracens Sport Foundation provide exceptional support that extends to opportunities for collaborative work and training.

We are looking for inspiring and caring colleagues to join our outstanding staff who have established an exceptional learning ethos.

Character education permeates all areas of our curriculum and daily interactions with our young people. There are wide-ranging responsibilities with this role, including embedding the values and vision of the school, contributing to the development of the curriculum in your subject area, and delivering inspiring lessons.

We are ambitious and demanding of each other, while also being caring and supportive. We have generous teacher loadings, an on-site gym that is free for staff, the opportunity for colleagues to take family days, and access to a staff counsellor. We know the job is demanding and we do all we can to support each other.

Staff display humility in success and take responsibility when things don't go as planned, viewing any setbacks as learning opportunities. We are committed to developing a learning culture for everyone.

I would welcome informal conversations with any potential applicants, and I look forward to meeting you during the interview process.

Yours sincerely,

**Dr Matthew Stevens**

Principal



# JOB DESCRIPTION

<b>POSITION</b>	Assistant Principal
<b>REPORTING TO</b>	Principal
<b>SALARY</b>	L12-L16 Outer London

To provide the professional leadership and management of Saracens High School; to embody the vision, ethos and aims of Saracens Multi-Academy Trust and to enable all its pupils to be the best that they can be.

This job description should be read in conjunction with the statutory requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

## KEY RESPONSIBILITIES AND DUTIES:

### STRATEGIC DIRECTION AND LEADERSHIP

- To be accountable for the success of the area of responsibility you lead on
- To be responsible for specific termly projects and the evaluation of them
- To take a leadership role in school self-evaluation
- To ensure that all policies and procedures are complied with
- To set high expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching
- To ensure effective co-ordination of team planning, preparation and assessment, ensuring that all members of staff play an equal and equitable role
- To ensure effective methods of internal communication exist within the team and to be the first point of contact
- To liaise effectively with other members of staff, including subject leaders, support staff, advisers, governors and parents
- To provide support and advice for any new teachers, including students, volunteers and visitors
- To be responsible for all matters relating to the smooth running of the team and the school
- To lead by example and to express continually the vision, values, aims and priorities of the school
- To contribute to management decisions on all aspects of policy, strategy, development and organisation
- To evaluate the effectiveness of the school in terms of overall provision, including pupil achievement, attainment and teaching and learning

- To maintain and develop effective relationships with all stakeholders, including parents, governors, local authority and other bodies outside the school
- To be responsible for the school in the absence of the Principal
- To attend leadership team meetings as required and to report to staff

### TEACHING AND LEARNING

- Plan and deliver lessons in accordance with the school policy on teaching and learning
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- Work in collaboration with Learning Support Assistants, and with other adults who may attend lessons to support pupils
- Know, and take account of, pupils' prior attainment and use them to plan lessons and set targets for future improvements
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere



## KEY RESPONSIBILITIES AND DUTIES CONTINUED:

### TEACHING AND LEARNING CONTINUED

- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour
- Complete reports and progress grades in line with policy and as specified in the published calendar
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for students
- To develop the character and resilience of pupils so that they develop study skills to learn more effectively and with increasing independence
- Promote extracurricular activities in accordance with the educational aims of the school and Saracens MAT





# SARACENS HIGH SCHOOL

## PROFESSIONAL DEVELOPMENT

Saracens High School is committed to supporting the professional growth and development of all staff. The Assistant Principal will have access to a range of training and development opportunities, including:

- Participation in the school's leadership development programme
- Opportunities to attend relevant conferences, workshops, and networking events
- Mentoring and coaching from the Principal and other senior leaders
- Support in pursuing further qualifications or certifications relevant to the role

The school values continuous learning and will work closely with the Assistant Principal to identify and facilitate professional development activities that align with the school's vision and the individual's career aspirations.

The Assistant Principal will be expected to maintain the highest standards of professional conduct and to act as a role model for the school community in upholding the school's commitment to safeguarding.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• First degree or equivalent</li> <li>• Qualified teacher status</li> <li>• Ongoing participation in a range of relevant in-service training</li> <li>• Recent and relevant management development/training/continuing Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or equivalent of further study</li> </ul>
TEACHING AND MANAGEMENT EXPERIENCE	<ul style="list-style-type: none"> <li>• Previous senior leadership experience or exceptional middle leadership experience</li> <li>• Ability to motivate, develop, support and challenge staff</li> <li>• Track record of successful leadership of significant school improvement strategies</li> <li>• Experience of monitoring school performance at every level</li> <li>• Experience of setting and achieving challenging school targets</li> <li>• Experience of working positively with a Local Governing Body</li> <li>• Understanding of and commitment to the ethos of the Saracens MAT</li> <li>• Ability to plan effectively from a range of evidence regarding school improvement</li> <li>• Understanding of educational development of pupils</li> <li>• Understanding of effective teaching and learning strategies</li> <li>• Evidence of the ability to embrace and manage change</li> </ul>	<ul style="list-style-type: none"> <li>• Successful establishment of links with the local community and external partners</li> <li>• Ability to develop the curriculum to meet the expectations of Saracens MAT</li> <li>• Knowledge and understanding of the fundamental importance of personalised learning</li> <li>• In-depth understanding of assessment theory and practice</li> </ul>

	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>• Outstanding leader, committed to distributive leadership and teamwork</li> <li>• Evidence of being an outstanding classroom practitioner</li> <li>• A passionate commitment to the academic, personal and social development of children and families</li> <li>• Approachable and supportive</li> <li>• Excellent interpersonal, communications and organisational skills</li> <li>• Ability to involve and maintain strong and positive relationships with the whole Academy community</li> <li>• Actively seeking new approaches, ideas and challenges. Be willing to be innovative and to take risks</li> <li>• Ability to think and act strategically</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>• Must satisfy relevant employment checks</li> <li>• No unexplained gaps in employment history</li> </ul>	
REQUIREMENTS FROM CONFIDENTIAL REFERENCES	<ul style="list-style-type: none"> <li>• Written reference(s) only</li> <li>• Confirmation of professional and personal knowledge, skills and abilities</li> <li>• Positive recommendation from current employer</li> </ul>	

Saracens Multi-Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check

## WHAT DO WE OFFER?

### YOUR WORKING CONTEXT

- The opportunity to work in a recently opened school
- A brand new building that opened in November 2021
- Attractive, well-resourced educational environment throughout

### THE EDUCATIONAL ENVIRONMENT

- A school that will support character development
- Free school curriculum freedoms and flexibilities
- Opportunities for innovation – the opportunity to carry out research, try new ideas and work with others across the Trust and beyond
- Partnerships with Saracens Sport Foundation, Middlesex University and other schools within Saracens MAT

### FOR YOU PERSONALLY

- Personal portfolio to support and develop your career in and beyond the school
- A supportive Trust and Local Governing Body
- The opportunity to influence the future growth and development of both the school and the Trust
- The opportunity to develop your own passions and expertise
- Free access to the school gym
- Secure on-site parking plus EV charging points

## WHAT DO WE WANT FROM YOU?

### WE EXPECT YOU TO

- Embrace the notion of being part of the Trust
- Have a clear vision for the school and a strong drive for success for the students
- Be a reflective leader who can inspire others to join them on this unique journey
- Be an outstanding classroom practitioner and have a passionate commitment to high quality learning and teaching
- Believe that all children can succeed both socially and academically
- Have new ideas and fresh perspectives on raising the aspirations of young people, families and the local community
- Have the skills to engage parents and the community in the development and activities of the school
- Have a passion for innovative approaches to the curriculum, teaching, learning and assessment



## HOW TO APPLY

Complete the application form on the TES website or on MyNewTerm.

Your supporting statement must include references to the job description and person specification.

In addition, please explain why you are the right person for the role, specifically in relation to Saracens High School.

If you have any questions, would like an informal conversation about the role, or to arrange a visit, please contact the Principal's PA on 020 8181 3180 or email [principal@saracenshigh.org](mailto:principal@saracenshigh.org)

The closing date is 5pm on Friday 16 May 2025, with interviews on Wednesday 21 and Thursday 22 May



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