



Recruitment Pack

Assistant Principal

**With responsibility for English Standards across
the Trust**

Closing Date: Monday 14th October 2019, 9.00am

Interviews: Week commencing 21st October 2019



THE DISCOVERY
ACADEMY



www.alphaacademiestrust.co.uk

A Message from the Chief Executive Alpha Academies Trust

Dear Applicant,

Thank you for downloading this application pack and for your interest in becoming an Assistant Principal with responsibility for English Standards across the Trust for the Discovery Academy, part of The Alpha Academies Trust in Stoke-on-Trent.

Our Trust currently consists of five academies:

The Discovery Academy - Age 11 -16

The Excel Academy - Age 11 -16

Maple Court Academy - Age 4 – 11

Reach Academy

Sneyd Academy – Age 4 - 11

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff. Through continual professional development and extensive pastoral programmes, we strive to create an environment which enables staff to set their own goals and develop professionally.

Parents and stakeholders are at the heart of our learning partnerships. Our Governors are challenging and supportive and all our staff are committed and dedicated to providing the highest standards of education for all children and young people in our academies.

We are looking for dedicated and enthusiastic professionals to join our highly skilled staff and help deliver outstanding educational experiences for the young people of Stoke-on-Trent.

I look forward to receiving your application and meeting you soon.

Yours faithfully,

Mr S French
Chief Executive Officer

The Context

The City of Stoke-on-Trent is in the West Midlands and has a population, of 249,000, which is predominately white British but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education. The 'Potteries' as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition and is a contender for City of Culture 2020/2021 with its Premier League football team, ceramics heritage and Performing Arts tradition.

With a 10% increase in the number of children, education is of critical importance to the future prosperity of the City, and the BSF programme has established excellent facilities for our young people.

Aims & Vision

- To create a network of Good and Outstanding Academies that provides excellent academic tuition and vocational experiences
- To provide children and young people with a full range of pathways from early years to post 16
- To inspire all children and young people to aim high
- To close the gap in life chances between those who are disadvantaged and those who are not
- To involve employers in creating innovative learning experiences
- To make sure that young people have the skills for the modern workplace
- To provide extensive information advice and guidance for young people to become well rounded adults, that contribute to society as highly employable responsible citizens

In an Alpha Academy

Our

- Children and young people develop strong literacy, numeracy and employability skills
- Children and young people enjoy innovative learning experiences, including sport and the arts which lead to high levels of success
- Children and young people's progress is always tracked and monitored and no one falls behind
- Children and young people understand the pathways open to them. Through our Academies the gates to next steps and phases are opened
- Children and young people, parents and staff feel valued, safe, supported and have a voice
- Children and young people have the best staff and Academy leaders as their role models
- Children and young people enjoy inspirational learning environments which are safe, well maintained and constantly improved
- Children and young people enjoy the best catering and nutrition
- Staff have an entitlement to first class training, coaching and support
- Staff have opportunities to progress from the start of their career onwards
- Employer partners contribute to curriculum design
- Governance is strong, challenging and supportive
- Parents are partners in their children's education

Our Academies

The Discovery Academy

Our largest Academy opened in September 2011 and moved into a new £25 million accommodation in September 2013. Student numbers are increasing and attainment for all students is improving steadily. The highly qualified and committed staff follow the 'mission statement' of Expect Excellence. Steady improvement was validated by Ofsted in 2016 with good judgments for teaching, behaviour and leadership. In 2017 we are very proud that Discovery was the most improved Academy in the City, with results continuing to improve in 2018.



"The quality of teaching and the curriculum have improved significantly. Both suit the needs of pupils and accelerate their progress."

"Governors are relentless in their drive for higher standards. Their support and challenge are effective in improving current standards."

"There is a clear sense of equality and inclusion in the school. Diversity is recognised and valued. This encourages harmony in the community in which the school is located and in the wider area. Pupils told inspectors, 'Everybody is welcome here'."

The Excel Academy

Holden Lane High School converted to become the Excel Academy in March 2014 and has consistently been one of the highest performing academies in Stoke-on-Trent. Student numbers are increasing rapidly as the success of the Academy has led to many years being oversubscribed. It is the school of choice in the north of the city and is housed in new build and refurbished buildings.

The Academy was inspected by Ofsted in November 2016 and maintained a 'Good' judgement and is focused on becoming an outstanding provision.



"Expectations of staff and pupils are high. There is a strong team spirit across staff at all levels in the school and they are very committed to the school's ethos of 'Pride and Respect'."

"The Excel Academy is now the school of choice for an increasing number of local parents and, consequently, it is now oversubscribed and has large cohorts in lower year groups."

"The great majority of parents who responded to Ofsted's online questionnaire, Parent View, confirmed that their children make good progress in school and that they would recommend the school to other parents. One parent wrote, 'I am very happy with my child's education. My child enjoys school and is happy to attend Excel Academy. I couldn't wish for more.'"

Maple Court Academy

Maple Court is a large primary academy with almost 500 pupils located in the Bentilee area of Stoke-on-Trent. Children enter the Academy with very low literacy and numeracy skills and the academy is ambitious to provide all pupils with the skills, knowledge and understanding to succeed in later life. We expect excellence from everyone and believe that all of our pupils can achieve excellence too.

The Alpha Academies Trust sets a very clear vision for all its educational providers: to champion the life chances of learners in the community it serves. This vision is systematically implemented in Maple Court Academy. As a result, pupils receive good quality education in a safe environment where their best interests are uppermost.



Since it became an Academy in 2014 standards have improved. As a result, the Academy achieved a good grade in its 2016 Ofsted Inspection. Our approach to teaching and learning is very inclusive and we strive to ensure that the support and feedback given to pupils results in all groups learning equally well in lessons.

Alpha Academies Trust and our governors have supported significant investment in buildings and facilities here since 2014, creating a first class learning environment for pupils and staff alike. We are proud of the improvements we have made at Maple Court Academy and urge all candidates for positions here to come and see it for themselves.

“The College Academies Trust (Alpha Academies Trust) has set a clear vision for the academy to provide an excellent quality of education for its pupils. The Trust and the local governing body hold leaders rigorously to account for delivering this strategic plan.”

“The College Academies Trust (Alpha Academies Trust) sets a very clear vision for all its educational providers: to champion the life chances of learners in the community it serves. This vision is systematically implemented in Maple Court Academy. As a result, pupils now receive good-quality education in a safe environment in which their best interests are uppermost.”

“The approach to teaching is very inclusive. The individual challenge, support and feedback given to pupils ensure all groups learn equally well in lessons. For example, disabled pupils and those with special educational needs are well supported in lessons, and so learn as well as other pupils.”

Reach Academy

Reach Academy was established to give the students in Stoke-On-Trent the very best in Alternative Provision. Many of our students have found it difficult in mainstream schools but develop a new attitude towards education here.

We thrive off developing positive traits in young people around resilience and ambition and believe every young person has a right to access outstanding education in order to develop this. We want every student to progress to further education at 16 or pursue their career of choice.

We offer a broad and balanced curriculum and a therapeutic enrichment programme focusing on individual interests and skills and provide option choices which engage, enrich and encourage our students to achieve excellence.

Sneyd Academy

Housing almost 600 pupils, Sneyd Academy is one of the largest primary academies in Stoke-on-Trent. It is located in the centre of the city with good access to local facilities such as Central Forest Park and Festival Park. The Academy serves a diverse population from the Sneyd Green, Cobridge and Burslem areas and is very much a school at the heart of its community.

The school has two beautiful Victorian buildings which opened in 1901. In addition, a purpose built Early Years and KS1 block was added to the site in 2016 and a fully refurbished, purpose built dining room completes the accommodation. The school has extensive grounds which supports the lively school curriculum. The school was judged good at its last inspection in 2015.

“Governance is strong. Governors share the headteacher’s drive to ensure the best results for pupils.”

“Pupils are very polite and courteous. Pupils are welcoming to visitors and keen to talk about their work. Pupils are very proud of their school and show this by wearing their uniform with pride and showing respect for the pleasant and vibrant learning environment.”

“The quality of teaching across the school is consistently good, with some that is outstanding.”

“Pupils show positive attitudes to learning and make good progress.”

Wider Federation

Eaton Park Academy is federated to the Trust and is located in the South of the City. This enables the school to access a range of services provided by the Trust.

In total, over 3,300 students aged 4-19 years are currently on roll in our Academies. Together with the wider Trust federated schools, the numbers of students supported by the Trust extends to around 3,816.

We employ approximately 460 staff across the Trust.

Job Description

This post is subject to an Enhanced DBS Identity Check under the rehabilitation of Offenders Act (1974).

Candidates called for interview will be required to provide photographic proof of identity, proof of address and original qualification documents.

PURPOSE OF POST

Responsible to: Principal 0.8 (reporting to CEO/Executive Principal 0.2)

SPECIFIC RESPONSIBILITIES

- To line manage the English Head of Faculty at the Discovery Academy and develop outstanding policy and practice that can be shared across the Trust and within local partnerships.
- To manage a school improvement network within the Trust that supports the development of all teachers of English.
- Identify and develop an English school improvement offer that can support work within the trust or commissioned work externally.
- To work with leaders to create progressive curriculum pathways in English from KS1-KS4.
- To identify training opportunities and routes that could enhance the skill set of existing staff and promote the recruitment of specialists into English.
- **To act as the champion of creativity and innovation and to work closely with the Teaching and Learning SLT lead to develop Teaching.**
- Represent the Trust at network events that promote English.
- To be accountable for leading, managing and reporting on the English provision across the Trust.

GENERAL

- To support the Principal and provide strategic leadership and management within and across the Academy to achieve outstanding success for all students.
- Contribute effectively as a member of the leadership and management team to the development, implementation and evaluation of all policies and strategies.
- Effectively manage and deploy teaching/support staff, financial and physical resources.
- Monitor and support the overall progress and development of students as a member of the Senior Leadership of the Academy.

DUTIES

- Assist the Principal in the effective day to day management of the Academy.
- In the absence of the Principal, undertake any professional duties of the Principal to the extent required by the Principal or Governing Body.
- Support the work of the Trustees/Governing Body, including attendance at committee meetings.
- Support the Principal in the development of Academy specific staff and student policies and procedures.

- Support the Principal and Governing Body to develop the Academy's vision and values.
- Provide the strategic direction to support the development of an outstanding Academy.
- Lead and manage staff well whilst deploying staff and resources efficiently and effectively.
- Ensure students enjoy a high quality curriculum and outstanding teaching and learning experiences.
- Raise levels of attainment to secure outstanding progress for all learners.

Leadership: Vision and Values

- Assist the Principal in translating the vision of the Academy into agreed objectives and operational plans.
- Take lead responsibility for policy development and implementation in agreed specified areas.
- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Academy.
- Be committed to safeguarding and to promoting the welfare of all young people.
- Ensure equal opportunities for all.
- Assist the Principal to develop a culture and environment in which young people thrive and to drive innovation.
- Drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Academy where well-being and respect are at the heart of the Academy and each student is valued and nurtured to develop personally and educationally.
- Ensure the effective operation of Academy self-evaluation systems as appropriate, and produce reports as required.
- Identify and take appropriate action arising from evaluation, setting deadlines and reviewing progress on actions taken.

Strategic direction and development

Within the context of the Academy's aims and policies, senior leaders are accountable for the development, implementation and review of policies, plans, targets and practices. These are defined in a summary of responsibilities. Members of the Leadership Team are expected to have the knowledge, skills and expertise to provide the guidance and direction to support move teams forward.

Leading and managing staff and others

- Leaders are accountable for providing all those involved in the teaching or support of the subject with support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- Develop and maintain a culture of high expectations for self and others.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to Academy policies and procedures ensuring that these are regularly communicated to staff and students so that they are clear about their responsibilities.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Take responsibility for the day-to-day line management of designated staff.
- Support the Principal in the recruitment, deployment, motivation, development and performance management of staff, making the most effective use of their skills, expertise and experience to ensure that all staff have a clear understanding of their roles and responsibilities.
- Encourage all staff to be continually active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.
- Support and develop public service, international and social enterprise activities.

- Ensure parents and carers are kept well informed about the Academy curriculum, its targets, student attainment and their part in the process of improvement;

General

- The duties and responsibilities of the post will be subject to those detailed in the Academy contract issued to all teachers.
- This Job Description does not define in detail all the duties/responsibilities of the post. It will be reviewed at least once a year as part of the performance management process and may be subject to modification or amendment after consultation and agreement with the post holder.
- Staffs' individual priorities for each academic year will be identified through team plans. It is the responsibility of each individual member of staff to meet the agreed targets within the context of the Academy's improvement plan.
- Team priorities for each academic year will be identified through the Academy's improvement plan. It is the responsibility of the Assistant Principal to ensure team plans are implemented, monitored and reviewed and for individual team members to meet the targets set.

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.



PERSON SPECIFICATION

TEAM: SENIOR LEADERSHIP TEAM

APPOINTMENT OF: ASSISTANT PRINCIPAL

MINIMUM ESSENTIAL REQUIREMENTS	MEASURED BY: A) APPLICATION B) TEST/EXERCISE C) INTERVIEW
QUALIFICATIONS/TRAINING: It is essential that the post holder has/is: <ul style="list-style-type: none"> • Degree or equivalent qualification. • Qualified teacher status. • Recent and relevant personal and professional development. • Recent and relevant leadership and management qualification(s). 	A
EXPERIENCE/KNOWLEDGE: It is essential that the post holder has/is: <ul style="list-style-type: none"> • A track record as an effective and efficient subject teacher of students of all abilities. • Significant and successful leadership and management experience. • Proven track record of managing change to make a demonstrable impact on performance. • Experience in developing effective working relationships with a wide range of partners and stakeholders in and out of the Academy. • Experience of strategic development planning, implementation and evaluation with clear and measurable successful outcomes. • Experience of developing individualised learning in students and staff using the full range of resources to support it. • Successful experience of Academy self-evaluation and its use in strategic planning. • A good knowledge and understanding of national education priorities, policies and programmes. • A well-developed philosophy of high aspirations and expectations that every student receives a good education and achieves high standards in the Academy. 	A & C

<p>SKILLS AND ABILITIES:</p> <p>It is essential that the post holder has/is:</p> <ul style="list-style-type: none"> • Able to articulate a vision underpinned by targets and goals aligned with an ability to empower others. • The ability to translate that vision into reality. • Highly developed interpersonal and communication skills. • The ability to manage change; lead innovations and meet challenges successfully. • Strong negotiating and influencing skills. • The ability to command respect from students, staff, parents, governors and the wider community and be a strong identifiable presence in the Academy. • Openness to challenge, risk-taking and creative ideas. • The ability to understand, analyse and make effective use of a wide range of data. • Creative and innovative thinker. • Dynamic and positive. • Excellent health and attendance record. • Pragmatic and proactive. • Resilient when working under pressure. • A team player. 	<p>A & C</p>
<p>ADDITIONAL FACTORS:</p> <p>It is essential that the post holder has a commitment:</p> <ul style="list-style-type: none"> • To the pursuit of excellence in educational standards and quality. • To high standards, continuous improvement and quality assurance. • To quality staff development and personal and professional progression. • Student involvement and responsibility within the Academy and its operation. 	<p>C</p>

How to Apply

If you decide to apply for this post, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be **no longer than 2 sides of A4** and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification

Please apply online via our website www.alphaacademiestrust.co.uk

Please note, it is the policy of The Alpha Academies Trust to contact shortlisted candidates only.

Key Dates

Closing Date: Monday 14th October 2019, 9.00am

Interviews: Week commencing 21st October 2019

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Academy Location

Discovery Academy: Discovery Drive, Stoke-on-Trent, ST2 0GA

Excel Academy: Milton Road, Sneyd Green, Stoke-on-Trent, ST1 6LG

Maple Court: Beverley Drive, Bentilee, Stoke-on-Trent, ST2 0QD

Reach KS3: Chelson Street, Longton, Stoke-on-Trent, ST3 1PT

Sneyd Academy: Sneyd Street, Burslem, Stoke-on-Trent, ST6 2NS

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website.