



Ipsley C of E Middle School

Winyates Way, Winyates, Redditch, Worcestershire, B98 0UB

Tel: 01527 525725

www.ipsleyacademy.co.uk

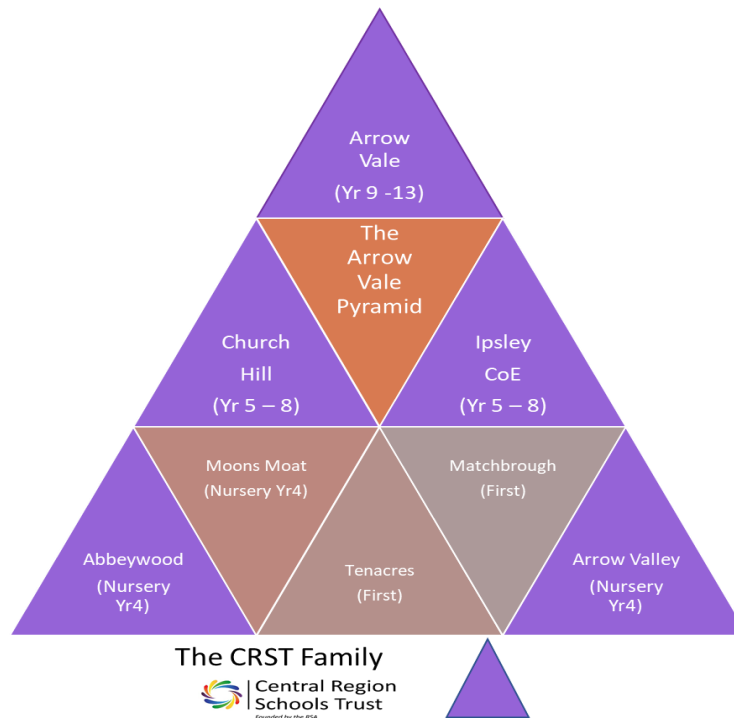


The Role

Ipsley C of E Middle School is seeking to appoint an Assistant Principal to join our senior leadership team. The role will involve overseeing curriculum development and improvement, as well as Quality of Education, across KS3. This post offers a great opportunity for colleagues with middle leadership experience to realise their potential in moving to a more senior role.

Ipsley C of E Middle School (Years 5-8) is situated in Redditch and serves over 640 pupils. Ipsley prides itself on being a caring and inclusive learning community that seeks to inspire pupils and adults to realise their full potential through creativity, collaboration and challenge. Lived Christian values make the school a warm and welcoming place to learn and work. Judged to be Good by Ofsted, Ipsley is oversubscribed and has worked hard to ensure outcomes are in line with national averages.

Ipsley C of E Middle School belongs to the Arrow Vale pyramid. There are strong working relationships between the CRST schools in the pyramid and across the Trust, from following the same curriculum overview to sharing some operations staff. This structure provides school leaders with the exciting opportunity to contribute to the education and development of children through the entirety of their formal education. Central Region Schools Trust is committed to the continued development and growth of all staff, including school leaders.



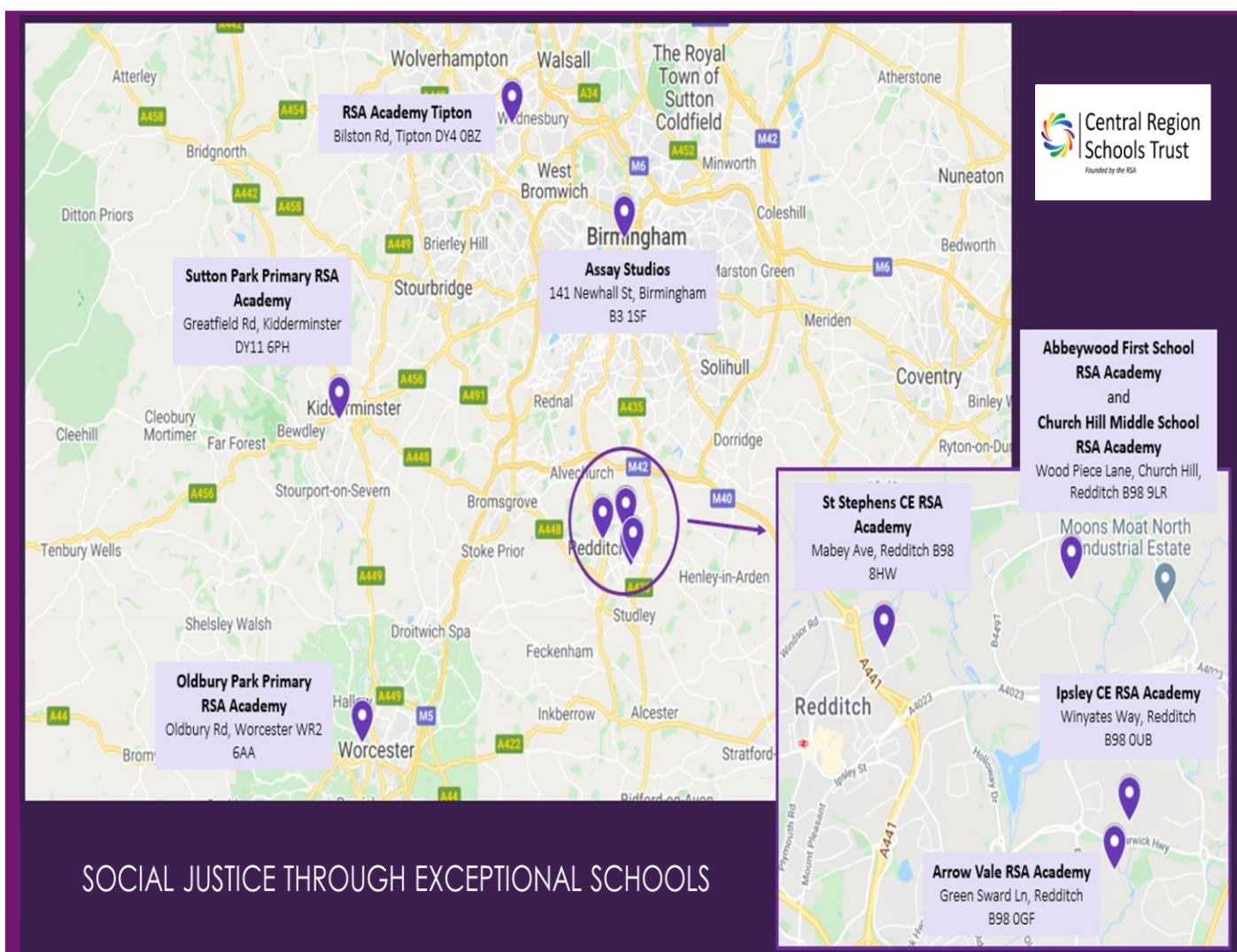
How to Apply

Please contact Yvette Wigg (Local Administration Manager) ywigg@crst.org.uk for further information on applying for the post. The closing date for applications is 9.00am on Friday 20th January.

Tours of the school with Angela Saul, Principal, are available on request and can be booked via Yvette Wigg using the above email address or calling 01527 525725.

If you would prefer an informal discussion with Angel Saul, Principal, please also contact Yvette Wigg to arrange a time.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



The History of our Trust

As a trust, we were founded by the Royal Society for the encouragement of Arts, Manufactures and Commerce, more commonly known as the Royal Society of Arts or the RSA. The RSA has a history of developing ideas and projects to improve people’s lives, and our vision of ‘social justice through exceptional schools’ aligns closely with the social justice mission of the RSA. All our schools are improving in reputation, popularity, and quality of education.

Whilst we are now an DfE approved academy sponsor, recognising the collective strength of our trust and schools, we retain many programmes and partnerships from the original sponsorship. We have a strong **school improvement force** and now sponsor, in collaboration with the DfE and Regional Schools Commissioner, schools that will benefit from our structural, formal support.

Our trust aims to influence the practice of our schools through the collaborative knowledge sharing we expect through our school improvement model and co-design structures. We are outward facing, sharing, and learning from internal and external partners. **Central Professional Learning, Research and Development (CPL,R&D)** ensures the development of all employees at all levels of the organisation. We have developed excellence in central services, such as finance, HR, estates, which make a huge difference to our schools, not least by enabling Principals and staff to focus on delivery of excellence in teaching and learning. **Teach Central**, as part of CPL,R&D, recruits, and trains new teachers to the profession with a high level of success.



<https://centralregionschoolstrust.co.uk>

Mission: to promote opportunity and social justice for every child through exceptional schools.

Vision: As a trust founded by The Royal Society of Arts, our exceptional schools work together to create learning that is inspirational for all: igniting imagination and enabling creativity and curiosity which results in the highest achievement. People are valued and happy, developing their knowledge, attributes, skills and networks for success and fulfilment. In our empowered communities, everything is possible, and aspirations are high. Outcomes are highly impressive.

Strategic objectives:

SO1: EXCEPTIONAL LEARNERS

SO2: EXPERT PROFESSIONALS

SO3: EXCELLENCE IN INFRASTRUCTURE, SYSTEMS AND PLACES

SO4: EMPOWERED COMMUNITIES AND LASTING PARTNERSHIPS

Values: Integrity, Excellence, Creativity, Community and Respect



Formerly RSAA Teaching School Alliance

Teach Central, formerly the RSA Academies' Teaching School Alliance, recruits, and trains new entrants to the teaching profession, identifies leadership potential, and provides support for schools across the West Midlands, to transform outcomes for young people and bring about positive social change. We drive action research, undertake innovations in teaching, and optimise the talents and commitment of our staff to develop creative ways of providing education.

<https://centralregionschoolstrust.co.uk/teach-central/>



We believe that effective Research and Development begins with our students and a drive to improve their learning experience and educational outcomes. The power to transform education comes when schools collaborate, and an active Research and Development culture can be found across all the schools in our Alliance.

<https://centralregionschoolstrust.co.uk/cplrd/>

KASE

The leadership across our Trust has identified pupil knowledge, skills, and attributes that we believe are key to the current and future success of the young people in our schools. Each school creates their own approach to developing the skills and attributes. These skills and attributes have an identified leader across the Trust to lead expert collaboration where the most effective practice emerges from within the Trust and beyond, then standardisation of approach will be agreed as appropriate.

Knowledge: Working with pupils to know understand and have mastered key concepts so that they develop the expertise to become fluent and excel within and across subject disciplines, locating their experiences within the broader sense of society.

Attributes of Character: To create the conditions in which attributes of character are nurtured, so that pupils can lead full active and successful lives which support their communities and the wider world.

Skills: Helping pupils to develop the skills needed for a successful and happy personal and professional life.

Experiences: Ensuring our pupils enjoy, experience excitement, and find value in their school experience, through a very wide range of experiences that challenge and motivate them, providing aspiration and demanding responsibility from them.

Assistant Principal

(Ipsley C of E Middle School – Range L7-L11)



JOB DESCRIPTION and PERSON SPECIFICATION

JOB DESCRIPTION

Job Title:	Assistant Principal
Department/Directorate:	Ipsley C of E Middle School
Salary Scale:	L7-L11
Accountable to:	Principal
Reporting to:	Principal
Responsible For:	KS3 Curriculum and Pedagogy
Location:	Ipsley C of E Middle School

The job description has generic key responsibilities and will be reviewed upon appointment; the final version will reflect the strengths, skills, and knowledge of the successful applicant, alongside those of the wider senior leadership team across the school.

As required, along with all leaders in our Trust, the post will support the interests of all learners within the eleven schools currently within the Central Regional Schools Trust, as well as potential future schools.

Duties may be modified by the Principal in consultation with the post holder to reflect or anticipate changes in the job.

CORE PURPOSE OF THE POST:

To embody and provide leadership for the vision and values of Ipsley C of E Middle School, and work within the Central Region Schools Trust to secure the best possible education for each and every pupil at Ipsley and across the Trust.

The post-holder will subscribe to the aims and specifically the Trust values:

Community
Creativity
Integrity
Excellence
Respect



Key Responsibilities of the Assistant Principal Role:

- Carry out the duties of this post in line with the conditions of employment, Central Region Schools Trust and school policies
- Under the overall direction of the Principal, play a lead role:
 - in formulating the aims, objectives of the Trust schools and establishing the policies through which they are to be achieved
 - in implementing the curriculum for all learners
 - in monitoring standards of progress towards exceptional achievement
 - in proactively managing staff and resources
- Take shared responsibility for Ipsley as required as a result of absence of other Senior Leaders
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the schools

Specific Duties

KS3 Curriculum and Pedagogy

- Oversee curriculum development and improvement across KS3
- Oversee the quality of education across KS3, including quality assurance, so that it builds on KS2 and ensures successful transition to High School
- Ensure strong outcomes of the KS3 phase pupils in the school.
- Line manage identified KS3 middle leaders and staff team.
- Advise, alert and warn the Principal of any germane pastoral, academic, and administrative issue in the KS3 phase, taking initiative as required
- Undertake an appropriate teaching timetable
- Undertake a whole school responsibility
- Promote the health, safety and welfare of all KS3 pupils, liaising with other agencies as required.

- Promote effective links with parents, governors, the local community, local schools, the Diocese, local church and local industry.
- Promote the vision, ethos and culture of Ipsley C of E Middle School

Shaping the future of the schools

- In partnership with the Principal, Governors and other senior leaders, establish and implement an ambitious vision and ethos for the future of the school and, as appropriate, all schools in the Trust
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Principal and other senior leaders, manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Principal and other senior leaders, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account
- In partnership with the Principal and other senior leaders, support the aims and development of the Central Region Schools Trust and Teach Central

Developing Self and Working with others

- Support the development of collaborative approaches to learning within the school and beyond, including through Teach Central as required
- Support, with other senior leaders, the induction of staff new to the school and those being trained within the school
- Act as a mentor for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as required
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Be an excellent role model for both staff and learners in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility for identified areas of leadership, including statistical analysis of groups, progress data and target setting
- Work with the Principal and other senior leaders to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Contribute to the annual appraisal / performance management process for all identified support and teaching staff as required

Managing the Organisation

- Contribute to regular reviews of school systems as required to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal and cross-school communication
- Working with the Principal and other senior leaders, undertake key activities related to professional, personnel/HR issues
- Follow HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior team
- Ensure the day-to-day effective organisation and running of the school, including the deployment of role-related staff
- To undertake any professional duties as required

Securing Accountability

- Support the staff and local governing board members in fulfilling their responsibilities with regard to school performance and standards
- Support the Principal and other senior leaders in reporting school performance
- Promote and protect the health, safety and welfare of learners and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the schools of the Trust

Strengthening Community

- Work with the Principal and other senior leaders in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Proactively support the aims of the Central Region Schools Trust
- Proactively support and develop the work of Teach Central
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

This job description is current as of December 2022, but following consultation, may be changed to reflect or anticipate changes in the job role which are commensurate with the salary, job title and Leadership standard

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<p>Graduate Level Education</p> <p>Qualified Teacher Status</p> <p>Commitment to professional development</p>	<p>Higher Degree</p> <p>Further studies/qualifications within educational leadership (e.g. NPQs)</p>	Application Form
Experience	<p>Recent, successful middle leadership experience in a relevant secondary context (including KS3)</p> <p>Significant CPD in areas defined within the job description</p> <p>Experience of devising improvement strategies which support school improvement</p> <p>Experience of, or understanding of, strategic leadership / management including human, financial, and material resource planning</p> <p>Experience of leading a team</p> <p>Involvement in monitoring and quality assurance activities</p> <p>Up to date knowledge of national and local policy, and the educational landscape</p>	<p>Pastoral and curriculum leadership experience</p> <p>Experience in KS2</p> <p>Recent, relevant professional development (particularly in leadership/management)</p> <p>Experience of leading rapid and sustained school improvement</p> <p>Successful leadership experience with a measurable positive impact in areas covered by the job description</p> <p>Experience of leading and performance managing staff</p> <p>Involvement in implementing quality assurance and providing constructive feedback across the school</p> <p>Experience of working within a multi-academy trust</p> <p>Experience of working in a faith school</p> <p>Experience of contributing to whole school self-evaluation</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>
Personal Attributes	Excellent communicator, verbally and in writing	Lively personality	

	<p>Able to build and develop a team</p> <p>Personal commitment to working in the best interests of ALL pupils</p> <p>Stamina, resilience and the capacity to work under pressure</p> <p>Self-reflective and self-aware</p> <p>Sense of personal and professional ambition</p>	<p>Outside interests</p> <p>Outstanding leader of others</p>	
<p>Skills & Knowledge</p>	<p>Excellent classroom practitioner</p> <p>Strong commitment to inclusive practices</p> <p>Strong knowledge of pastoral accountabilities</p> <p>ICT literate</p> <p>Excellent management, motivational and communication skills</p> <p>Ability to understand and interpret data to support pupil level intervention and improvement priorities</p> <p>Outstanding organisational skills</p> <p>Proactive interest in current national developments in education</p> <p>Ability to think and work creatively and flexibly, with the ability to pay close attention to detail whilst under pressure of deadlines</p> <p>Ability to communicate a clear vision and empower others</p>	<p>Knowledge of the CRST Family of Schools</p> <p>Knowledge of MAT policies and practices</p> <p>Demonstrate ability to work effectively in a wide range of partnerships to achieve school improvement</p> <p>Confident in understanding, analysing, and making effective use of a wide range of data</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>

<p>Disposition, Adjustment & Attitudes</p>	<p>A commitment to the values of the Central Region Schools Trust</p> <p>Readiness to accept change</p> <p>Desire and ability to lead change</p> <p>Openness and willingness to learn</p> <p>Commitment to parental/community involvement</p> <p>Ability to relate to others at all levels</p> <p>Ability to manage time and priorities successfully</p> <p>A fundamental concern for the safety, security, and well-being of all the students in the school</p> <p>Understand, uphold, and put into practice the requirement to safeguard and promote the welfare of children in day-to-day dealings with them.</p>	<p>Experience of values-driven leadership</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>
<p>Personal Circumstances</p>	<p>Circumstances should not preclude reasonable attendance at evening meetings and weekend and other in-service commitments.</p> <p>Prepared to work long hours but with a well-established work-life balance.</p> <p>Outstanding attendance and punctuality.</p>		<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Task/Presentation</p>

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and completion of an Enhanced DBS will be required

December 2022