



**NETHERWOOD
ACADEMY**

Astrea Academy Trust

INSPIRING BEYOND MEASURE



Assistant Principal

All about the role



Assistant Principal

As Assistant Principal, you will excel in the classroom - but, just as importantly, you will be instrumental in supporting colleagues across the school to enhance their effectiveness in the classroom and beyond, through mentoring, coaching, professional development and challenge.

The ideal candidate will be an experienced and outstanding classroom practitioner with a track record of strong outcomes. We need someone with middle leadership or senior leadership who can walk the walk and be a beacon of excellent practice in a classroom environment, whilst possessing the muscularity of intellect and professional credibility to drive up standards across the academy.

What qualities are we looking for?

- **Outstanding Teacher:** Proven track record of excellent outcomes.
- **Inspirational Leader:** Ability to motivate and inspire others to achieve their best.
- **Analytical and personable:** Build, interpret and evaluate data alongside building positive working relationships with families and professionals.
- **Fearless:** Prepared to have difficult conversations with scholars, families and external stakeholders.
- **Excellent Communicator:** Skilled in delivering effective CPD to large groups of teachers.
- **Organised and Forward-Thinking Professional:** Capable of leading a whole school priority to make sure it's everyone's business.
- **Hard Worker with a 'No Excuses' Approach:** Committed to senior leadership with a strong work ethic.

About the Role



Responsible To:	Vice Principal
Salary:	Leadership Scale 11 - 15 (£65,090 - £71,694)

Purpose of the Role

We are looking for an aligned professional to join our forward-thinking, passionate and no excuses senior leadership team and are interested in candidates with a range of academic specialisms and expertise. A final role will be drawn up in consultation with the successful candidate and the leadership team.

Strategic Leadership, management and organisation

- Contribute fully to the strategic development of the academy through full participation in meetings and discussions with senior staff .
- Contribute to the monitoring and evaluation of standards in teaching reporting to the Vice Principal and Principal and, where required, wider leadership team and LGC (Local Governance Committee).
- Produce regularly reviewed documentation to record evaluative activity and judgements and contribute to plans for improvement.
- Advise and support the senior leadership team and, where required, the LGC on matters pertaining to standards n teaching and learning, devising, taking and monitoring appropriate action to improve these as required in consultation with the Principal.
- Take a full part in the sharing of good practice across the academy.
- Provide day-to-day leadership of the secondary phase teaching team, ensuring the highest of standards in teaching and learning.
- Contribute to ensuring the progress of professionals through high-quality CPD.
- Contribute to all leadership discussions and provide advice on matters pertaining to resources, budget planning, present and future staffing needs on the school site.
- Undertake whole-school development projects according to identified and agreed priorities and evaluate the impact of these upon scholar outcomes.
- Ensure that safeguarding and 'prevent' duties are taken into consideration in the development of all school policies and working practices.
- Undertake any other reasonable professional task as directed by the principal.

Job Description



Leadership of teaching, learning and assessment

- Undertake whole-school development projects according to identified and agreed priorities and evaluate the impact of these upon scholar outcomes.
- Ensure that safeguarding and 'prevent' duties are taken into consideration in the development of all school policies and working practices.
- Undertake any other reasonable professional task as directed by the principal.

Leadership of care, guidance, behaviour and safeguarding

- Undertake whole-school development projects according to identified and agreed priorities and evaluate the impact of these upon scholar outcomes.
- Ensure that safeguarding and 'prevent' duties are taken into consideration in the development of all school policies and working practices.
- Undertake any other reasonable professional task as directed by the principal.

Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour in both in classrooms and around the academy, in accordance with the academy's behaviour policy.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to scholar's needs in order to involve and motivate them.
- Maintain good relationships with scholars, exercise appropriate authority and act decisively when necessary.

Job Description



Professional Standards

- Support and contribute strategic thinking to the ethos, vision, principles and values of the academy
- Model the treatment of colleagues, scholars and all members of the community, with respect and consideration.
- Ensure that all scholars are treated fairly, consistently and without prejudice.
- Set a good example to staff and scholars in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the school through ensuring full staff attendance at and participation in events such as open evenings, parent's evenings and the like.
- Ensure that the ethos of the academy is upheld by all staff on the academy site and challenge or support in this where necessary.
- Reflect on own practice as well as the practices of the academy with the aim of achieving excellence in every area of our work.
- Contribute to and ensure adherence to the various policies of the academy and devise and implement school improvement plans.
- Contribute to the development and management of the academy by leading team and staff meetings as required.
- Ensure that all deadlines are met as published in the academy calendar.
- Promote lifelong learning and promote enrichment and extension activities within the academy.

General

- Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the setting.
- Be familiar with all emergency and security procedures.
- Relate confidently and politely to colleagues, volunteers, parents and members of the public.
- Adhere to Academy policy and procedures particularly Health and Safety and Equal Opportunities and operate with regard to relevant legislation.
- Report any Child Protection incidents or concerns in accordance with the Children in Need procedures, Barnsley child protection procedures and education directorate guidance.
- Flexible approach required to work.
- Any other duties commensurate with the grade and falling within the scope of the post as requested by the principal.
- Respect confidentiality.
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.

Job Description



Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the academy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploy support staff effectively (where available)
- Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents, carers and external agencies with regard to scholars' achievements and well-being.

Personal and Professional Conduct

- Demonstrate a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy.
- Have professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality.
- Understands and acts within the statutory frameworks which set out professional duties and responsibilities.

Education and Qualifications

- Qualified Teacher Status
- Good Honours Degree

Experience

- Evidence of outstanding teaching and impact on student outcomes
- Personal success in middle or senior leadership & experience of managing a team successfully Experience of working in more than one school or Academy
- Experience of leading both teachers and associate staff
- Experience of monitoring and evaluating aspects of teaching and learning and/or performance management
- Evidence of a commitment to self-improvement as a professional

Knowledge, skills and abilities

- Knowledge and understanding of data analysis and how to find trends emerging that indicate scholar progress
- Ability to lead on the implementation of a wide range of scholar interventions
- Knowledge and understanding of what constitutes high quality educational provision and strategies for raising achievement

Job Description



- An understanding of how to seek and use data effectively to track and monitor progress and show impact of actions
- Knowledge and understanding of data analysis and how to find trends emerging that indicate scholar progress
- Ability to lead on the implementation of a wide range of scholar interventions
- Knowledge and understanding of what constitutes high quality educational provision and strategies for raising achievement
- An understanding of how to seek and use data effectively to track and monitor progress and show impact of actions

Personal attributes

- An understanding of how to seek and use data effectively to track and monitor progress and show impact of actions
- Ability to work under pressure and deadlines with high expectation of self and others
- An understanding and commitment to the protection and safeguarding of children and young people
- Excellent organisational skills – especially when logistically planning multiple events involving other institutions
- Ability to establish and maintain good relationships with others
- Energy, imagination, loyalty and personal commitment
- Ability to inspire the trust, confidence and respect of all stakeholders
- Sense of humour and maintain a sense of perspective
- Complement the skills and abilities of the Principal and the Leadership Team



Candidate Charter



We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our commitment to you

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we'll ensure your information is secure and handled sensitively.
- Understanding – you will be given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and we'll act on what you have to share.
- Inclusivity – our hiring decisions align with our commitment to create a high quality, diverse workforce.

We will:

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

How to apply



Your application

If you like what you've read so far and think you can see yourself as a key member of the Astrea Netherwood team, it's time to fill in your application.

Your application is an important part of the selection process as it's used to determine whether or not you'll be chosen to have an interview. It's really important that you try to capture all of the relevant information we have asked for on the form so we can get a good feel for who you are and why you're great.

All applications must be submitted through **My New Term** - the link to our careers page is here:
[Astrea Academy Netherwood Careers Page Link](#)

Tips for a great application

- Check out the person specification - this highlights the key aspects we're looking for.
- Be yourself. Your personality, values and vision are the most important to us - you must be a great fit!
- Be sure to read this pack and our policies thoroughly to ensure you are fully aligned to our ways of working. If so - tell us about it!
- Make sure you tell us what skills you have that make you perfect for this role. Tell us the impact of your work, don't just list the tasks that you have completed.
- List any formal qualifications on your application. We'll need to see the certificates for your qualifications at interview stage.
- Make sure you include paid work, unpaid work and any work experience in your employment history. Start with your current employment, or if you are currently unemployed, your most recent employment. If there are any gaps in your employment, you must tell us why for safer recruitment purposes.
- At least one of your referees should be your current employer. If you are not currently employed, provide your most recent employer. If you don't have any employment history, think about professional referee's who would best describe your strengths for the role and your suitability to work with children.

How to apply



Astrea Academy Trust are an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure & Barring Service check and satisfactory employment references.

As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties.

DISABILITY CONFIDENT EMPLOYER

Astrea Academy Trust is delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Any questions?



Who do I contact to arrange a visit to the school?

If you'd like to visit the school ahead of submitting an application, please contact Jade Crossland at Jade.Crossland@AstreaNetherwood.org. We'd love to show you round and answer any questions you may have (depending on the number of requests, this may be a shared visit with other potential applicants). Likewise, a phone call or teams meeting may work for you - please reach out and we'll make it happen.

Who should I contact if I have any special requirements?

If you're unable to complete our online application form and need some support, and/or you need our documents in an alternative format, for example, large print, please email Jade Crossland at Jade.Crossland@AstreaNetherwood.org.

How long will it take for you to decide if I've got an interview?

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make or decision and contact applicants invited for interview within a week of the closing date.

Will I be notified if my application is unsuccessful and will I receive feedback?

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. During the shortlisting stage, you application status will be updated on MyNewTerm & you will receive an automated email from the system. Due to the volume of applications we receive, we're unable to provide feedback to unsuccessful candidates at the shortlisting stage.

