



# Assistant Principal Primary Phase

Application Pack

Caroline  
Chisholm  
School



**Ambition Confidence Success**

**Everyone Every Lesson Every Opportunity**

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## Principal's Introduction

Thank you for your interest in the post of Assistant Principal at Caroline Chisholm School. The school is a dynamic and heavily over-subscribed all-through academy which covers an age range from 4 to 19. The school caters for around 2000 students, with 420 in the primary phase and around 300 students in the sixth form. We are seeking an exceptional Assistant Principal in our primary phase from **either April 2019 or September 2019**. The successful candidate will be a highly motivated and experienced individual who has outstanding leadership skills. Our new Assistant Principal will be the "de-facto" Primary Deputy as well as working as part of the whole school Leadership Team. The successful candidate will be expected to motivate and inspire students, staff and parents to develop and promote a culture that challenges students to achieve at the highest levels.

The post will be instrumental in moving the school back to "Good" and onwards and upwards towards an eventual "Outstanding" judgement. The post will suit an individual who is looking to ultimately become a Head teacher/Principal in the next three to five years. Caroline Chisholm School has a highly talented and motivated staff body and a supportive, bright and extremely well behaved student body. It is a busy and exciting time at CCS. After a disappointing inspection visit in November 2017, the school is determined to not only rectify the issues identified in the Ofsted report, but to rapidly improve to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focusses on developing success, confidence and ambition in all of our students. It is therefore important that the successful candidate has a true passion and determination for developing teaching and learning, coupled with drive to deliver outstanding outcomes for our students.

The post arises due to the recent promotion of the current post holder to Headship. The responsibilities of the successful candidate will be decided after appointment to ensure that we appoint the best candidate who will complement the skills of the existing members of the leadership team.

David James  
Principal

## Vice Principal's Welcome

It is my privilege to lead the successful primary phase of our all-through school community. The post of Assistant Principal in an all-through school offers a unique and challenging school leadership experience where primary and secondary colleagues have the opportunity to learn from one-another in pursuit of educational excellence.

This post is ideal for an experienced and ambitious teacher with middle leadership experience and who is seeking an exciting new challenge and/or direction in their career. The role of the Assistant Principal in the primary phase is most closely aligned to that of deputy head teacher in a two-form entry primary school, together with the opportunities and benefits of a supportive and talented whole school leadership and staff team. The Assistant Principal will provide strategic and operational leadership of the primary phase together with the day to day line management of the foundation stage, key stage 1, lower and upper key stage 2 phase team leaders and subject leaders. We have established a strong working relationship with our nearby, cluster primary schools and leaders work collaboratively, providing support and challenge for each other's schools as, together as we strive to achieve the best possible educational experiences for the community we serve.

We are committed to providing a broad and rich primary curriculum experience. We are passionate about sport, outdoor learning including Forest School (which the children absolutely love) and visual and performing arts. We have established a strong sporting reputation, exhibited our children's visual art work in the National Gallery and danced our way to success in local and regional competitions. Our primary learning environment is spacious and well equipped with access to superb sports facilities and extensive grounds in which children can immerse themselves in the Forest School experience. Primary students also have access to facilities such as the LRC, drama studio, sports hall and other specialist areas. In addition, key stage 2 students benefit from specialist teaching in our chosen modern foreign language of Spanish.

Following our school's OFSTED inspection in 2017, we were pleased that the outstanding quality of our Foundation Stage provision was recognised together with keys stage 1 outcomes being a significant strength of the school. Our newly appointed Assistant Principal will play a crucial role in establishing our 'High Performance Learning' approach to teaching and learning in pursuit of our school's ambition for significantly strong progress in key stage 2 for every child and in particular, our most able students.

Caroline Chisholm School is a great place to work and develop your career so I do hope that you will consider bringing your talent, experience and aspiration to the post of Assistant Principal. This is an opportunity not to be missed and I encourage you to take the next step along the leadership pathway. Come and see for yourself what we have to offer.

I look forward to receiving your application.

Katherine Patterson  
Vice Principal



## How to Apply

We welcome daytime visits to the school for any candidate who is interested in the role.

To arrange, please email Kate Adams, PA to the Principal [kadams@ccs.northants.sch.uk](mailto:kadams@ccs.northants.sch.uk).

To apply, please complete the online application form and include a letter of application, telling us about your experience and suitability for the post with reference to the attached job description and person specification.

Please include in your letter your vision and experience in the following areas:

1. How to develop outstanding teaching and learning.
2. How to ensure that all students make outstanding academic progress.
3. Your approach to developing staff so that they are both highly motivated and increasingly effective as both practitioners and leaders.
4. How you work with students, staff and parents to create a shared ethos of success, confidence and ambition within the school?

Please note that all applications must be submitted by: **Friday 22nd February at noon.**

## The Appointment Process

Interviews for the post are expected to take place the week beginning **Tuesday 26<sup>th</sup> February 2019.**

All shortlisted candidates will be sent a pre-interview task to prepare them for the first day of the interview.



## Advertisement: Assistant Principal



We are seeking a passionate and inspirational Assistant Principal in our Primary phase.

Caroline Chisholm School is a large, oversubscribed all-through academy which serves the Wootton Fields, Wootton and Grange Park areas of Northampton. The school caters for almost 2000 students, with 420 in the primary phase. Academic attainment across all phases is consistently above national averages and in 2018, 87% of students obtained the expected standards in reading, writing and mathematics at the end of Key Stage 2. In addition, 79% of students obtained grade 4+ in both English and mathematics at GCSE.

We are seeking an exceptional **Assistant Principal in our Primary phase** from either April 2019 or September 2019. The successful candidate will have:

- a track record of successful middle leadership,
- excellent interpersonal and communication skills,
- determination, resilience and a commitment for excellence,
- a good sense of humour and the ability to work effectively in a large team,
- experience as an outstanding classroom practitioner.

Our new Assistant Principal will be the “de-facto” Primary Deputy as well as working as part of the whole school Leadership Team. The successful candidate will be expected to motivate and inspire students, staff and parents to develop and promote a culture that challenges students to achieve at the highest levels. The post will be instrumental in moving the school back to “Good” and onwards and upwards towards an eventual “Outstanding” judgement. The post will suit a very ambitious leader who is looking to become a Head teacher in the next three to five years. Caroline Chisholm School has a clear ambition to become the highest-performing school in the Northamptonshire area, across all phases.

The school is privileged to have a highly-talented, experienced, motivated staff team and a supportive, capable and extremely well behaved student body. The responsibilities of the successful candidate will be decided after appointment to ensure that we appoint the best candidate who will complement the skills of the existing members of the leadership team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Disclosure. All applications should read the school’s Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.

Visits by prospective candidates prior to applying are welcome and encouraged.

- Closing date for this post is noon on Friday 22<sup>nd</sup> February 2019.
- Interviews are likely to occur on Tuesday 26<sup>th</sup> and 27<sup>th</sup> February 2019.

## Job Description: Assistant Principal

### Job Title

Assistant Principal (Primary Phase)

### Salary

L9 – L13

### Responsible to

Vice Principal (Primary Phase)

### Purpose

The core purpose of the Assistant Principal role is to provide vision, strategic direction and leadership within the school.

This includes working supportively with the Principal and Vice Principal in:

- ensuring high quality teaching and learning,
- ensuring all students make outstanding academic progress,
- upholding the values and ethos of the school,
- effectively leading and managing staff,
- deploying staff and resources efficiently and effectively.



The Assistant Principal holds a teaching commitment and specific whole school responsibilities. Working in a Leadership Team in which all members are DSL trained. From time to time it may be necessary to change these whole school responsibilities in order to meet changing situations within the school and in order to respond to changing national requirements. The following duties and responsibilities are not subject to change. They apply to all members of the Leadership Team and underpin the individual responsibilities.

The post-holder:

- is a member of the Primary Leadership team, whole school Leadership Team and required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document issues under the Teachers' Pay and Conditions Act 1991.
- is part of the whole school Leadership team and will take a shared responsibility for providing vision, strategic direction and leadership across the phases, by working co-operatively with the Principal, Vice Principal and other senior colleagues.
- provides professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all students.
- acts as a committed to professional self-development.
- acts as line manager and performance management reviewer to allocated middle leaders.
- shares the provision of reasonable senior leadership cover during school holidays and evening events.

- takes an active part in the assembly and collective worship programme of the school.
- maintains a high profile during the school day.

## Leadership

- Acts as a role model for others, striving for excellence in all areas of their work and the work of others in the school.
- Takes responsibility for the primary phase of the school in the absence of the Vice Principal when required
- Undertakes the professional duties of other members of the leadership team as required.
- Plays a major role in formulating the aims and objectives of the school.
- Plays a major role in formulating and implementing strategic plans.
- Leads and manages staff, providing support, guidance and challenge.
- Supports and guides middle leaders and provides line management of departments so that school strategy results in practical action in our classrooms.
- Advises and assists trustees in the exercise of their duties, including attending meetings and presenting reports where appropriate.
- Establishes the highest possible standards of teaching, learning and attainment.
- Leads change and innovation where appropriate.
- Supports other members of the Leadership Team in the fulfilment of their specific roles.
- Nurtures a climate of achievement and excellence.

## Management of staff

- Chairs meetings as relevant to specific responsibilities, ensuring effective consultation, delegation of responsibility and successful implementation of decisions.
- Provides information about the performance of staff where relevant to their future employment at the school or elsewhere.
- Assists in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes as appropriate.
- Participates in the recruitment of staff as required.
- Contributes to the professional development of staff, including coaching and mentoring.

## Teaching and learning

- Contributes to the development of a curriculum which allows the highest achievement for all.
- Promotes the provision of high quality teaching, learning and assessment.
- Supports the development and maintenance of a high quality learning environment.
- Monitors, reviews and evaluates teaching and learning, including the tracking of individual performance.
- Acts as a role model in the provision of high quality teaching, learning and assessment.



- Teaches and contributes to the work of the teaching team as required.

## Community

- Communicates effectively with all stakeholders as appropriate.
- Develops links with and liaises with other institutions and external agencies as appropriate.
- Represents the school in the community as appropriate.
- Ensures positive relationships with the wider community.
- Ensures that the school's success is communicated and celebrated.

Whilst we have made every effort to explain all the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any responsible request from a manager to undertake work of a similar level that is not specified in this job description.



## Person Specification

	Essential characteristics	Desirable characteristics
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Good honours degree</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Safeguarding training</li> <li>• NPQML</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Capacity for hard work and high level of energy</li> <li>• Sustained enthusiasm and high use of initiative</li> <li>• High expectations of self and others</li> <li>• Professional and supportive relationships with others</li> <li>• Commitment to raising standards and aspirations</li> <li>• Perceptive and creative approach to problem-solving</li> <li>• Ability to prioritise conflicting demands and pressure</li> <li>• Diplomacy, flexibility and self-reliance</li> </ul>	<ul style="list-style-type: none"> <li>• Aspiration for headship</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful middle leadership within primary education</li> <li>• Leading change or innovation at whole school level</li> <li>• Successful primary teaching</li> <li>• Effective management of change and improvement</li> <li>• Excellence as a classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of senior leadership in a high performing school</li> <li>• Promoting the school within the community</li> <li>• Experience in an all-through environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Up-to-date and practical knowledge of recent and proposed developments in primary education</li> <li>• Knowledge of best practice teaching methodologies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Ofsted inspection under the current framework.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of excellent practice in pastoral care</li> <li>• Knowledge of current OFSTED framework and current DfE accountability measures</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Excellent teaching skills with high level of success for students</li> <li>• Quick thinking and articulate, including an effective presence as a public speaker</li> <li>• Strong ICT skills</li> <li>• Strong leadership skills with ability to inspire others</li> <li>• The ability to think and act strategically</li> <li>• Strong negotiation skills</li> <li>• The ability to develop the performance of others</li> </ul>	

