



# HONITON COMMUNITY COLLEGE

**Recruitment Pack**

**Associate Assistant Principal - English**



**Ted  
Wragg**  
TRUST

# Welcome to Honiton Community College

At Honiton Community College the word 'community' is key. We are part of a thriving market town in the East Devon area of Outstanding Natural Beauty. Honiton is close to the coast and sits between the University town of Exeter and the Somerset county town of Taunton.

Our College has a diverse Student body joining us from the surrounding farms and outlying villages, as well as from Honiton itself. We are fortunate to have a number of feeder primary schools with whom we work closely through our well-established Honiton Learning Community.

Closely partnering with these schools ensures numerous opportunities for both staff and children to collaborate, learn together and grow together. The aim is to secure high achievement and maximise outcomes, aspirations and wellbeing for all children and young people in the learning community.

Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team.

We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.



Principal,  
Alex Kirkbride



# Appointment Information

## Associate Assistant Principal (English)

**REQUIRED FROM SEPTEMBER 2024**

**Permanent, full-time position**

**Salary range: L3 - L7**



Honiton Community College has an exciting opportunity for a dynamic, innovative leader to join us as Associate Assistant Principal (English). You will join an Extended Senior Leadership Team where the ambitions for students are exceptionally high. You will form an integral part of our team, ensuring that every student is given the best chance of success.

You will have high expectations and excellent subject knowledge, keen to ensure progress in student outcomes and to support and inspire our talented team. This is an exciting opportunity to join our team of highly respected, friendly and supportive colleagues, and work in a thriving and forward-thinking school, situated in a beautiful part of East Devon.

Honiton Community College is a popular and successful school, with a flourishing Post-16, a strong academic record, and exceptional extra-curricular richness and diversity. Our students are motivated and keen to learn, and they deserve outstanding teachers and leaders.

Please request a tour of the college if you are interested in this post. You will find that the students, staff, and Honiton community are an exciting prospect for any potential new member of staff.

When completing your supporting statement, please refer to the Job Description and Person Specification and let us know how your knowledge, skills and experience meet the requirements listed. However, we are also interested in hearing about your strengths, the elements of your work of which you are most proud, and the ways in which you feel you could make a contribution in this role.

Please email Alice Hunter on [HR@honiton.college](mailto:HR@honiton.college) with any questions or to submit a completed application form.

**Honiton Community College and the Ted Wragg Trust are committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.**

Closing date: Midday on Monday 4th March 2024

Interview date: Week commencing 11th March 2024

Start date: September 2024

# Job Description

## Associate Assistant Principal (English)

### 1. Key Purpose of Job

- The post holder will be part of the college's extended leadership team, leading and managing English.
- Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support positive student progress.
- Deliver a robust curriculum that challenges and supports student outcomes.
- Support the delivery of excellent teaching within the department, in line with coaching expectations.
- Seek excellence in every aspect of the department and act as an outstanding role model for members of the department in all aspects of work in college (teaching, professional conduct, meetings with parents/other agencies etc.)
- Under the reasonable direction of the Principal, the post-holder will be expected to carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) to secure the highest standards of learning, achievement, progress and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.

### 2. Anticipated Outcomes

- Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
- Cohesive and forward-thinking teams deliver a learning environment and curriculum that is fit for future generations.

### 3. Responsibilities as a College Leader

- To promote and provide a clear direction for your curriculum areas within the context of the college's purpose and values in order to contribute to whole college improvement.
- Provide robust line management, ensure clear direction and high standards in your curriculum area.
- Promote consistently high standards of teaching in order to ensure all students make good progress.
- Promote positive attitudes to learning in lessons and wider learning activities so that students are equipped and able to access all subjects across the college.
- Ensure there is consistency of practice within the team with regards to college policies and procedures, maintaining high expectations of all students in terms of progress and behaviour.
- Leading, developing and enhancing the curriculum. Having an overview of the design of the curriculum which has clear intent and is ambitious for all students, in particular those with SEND and Disadvantaged students. Achieving this through advising colleagues and leading in the preparation of well-considered curriculum plans which maximise opportunities for learning.
- Ensuring expert implementation and enacting of the curriculum.
- To develop (in collaboration with other Schools and Trusts where appropriate) curriculum, assessment plans and pedagogical approaches so that teaching continues to develop and improve, maximising student outcomes year on year.
- To attend extended senior leadership morning briefings to ensure the wider leadership team are kept up to date with curriculum developments and requirements.

# Job Description

## 4. Key Duties and Accountabilities

- Improving the quality of the curriculum implementation and teaching and learning.
- Ensuring appropriate schemes of work, accompanied by a clear assessment scheme and embedded.
- Monitoring the standards of teaching and learning and student outcomes across all lessons, and plan for improvement as required.
- Improving student outcomes through regular self-evaluation and analysis.
- Set clear direction within the context of the college improvement priorities, creating and implementing improvement plans as required.
- Supporting and developing staff, providing regular constructive feedback to embed great practice and enabling successful progress against appraisal objectives.
- Acting as a positive role model for so that staff have a clear understanding of good professional conduct.
- Maintaining an ethos of high achievement and positive attitudes towards learning amongst staff and students, to maximise achievement and outcomes.
- Ensuring all college policies are understood and followed.
- Oversee and evaluating budget allocations to ensure spending is in line with learning priorities and best value principles.
- Effective communication within the college and to key stakeholders, to ensure confidence in the college and your subject area.
- Encouraging parents and carers to be supportive and involved with their child's education.
- Ensuring high standards of health and safety.
- Demonstrating an understanding and a commitment to safeguarding students.
- Promote equality of opportunity and aspiration so that all students achieve their potential.
- Monitor the quality and impact of teaching and learning through regular quality assurance activities. Plan and implement improvements as appropriate.
- Monitor student progress against internal, local and national targets, support the wider production of college data and plan support as appropriate for both students and staff.
- Plan and implement the developments required in your subject within the context of the overall College Improvement Plan.
- Ensure effective and timely scheduled meetings with staff, both as a group and on a 1:1 basis as required.
- Attend and contribute to Senior Leadership meetings.
- Order and allocate resources and manage the curriculum budget.
- Oversee the deployment of curriculum staff where required.
- Support the professional development of staff through the appraisal, line management and other supportive strategies.
- Support the development of effective communication systems across the college.
- Other general professional duties under the reasonable direction of the Principal & Vice Principal – Quality of Education.

# Job Description

## 5. Supervision and Line Management Responsibilities

- Work with the leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Ensure that staff in the department are delivering consistently high quality lessons through formal lesson observations and informal learning walks.
- Make appropriate arrangements for classes when staff are absent, ensuring that appropriate cover has been set, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the college's ITT programme.
- Be responsible for the day-to-day management of staff within the designated department.

## 6. All Staff Responsibilities

- Ensure an appropriate individual response to whole College priorities.
- Prepared to teach across the age and ability range.
- Support the personal and social development of students within the College.
- Engage actively in the Appraisal Process.
- Implement all College policies.
- Attend meetings as required, contributing where possible and appropriate.
- Pay due regard to Health and Safety in respect of all members of the College community and report matters which compromise this, appropriately.
- All staff at Honiton Community College are required to take responsibility for Safeguarding and promoting the welfare of the students and will undergo an Enhanced DBS check.
- Follow the College safeguarding policy and report any concerns immediately to the DSL/DDSL.
- Supervisory duties during break, before, after college, and/or lunchtime.
- Playing a part in the extra-curricular life of the College.

## 7. Personal Qualities

- Actively support and promote the curriculum, pastoral and spiritual aims of the College.
- Committed to teamwork within all aspects of the College.
- Pro-active in terms of furthering their professional knowledge and skills.
- Punctual for all commitments.
- Professional in the way that they carry out all aspects of their role and in their relationships with all members of the College community.



# Person Specification

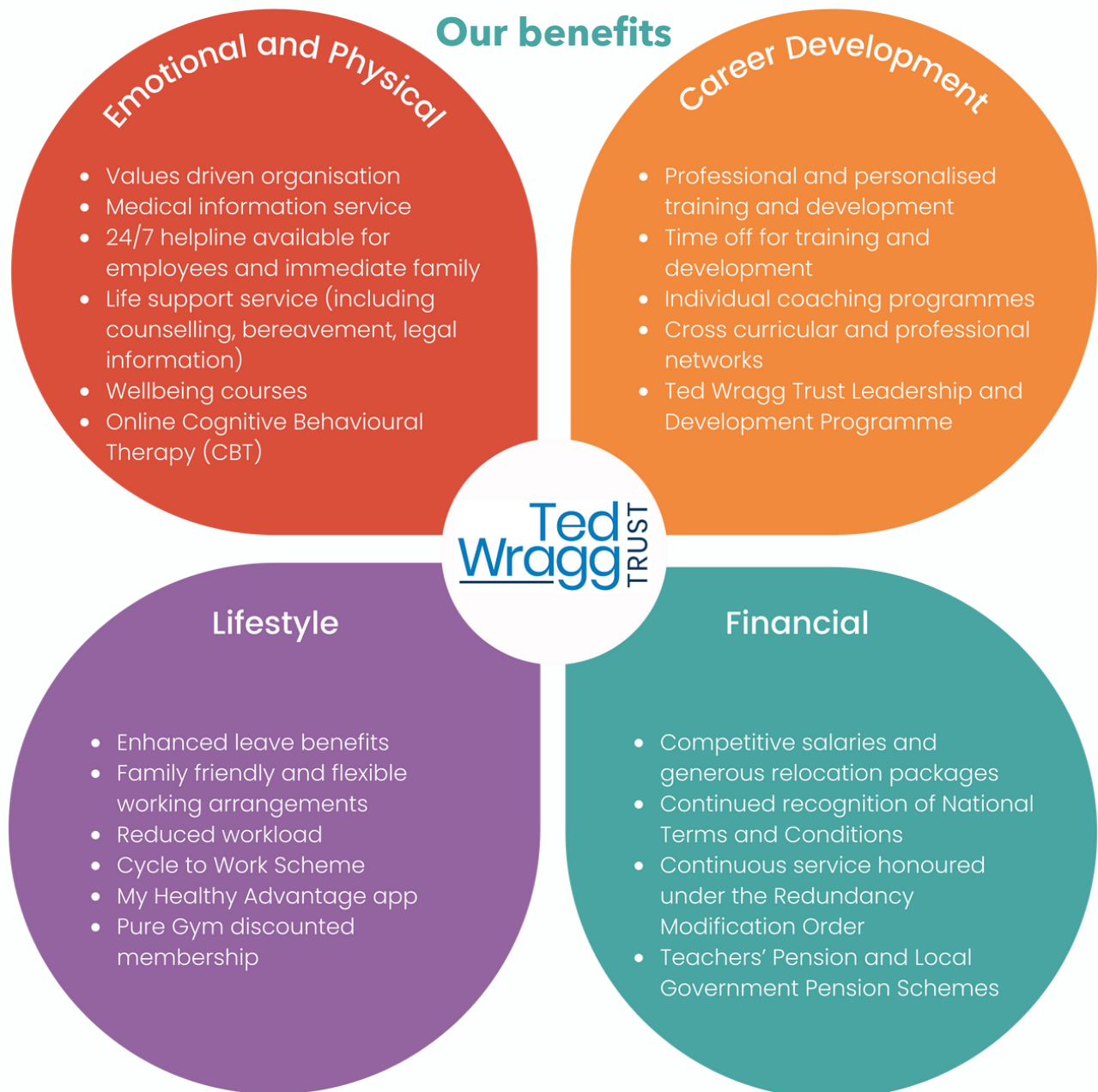
<b>Qualifications and Experience</b>	<b>Essential (E) Desirable (D)</b>
First Degree or equivalent in English.	E
Qualified Teacher Status.	E
Clear evidence of leadership experience, including coaching and line managing staff.	E
Experience of leading whole school initiatives to benefit students.	E
Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work.	E
Proven record of leading, developing and enhancing the curriculum to maximise opportunities for learning.	E
Proven record of delivering consistently outstanding and inspiring English lessons with consistently strong outcomes at all Key Stages.	E
Experience of ensuring that students from all backgrounds, including disadvantaged students, are ambitious and motivated to succeed.	E
<b>Professional Knowledge</b>	
Up-to-date subject knowledge with particular reference to pedagogy.	E
Clear understanding of current issues relating to the subject.	E
Ability to teach English to KS5.	E
Demonstrated commitment to improving as a teacher through a variety of means.	E
An understanding of how to raise attainment.	E

# Person Specification

<b>Skills</b>	
Effective use of ICT for administration purposes and to enhance teaching and learning.	E
Effective and efficient use of data to improve learning.	E
Excellent classroom practitioner.	E
Excellent communication, planning and organisational skills.	E
Ability to establish constructive working relationships with staff, students and parents.	E
High expectations and the ability to inspire and motivate students and staff in a way that encourages participation, innovation and confidence.	E
<b>Personal Attributes</b>	
A willingness to work for the benefit of students inside and outside the classroom.	E
An enthusiasm for creating and sharing resources.	E
Confidence, resilience, tenacity and adaptability.	E
Professional integrity and honesty, as well as empathy for students, parents, staff and the community.	E
Energy, commitment and a creative approach to problem solving.	E
Good interpersonal skills and an effective team worker and leader.	E
A commitment to a team ethos and the college vision.	E
Ability to promote and safeguard the welfare of students.	E



If you share our mission to transform lives and strengthen communities to make the world a better place and live by the values of being ambitious, selfless and collaborative, we would love you to work with us. We can offer you a range of benefits and the opportunity to work collaboratively with the best in your field. At the Ted Wragg Trust, we know we will be successful if we grow great people.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.