



## **Assistant Principal – Behaviour for Learning Candidate Information Pack**

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**Advert Posted: 21<sup>st</sup> March 2023**

**Closing Date: 17<sup>th</sup> April 2023**

**Shortlisting: w/b 17<sup>th</sup> April 2023**



Dear Prospective Applicant,

Thank you for your interest in the post of Assistant Principal at The King's CE School. This is a really important appointment for us and it is an excellent opportunity for the successful applicant as we continue to develop the school as a beacon of excellence in the city of Wolverhampton and the diocese of Lichfield.

The Assistant Principal is a member of the school's senior leadership team and models exemplary leadership at all times. This role is pivotal in setting and securing the highest standards for learning including behaviour, uniform, presentation and equipment. At The King's, Restorative Practice is heavily embedded and this role assists in developing, planning and monitoring RP across the school. The Assistant Principal works closely with the Safeguarding Manager and Vice Principal in managing and monitoring referral of students to the various external agencies, including alternative provision.

We are a fully inclusive and truly comprehensive school and as a school slightly smaller than average in size, we are large enough for every pupil to be known by name. Our pupils are proud to belong to The King's and have high aspirations. We work hard to ensure that the taught, tested, enriched and experienced curriculum meets the needs of all our pupils. We have excellent destination data with pupils securing places at Russell Group universities, Oxbridge and enrolling on apprenticeships.

Our school vision informs and inspires every aspect of school life:

*At The King's CE School we believe that everyone is unique and created in God's image. We enable all to achieve their God given potential; to grow, learn and aspire; to transform their lives and the lives of others and to journey in faith without limits within a unified, respectful and harmonious community.*

The school recently had a Section 5 inspection from Ofsted in November 2022. The report judged provision at The King's to be 'Good' in all six inspection areas and recognised that there is a well-planned curriculum which is broad and ambitious for all pupils, including those with SEND, and that pupils learn well, concentrating in lessons and taking pride in their work. The report states that 'staff go the extra mile to help pupils'.

At The King's, staff wellbeing and development is a priority. We have our own King's Professional Development "KPD" programme with the hope that we learn something new every day to make tomorrow a better day. We offer a broad range of internal and external training to enable all staff to develop their practice and leadership and to enable them to fulfil their own career ambitions.

In addition to Ofsted, in May 2022, The King's was officially judged an Excellent Church of England school following a SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection. It evaluated how effective the school's distinctive Christian vision is in enabling pupils and adults to flourish. The school received an overall grade of Excellent, with both the impact of collective worship and the effectiveness of religious education (RE) judged to be Excellent.

We believe in setting high standards for everyone connected to the school through our motto of 'Aspire, Believe and Achieve Together'. All pupils at The King's benefit greatly from our excellent resources and facilities and the excellent relationships that exist between all members of the school community is what make our school an exceptional place in which to learn.

Our school values of 'empathy, respect, responsibility and forgiveness' underpin everything we do here at The King's, and we would welcome anyone that wishes to visit us and experience our school first hand.

It is an exciting time for the school as it is in the process of joining the Three Spires Trust. This will further strengthen the ways in which we work with other schools in the city and diocese.

Please contact Leadership & HR Support Officer, Ms Claramunt, for any questions regarding the application process, to arrange a visit or an informal chat with the Vice Principal: [r.claramunt@kingswolverhampton.co.uk](mailto:r.claramunt@kingswolverhampton.co.uk).

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The Job Description and Application Form can be found on our website:

<https://www.kingswolverhampton.co.uk/vacancies>.

I wish you well with your application and look forward to receiving your form and letter if you do decide to apply to this position.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Ed Parry', with a stylized flourish at the end.

**Ed Parry**

Vice Principal

# Job Description



*'Life in all its fullness'*

Academy:	The King's CE School
Location:	Wolverhampton
Position:	Assistant Principal: Behaviour for Learning
Salary:	L10-14 (£55,360 - £61,042)
Contract:	Standard Teachers Pay and Conditions (Leadership), Permanent, 1.0 FTE
Accountable to	Vice Principal / Principal
Responsible for	Pastoral support staff Heads of Year

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

## Strategic purpose

To be a member of the Senior Leadership Team and be required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document issued under the Teachers' Pay and Conditions Act 1991.

To work with the Principal/Vice Principal in the overall management, guidance and supervision of the Academy, acting in his/her capacity as appropriate in any context.

The appointment is made to the Academy rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Associate Staff, commonly bound in the service of the needs of the Academy and the further development of The King's as reasonably required under the direction of the Principal.

The postholder will be expected to set an example of good practice that encourages colleagues to aspire to high standards and results in commitment and care being shown to the students. You will also be expected to actively pursue professional development in order to advance your skills to promote high quality teaching and learning and behaviour within your area of responsibility.

**To be the strategic lead for behaviour and attitudes and to effectively line manage others on all elements of pastoral care and safety.**

## Key Professional Responsibilities

- To develop a pastoral strategy and vision that engages all pupils and stakeholders (in relation to Behaviour for Learning).
- To audit and review existing systems and to refine, re-establish or re-build them in order to ensure the highest levels of Behaviour for Learning.

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- Set the strategic direction and formulate the ethos, policies and practices that establish effective provision in internal exclusion that significantly reduce the numbers of fixed term suspensions, repeat fixed term suspensions of disadvantaged students, students with SEND and boys, and contribute to a restorative and engaging culture.
- To be highly visible around the school during both learning and social time.
- To coordinate and lead on duty and detention rotas.
- To lead on the managed move process and take the lead on decision making
- To work collaboratively with leaders responsible for Inclusion, Pastoral care, Safeguarding and attendance to establish a seamless approach to pastoral care so that all students have the opportunities to thrive.
- To ensure all students with challenging behaviour receive support and are successfully engaged in learning through robust behaviour support plans.
- To ensure there is a culture where all staff share equally high expectations of all pupils.
- To ensure there is a culture where all staff consistently follow policies in relation to behaviour for learning.
- To ensure there is a system for tracking, monitoring and evaluating the impact of interventions and to ensure that this data informs both strategy and intervention (as appropriate).
- To ensure that policies and protocols for ensuring outstanding Behaviour for Learning are embedded and in place across the academy: consistency of use and application in every classroom and on every corridor.
- To be the strategic lead in ensuring the Academy maintains strong working relationships and practices in line with Inclusion support, Exclusions Team, Behaviour Panels, Fair Access and other agencies.
- To be the strategic lead in developing processes and protocols which further reduce the need for FTS and permanent exclusions.
- To ensure that policies, protocols and systems for recording searches, confiscations and physical interventions are in place and remain up to date.
- Have up to date knowledge of legislation and initiatives relating to behaviour and attitudes.
- To lead HOYs in developing and monitoring impacts of behaviour improvement plans and interventions for identified vulnerable students which results in improved behaviour, engagement and progress and reduced sanctions/FTS.
- To lead on the use of Alternative Provision, taking the lead in decision making and the safeguarding of students who attend to ensure good outcomes.

#### **Operational Responsibilities**

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

## Person Specification

Attributes	Essential	Desirable	Measured by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>Good Honours Degree</li> </ul>	<ul style="list-style-type: none"> <li>Relevant PD</li> <li>Post graduate study</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Strong 11-18 teaching backed up by good or outstanding outcomes</li> <li>Demonstrable impact as a middle leader</li> </ul>	<ul style="list-style-type: none"> <li>Working in an inner-city area of high deprivation</li> <li>Working in a high-performing school</li> <li>Whole school leadership</li> <li>High leverage coaching</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>High expectations which motivate and challenge students and staff</li> <li>Accurate analysis, interpretation and understanding of data</li> <li>Behaviour management to ensure a disciplined and joyful culture</li> <li>Commitment to safeguarding</li> <li>Communicate with clarity</li> <li>Ability to lead by example</li> <li>Support colleagues to bring out the best in them</li> <li>Ability to prioritise and manage workload efficiently</li> <li>Good judgement</li> <li>Build effective relationships with families</li> <li>Excellent ICT skills</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Three Spires academy different and successful</li> <li>Strong line management / coaching of teachers</li> <li>Simplify complex issues and develop innovative solutions</li> <li>Strong strategic thinking</li> <li>SEND theory and practice</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail and clarity</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of Three Spires Trust</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

*Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*