



Christ Church Academy
Part of The Key Educational Trust

ASSISTANT PRINCIPAL CANDIDATE PACK



www.christchurchacademy.co.uk



Welcome

ASSISTANT PRINCIPAL

Dear Applicant

Thank you for your interest in the post of Assistant Principal at Christ Church Academy. The school is an important member of The Key Educational Trust which was established in 2016 with two other schools, Oulton First School and Christ Church First School. The school is well supported by a very committed local governing committee as well as the Trust Board.

Christ Church Academy is a very popular and successful five-form entry middle school in Stone, Staffordshire and was graded as 'Good' in our last Ofsted inspection in January 2022. The school was awarded the 'Excellent' grade in its SIAMS inspection in 2020.

The school benefits from a well-established and experienced staff team who 'go the extra mile' to secure excellent outcomes for the children we teach. Many of the teaching staff are subject specialists who teach across the age range 9-13 years.

The curriculum is ambitious, broad and balanced and is enriched by a very extensive extra-curricular offer. Such opportunities include: Year 5 outdoor experience days, Year 6 residential experiences at an outdoor education centre, Year 7 Science and History residential in North Wales and Year 8 France residential just outside Paris. Sports, Music and the Arts have a high profile in the school and children enjoy many opportunities to develop their interests and skills.

Our school vision is: To be a learning community that provides excellence in education for the whole person - a place where all can flourish. We believe that 'I can do all things through Christ who strengthens me.' Philippians 4:1.

This is, in turn, supported by the Trust vision: 'to enable all children to achieve their best, reach their potential and contribute fully to society through creating an environment which stimulates, challenges and instils a love of lifelong learning and which is enhanced through the promotion of our Christian Values.'

If you feel you could be the person we are looking for, to help make the school truly great, then we would love to hear from you.

Yours sincerely



Mrs Tara Thorn
Principal-elect



Mr Chris Wright
Chief Executive Officer

Job Advert

ASSISTANT PRINCIPAL

Salary: Leadership 6–10 (£53,380 - £58,959)
Closing Date: Tuesday 7th May 2024 at 10:00am
Start Date: 1st September 2024

The Governors are looking for an outstanding Assistant Principal to assist the Principal in moving an already 'good' school into a truly 'great' school. They are seeking someone who will go the extra mile to make a difference. This is an exciting opportunity for an inspirational and creative leader to play a crucial role in the further development of our academy.

As Assistant Principal you will be joining an already strong team of two Assistant Principals and be responsible for leading on aspects of school improvement which will be tailored to your strengths and interests.

You will be a role model to staff who will look to you for outstanding line management, support and challenge. Working effectively alongside the other Assistant Principals to secure strong outcomes will be an important aspect of the role.

Christ Church Academy was last inspected by Ofsted in January 2022 and received a very strong report, stating that the school continues to be good. We aim to be outstanding at our next inspection. We were graded 'excellent' in our latest SIAMS Inspection in February 2020.

The Academy is part of a Multi-Academy Trust (The Key Educational Trust) currently consisting of Oulton CE First School and Christ Church CE First School. Two further schools are in the process of joining the trust in the summer of 2024.

You will need to be:

- a dynamic and successful assistant head/senior teacher with the energy, personal resources and passion, to inspire staff and pupils;
- committed to the inclusive and progressive nature of our school and to raising standards;
- a person with the highest of expectations for yourself and others;
- a good communicator - able to develop further the positive relationships between pupils, parents, staff and the wider community;
- an experienced pastoral/curriculum leader in either KS2 or KS3;
- committed to staff development and have an expectation of excellence throughout the school;
- committed to developing the inclusive and supportive ethos the academy supports;
- supportive of the Christian ethos of the academy.

In return we can offer you:

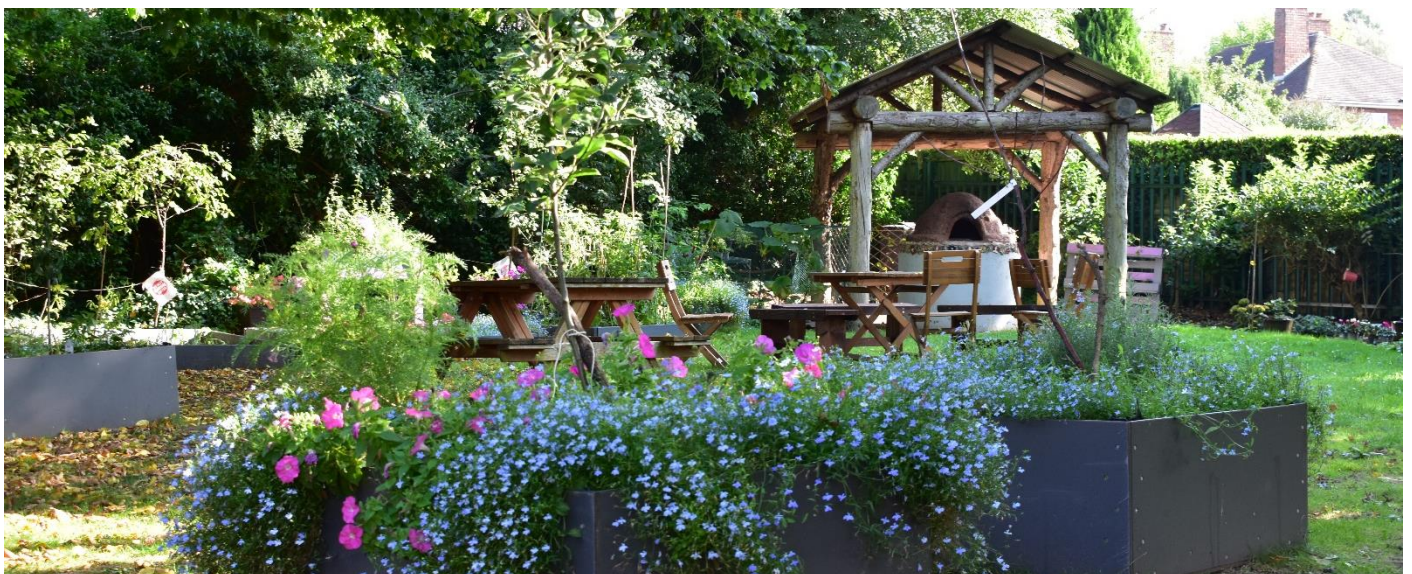
- Highly motivated and engaged pupils who display good behaviour for learning
- Excellent care and support for all staff
- Comprehensive induction and on-going opportunities for professional development

The Academy and the Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The school follows safer recruitment practices, and the successful applicants will be subject to all necessary pre-employment checks including an enhanced Disclosure and Barring Service check. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search may be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which may indicate that you are unsuitable to work with children or that we might want to explore with you at interview. Please view our [Privacy Notice](#) for the lawful basis for processing and retention.

Please refer to the recruitment pack before completing your application form. Full details can also be found on WMJobs.



Job Description

ASSISTANT PRINCIPAL

In addition to the requirements of a subject teacher, areas of responsibility and key tasks:

A. Strategic direction and development of the school, in co-operation with, and under the direction of, the Principal, and as a member of SLT to:

- support the vision, Christian ethos and policies of the school and promote high levels of achievement;
- support the creation and implementation of the School Development Plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- support the evaluation of the effectiveness of the school's policies and developments;
- ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

B. Teaching and learning, to:

- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- support the Principal in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- support the Principal in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

C. Leading and managing staff, to:

- support the Principal in developing positive working relationships with and between all staff and provide and sustain motivation;
- support the Principal in monitoring the quality of education
- maximise the potential of staff through effective professional development and supports the health and well-being of all members of the school community;
- lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- identify relevant training for staff, book courses, keep records of CPD and ensure staff provide impact of any training. This is to be reported termly to governors;
- support the Principal in the implementation of the school's Performance Management Policy.

D. Effective deployment of staff and resources, to:

- support the Principal in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- manage the school effectively in the absence of the Principal alongside the other Assistant Principals;
- support the Principal in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.

E. Specific responsibilities/accountabilities, to:

- provide support and guidance to Heads of Year and Departments to achieve the aims of the school;
- ensure equal opportunities for all pupils and staff in the Academy and ensure compliance with the Equality Duty – updating whole school targets, as appropriate;
- gather and disseminate pastoral and academic information on all pupils to enable class teachers to promote continuity and progression in teaching and learning;
- develop the use of the MIS to record and monitor attainment and progress;
- support the effective transition between phases, which includes devising a timetable of transition opportunities, including transition days, taster days and where appropriate leading an assessment task and arranging joint moderation of this task;
- ensure all staff, academic and support, understand the implications of the well-being of all children;
- provide support for staff in any meetings with parents if requested by the Principal;
- ensure a safe and appropriate working and learning environment in the Academy;
- work with colleagues to ensure good order and behaviour is maintained throughout the school;
- support the induction and mentoring all ECTs, work experience students and temporary teachers;
- carry out any other reasonable activities which may be requested by the Principal.

F. Safeguarding:

- to support the current KCSIE guidelines across the Academy;
- act as a Deputy Safeguarding Lead to the Designated Safeguarding Lead;
- in consultation with the Designated Safeguarding Lead, attend case conference with outside agencies and report to SLT as appropriate;
- support compliancy of E-Safety Policy by all staff;
- support the designated staff member for LAC – may attend meetings, liaise with SENDCO, parents, outside agencies including social workers, EWO etc.

G. General Duties

- support the organisation of residential visits as part of the wider curriculum;
- carry out SLT responsibilities including; lunchtime duties, attending daily, weekly and other meetings as required.

NB.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken will not be identified.

The post is subject to the current conditions of employment for Assistant Headteachers/Principals contained in the School Teachers' Pay and Conditions Document, School Standards and Framework Act, the required standards for Qualified Teacher Status and Assistant Headteachers/Principals and other current legislation.

The content of this job description maybe amended at any time following discussions between the local governing committee, CEO, Directors and the Principal, and will be reviewed on an annual basis.



Person Specification

ASSISTANT PRINCIPAL

ATTRIBUTES	Essential	Desirable
Education & Qualifications		
Relevant degree and qualified teacher status or equivalent.	✓	
Further professional qualifications completed – Masters, NPQSL/NPQML		✓
Professional Knowledge, Skills and Competences:		
Outstanding classroom practitioner.	✓	
Ability to contribute to the development, communication and implementation of a shared vision and values within the Academy.	✓	
Ability to actively contribute to the strategic development of the Academy.	✓	
Ability to contribute to the development, implementation and embedding of policies within the Academy.	✓	
Ability to inspire, support, challenge, motivate, empower and hold to account others.	✓	
Ability to think analytically in order to draw conclusions from information, make recommendations and write reports.	✓	
Ability to effectively establish, monitor and achieve challenging objectives for self and others.	✓	
Experience:		
Proven experience of raising standards across a significant area.	✓	
Proven experience of leading successfully within a leadership role with impact across the whole school.		✓
Experience of establishing, reviewing and monitoring standards to support quality assurance activities which bring about desired improvement.	✓	
Experience of development planning at a strategic level.	✓	
Experience of building, leading and managing teams to the achievement of common goals.	✓	
Experience of planning, delivering and evaluating staff training.		✓
Experience of the coaching, development and performance management of colleagues.		✓
Philosophy and Commitment:		
Commitment to the Academy vision of excellence and inclusion.	✓	
Commitment to the achievement of high standards with the stamina to continually challenge and improve existing practices and levels of performance.	✓	
Commitment to the continuous professional development of self and others.	✓	
Personal Qualities:		
Exceptional written and verbal communication skills with the ability to successfully engage with people at all levels.	✓	
Highly developed consultation and listening skills.		✓
Ability to work successfully within a leadership team and to engender a mutually supportive work environment.	✓	
Highly developed problem-solving skills with initiative and the ability to think laterally.	✓	
High level of integrity and discretion.	✓	
Personal impact and presence.	✓	

How to Apply

Thank you for your interest in the Assistant Principal vacancy at Christ Church Academy.

If you would like to apply for the position, please download the application form and recruitment monitoring form at the link [here](#)

When completed, your application form and recruitment monitoring form should be emailed to w.fenton@cca.staffs.sch.uk (PA to the Principal & SLT).

Visits to the Academy are warmly welcomed and we would love to meet you. To arrange a tour during the school day, please contact Miss Fenton on 01785 334900 or email as above.

If you would like an informal discussion regarding the vacancy, please contact Mrs Thorn, Principal-elect on 01785 334900 or email t.thorn@cca.staffs.sch.uk

Key Dates

Closing date for applications:	Tuesday 7th May 2024 at 10:00am
Shortlisted candidates notified:	Tuesday 7th May 2024 (late afternoon)
Interview Dates:	Thursday 9th May 2024 and Friday 10th May 2024

Please take the opportunity to look at our social media channels for the latest news and updates.

