



# Chilmington Green School

The best in everyone™

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# CHILMINGTON GREEN SCHOOL

## Assistant Principal

<b>Role:</b>	Assistant Principal (Curriculum and Progress)
<b>Location:</b>	Ashford, Kent
<b>Salary:</b>	Competitive, commensurate with experience
<b>Contract type:</b>	Full Time
<b>Contract Term:</b>	Permanent
<b>Start date:</b>	September 2024

Application deadline: **19<sup>th</sup> February 2024**

Interviews: Week beginning **26<sup>th</sup> February 2024**

As part of our recruitment for September 2024, Chilmington Green School is hosting a recruitment event on Thursday 8<sup>th</sup> February. This event will share our exciting plans for the school and the progress that has been made so far. To sign up, please follow this [link](#).

### The School

United Learning are delighted to have opened a new school in Ashford. Chilmington Green School is a new secondary school which opened in September 2023 with its first cohort of 120 Year 7 students. At capacity, the school will be a six-form entry, co-educational, non-selective secondary with a 240-place 6th form. The school will build on United Learning's successful track record locally and nationally, providing an excellent secondary education for local children. This is an exciting opportunity for a candidate with vision, experience, and energy to grow a school throughout its formative years. Furthermore, being part of a newly establishing school will offer excellent professional development and progression opportunities.

### About You

We are looking for an exceptional leader with the vision and commitment to shape our new school throughout its formative years and beyond. We are looking for a leader who will create a culture of excellence and who shares the Trust's determination to bring out the best in young people. The position is a great match for someone with the highest expectations, determination, resilience, audacity, and compassion in equal measure. This is a unique opportunity to become a formative member of the leadership team of a new school. The successful candidate will work closely alongside the Principal in what is a small and close team. The successful candidate will take responsibility for the academic progress and attainment of students. The precise role is open to negotiation based on the strength and experience of the candidate appointed. As with all members of the Senior Leadership

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Team, this role comes with responsibility for ensuring the smooth and effective running of the school on a day-to-day basis. The Assistant Principal will also have line management responsibility for some subject areas, providing them with support and challenge as they develop and grow their teams.

United Learning values diversity and inclusion and is committed to creating and sustaining a more ethnically diverse workforce. In this regard we would not only welcome applications from professionals of minority ethnic origin, but from majority ethnic professionals who share our commitment.

### Key Responsibilities

- To support the Principal and senior leadership team in transforming leadership at all levels of the School.
- To lead on aspects of School improvement and development planning.
- To work with all SLT in promoting the School's vision and aims, developing and implementing policy, and monitoring and evaluating progress.
- To have significant line management responsibilities, oversight of the work of other colleagues, and direct responsibility for specific objectives in the School Improvement Plan including conducting Performance Management reviews.
- Lead strategically on the whole school timetable, including the Year 9 Options Process.
- With the Principal, build leadership capacity within the middle leadership teams and provide opportunities for them to flourish.
- Work as part of the Teaching and Learning team to support continuously monitor, evaluate, and develop the quality of teaching and learning to ensure the highest outcomes can be achieved.
- Strategic leadership of Pupil Premium tracking and intervention to secure high levels of achievement.
- Lead and foster a culture at where students are committed to their studies and supported in achieving success.
- Monitor student performance and address areas of underperformance with strategic, timely and impactful interventions/actions.
- Planning assessment, quality assuring outcomes and planning actions to address areas for improvement.
- Leading a whole school careers programme to develop student's understanding of pathways and their aspiration to succeed.
- Ensuring high levels of engagement with independent study, homework, and revision.
- Working with the Literacy Lead to ensure the success of Literacy strategies for reading, writing and oracy.
- Working with the HPA to develop the school Excellence programme so that HPA students are motivated, challenged and realise their potential.
- Working with wider teams (Pastoral, tutors and attendance) to ensure a culture of excellence throughout the school, including behaviour, community conduct, and personal responsibility.

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- Report on academic performance to parents/carers and other stakeholders.
- Working with cluster and trust colleagues to develop relationships and the sharing of practice to benefit students. E.g., United Learning subject advisor consultation and assessment plans
- Regularly reviewing the outcomes of pastoral interventions and initiatives, measuring the effectiveness, and making improvements, as necessary.
- Quality assuring planning, lesson delivery and assessment across the curriculum.
- Taking a proactive approach to pastoral care, ensuring appropriate liaison with parents and external parties.
- Providing professional development in progress and attainment matters for all staff and contributing to INSET days as appropriate.
- Undertaking student voice to involve students in development work to improve provision.
- Promoting the physical, emotional, and mental wellbeing of students.
- Ensuring exemplary standards of uniform and appearance.
- Supporting colleagues in promoting high standards of behaviour.
- To strategically lead on KS2 to KS3 transition within the School and our feeder Primary schools.
- To prepare reports for the Principal, Senior Leadership Team and Governors relating to progress and attainment.
- Advising on, and dealing with, any concerns about a student's welfare, and following up concerns, consulting others and signposting agencies if necessary.
- Liaising with external agencies, attending meetings, and keeping appropriate confidential records.

## Teaching Responsibilities

- Delivering excellent lessons, achieving excellent results, and acting as a role model to students; Having the highest expectations of every student in terms of achievement, character, and conduct.
- Loving their subject and cultivating a similar passion in their students; Supporting their students through academic intervention, as required.
- Contributing to the character development program and the wider life of the school; and Attending school events and meetings.
- Line managing a curriculum area/s and wider staff within the remit of the post.
- Maintain confidentiality, collective responsibility, and collegiality.
- Support, promote and embody the school's vision and ethos.
- Be a source of inspiration, support, and guidance to colleagues.
- Act with professionalism and integrity at all times; and Contribute to the wider success and development of the trust.

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## Other

- Maintain a visible presence about the school.
- Conduct lesson observations, learning walks, work scrutiny and other quality assurance tasks; Set performance expectations and conduct performance evaluation for assigned staff; Contribute to school self-evaluation and development planning.
- Contribute to the success of the school, in the widest possible sense.
- Regularly update the pages of the school's website for which they are responsible.
- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy. To adhere to all School policies and procedures.
- Collaborate with wider cluster and trust colleagues to share and utilise good practice.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on continuous professional development.
- To observe and promote Equalities across the Trust.
- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the post as required.

## Explanatory notes

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

For a confidential discussion about this role, please contact:

Jon Rutland, Principal, at: [jonathan.rutland@chilmingtongreenschool.org.uk](mailto:jonathan.rutland@chilmingtongreenschool.org.uk)

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## Person Specification

<b>Qualifications</b>		
Qualified teacher status	Essential	Application
Evidence of continuous development	Essential	Application
<b>Experience, Knowledge and Understanding</b>		
Minimum of five years' experience working in secondary setting.	Essential	Application/Interview
Ability to teach in a subject up to GCSE	Essential	Application/ Interview
Evidence of sustained improvement overtime	Essential	Application/Interview
Experience of working in a school environment.	Essential	Application/Interview
Experience of working with multiple external agencies.	Essential	Application/ Interview
Knowledge and understanding of legislation related to safeguarding, SEND and Inclusion.	Essential	Application/ Interview
Evidence of strategic development of pastoral practices which have improved student outcomes.	Essential	Application/Interview
Evidence of implementation of successful strategies that have had a positive impact in the area of behaviour, attendance and or student wellbeing.	Essential	Application/Interview
Experience in mentoring and providing training to colleagues.	Essential	Application/Interview
<b>Skills and attributes</b>		
Excellent verbal and written communication skills to collaborate effectively with all school stakeholders.	Essential	Interview
Ability to communicate and liaise with a wider range of external multi agency colleagues.	Essential	Interview
Able to keep accurate records and to relate observations to records and planning.	Essential	Application/Interview
Able to build and maintain constructive relationships with students and parents / carers.	Essential	Application/Interview
Ability to analyse and interpret data related to attendance and behaviour.	Essential	Interview
Capacity to adapt support strategies to cater to individual student needs and respond to changing circumstances.	Essential	Application/Interview
Able to coordinate and lead a large team.	Essential	Application/Interview
<b>Wider Professional Effectiveness</b>		
To comply with school routines and protocols as written and intended.	Essential	Interview
To demonstrate awareness of the need to promote and protect the school profile and reputation.	Essential	Interview
A willingness to be involved in extra-curricular activities.	Essential	Application /Interview
Strong organisational and administrative skills.	Essential	Application /Interview
<b>Professional Characteristics</b>		

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Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.	Essential	Application/Interview
A commitment to undertake all relevant in-service training and continual professional development	Essential	Interview
A commitment to safeguarding and promoting the welfare of children and young people	Essential	Application/Interview

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