



**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

## Assistant Principal: Curriculum, Pastoral or Teaching & Learning

Closing Date: 22 April 2024 at Midday

Interview Date: Monday 29 and Tuesday 30 April

<b>Responsible to:</b>	Principal
<b>Responsible for:</b>	Full responsibilities to be negotiated with the successful candidate
<b>Salary:</b>	Inspire Leadership L14-18 - £65,010 to £71,728
<b>Working hours:</b>	32.5 HPW

Inspire Learning Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School, Thomas Rotherham College and Winterhill School.

The successful applicant will be an experienced middle or senior leader. Based at Thomas Rotherham College, this is a senior leadership role, combining input into all aspects of the College's strategic and operational development. **The responsibilities of the post will be negotiated with the successful candidate, depending on their skills and experiences.** Other duties are negotiated on an annual basis across the college's leadership team.

The successful applicant will line manage key personnel, ensuring the delivery of exceptional provision across all aspects of the college's work. Irrespective of the nature of the final responsibilities agreed, the successful applicant will line manage within the curriculum, to monitor and support the delivery of high-quality teaching and learning. Their work will be central to developing an open, self-critical approach to college improvement.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/>

**PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.**

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer, and we undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online media searches which will form our due diligence checks pre interview. Employees will be subject to a comprehensive vetting process including references from current and previous employers, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list.

All candidates are expected to read the Trust's Safeguarding Policy accessible via our website: <https://www.inspiretrust.uk/page-template/statutory-documents/>



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THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

## Why work for us?



### Employee Assistance Programme

24/7 confidential help covering counselling and practical and emotional help.



### Support Staff Holiday Entitlement

Generous annual entitlement for all our professional support staff.



### Accredited living wage

We are committed to ensuring staff rates of pay exceed the national minimum wage.



### Student Admissions at OHS

Priority placing for children of staff, subject to length of service.



### Specsavers Eye care voucher scheme

Obtain a free eye test and discounts on glasses



### Flu jabs

Flu jab vouchers available on an annual basis.



### Cycle to work Scheme

Salary sacrifice scheme on a brand new bike with Cyclescheme.co.uk



### Free Parking

Free car parking at all sites.



### Employee Referral Scheme

You could earn £500 for recommending an appointed friend or family member



### Evening Language Classes

Access to modern foreign languages classes at a 25% discounted rate.



### Onboarding for new starters

Bespoke onboarding process for all new starters, including an additional day's pay.



### Pension contributions

Access Teachers and Local Gov pension schemes, contributions between 16% and 24%.



### Gym and exercise classes

Gym membership and exercise classes at only £10 per academic year.



### Urban Yoga

Access free yoga classes at Oakwood High School.



### Sports Facility Hire

Reduced rates on our sports facilities and pitch hire.



### Westfield Health Scheme

A salary sacrifice scheme that gives quality health cover.



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THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

## Job Description and Person Specification

### Main Purpose of Job

This is a key leadership role. The post holder will join a passionate team of senior leaders, committed to doing education the right way. Please take a moment to read our ethos statement below before deciding whether to continue with an application.

To apply, you must complete the standard Trust application form. **In the section 'Information in Support of Application' you should submit a statement of no more than 800 words setting out the SLT role you would ideally negotiate.** You should be able to evidence and substantiate the statements you make with reference to your experiences as a teacher and a leader. You might choose to reference your skills, experiences and successes in: leading people (including students), leading change, curriculum development (including pastoral curriculum), quality assuring provision, leading teaching and learning, leading areas/ initiatives outside your kill set, and any other elements of your work you feel might be relevant.

**Applicants wishing to visit the college are invited to do so between 2:00pm to 4:00PM on Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> March, and Monday 15<sup>th</sup> and Tuesday 16<sup>th</sup> April. Please email Gail Jones on [g.jones@inspiretrust.uk](mailto:g.jones@inspiretrust.uk) to arrange.**

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### Our ethos

At TRC, we understand the power of education to transform individual lives and communities.

In line with the overarching vision of Inspire Trust, we place our students at the heart of all that we do. We aim to foster their innate creativity, inquisitiveness and sense of wonder about the world and to show them how to realise their academic potential. We are restless in our commitment to expanding their horizons and promoting their understanding of the invaluable contributions they can make as both skilled and able citizens and as future leaders of a global society.

We recognise the importance of students leading rich and diverse lives. Working alongside our community, local and regional employers, other stakeholders and partner schools in the Trust, we will nurture all young people as fully-rounded individuals, confidently skilled and qualified to take their next steps, by providing opportunities for them to explore their spirit of engagement, adventure and ingenuity, both in the classroom and in the world beyond TRC.

We understand that students face challenges: that some require sustained additional support, while others need us to be there when their resilience falters. We believe no lesson is unteachable and no potential unreachable, and we will stand by all our students as a source of comfort and cajolement when they need us.

We are an engine of social change. As staff at TRC and as part of Inspire Trust, we recognise the privilege we enjoy in working with every member of our community. We aspire to achieve individual and collective excellence in all that we do and see it as our public duty to serve this community, delivering outstanding outcomes and extraordinary experiences.

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The Trust provides key support services, which allows the Leadership Team to focus on students, teaching, learning and outcomes, whilst at the same time providing the opportunity to input into Trust Services and develop an understanding of how they operate. As a founding member of the trust, middle and senior leaders at TRC are given opportunities to contribute more widely to collective and individual institutional improvement. As such, the Assistant Principal must be able to demonstrate that they can:

- represent the college and the Trust positively and professionally in a range of contexts;
- forge and establish links with other practitioners in other institutions through a support and challenge network.



**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.  
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

## Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

**A = Accountability (which means being responsible for something to somebody)**

**L = Leadership (guide, direct and influence the outcomes of)**

**O = Operational (day-to-day management and control of these activities)**

1. Senior Leadership	A	L	O
1.1 Attend SLT meeting and discharge duties commensurate with status as a senior leader	✓	✓	✓
1.2 Report to fellow senior leaders, governors, and the wider trust on all aspects of work as required	✓	✓	✓
1.3 In support of the principal, develop and implement the strategic direction of the college within the framework established by the Trust	✓	✓	✓
1.4 Ensure that the college operates within the Trust Safeguarding Policy	✓	✓	✓
1.5 Line manage Heads of Faculty and other service leads	✓	✓	✓
2. Generic Duties and Responsibilities	A	L	O
2.1 Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.	✓	✓	✓
2.2 All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).	✓	✓	✓
2.3 Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.	✓	✓	✓
2.4 Participate and contribute to Talent Development and Service Frameworks and other plans.	✓	✓	✓
2.5 All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.	✓	✓	✓
2.6 Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.	✓	✓	✓
2.7 Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.	✓	✓	✓
2.8 Establish constructive relationships and communicate with others (inside and external to the Trust).	✓	✓	✓
2.9 Organise and support school/college and Trust events as requested.	✓	✓	✓



**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

2.10 Any other reasonable and appropriate duties as directed by Trust or school/college Senior Staff.

✓

✓

✓

2.11 All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.

✓

✓

✓



**TRC**  
 THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

## Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

**Key to abbreviations:** MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1. Personal Attributes	Essential	MoA
Clear educational vision relevant to role.	✓	AF / I / R
Presence and the ability to lead	✓	AF / I / R
Positive attitude to working with students, staff and parents.	✓	AF / I / R
An understanding of and commitment to equal opportunities issues both within the College, the Trust and the community in general.	✓	AF / I / R
Approachable, lively and well organised.	✓	AF / I / R
A good listener, excellent interpersonal skills.	✓	AF / I / R
Conscientious, honest and reliable.	✓	AF / I / R
Adaptability to changing circumstances and new ideas.	✓	AF / I / R
Capacity to see implications beyond the role and make decisions based upon this.	✓	AF / I / R
A commitment to whole College and Trust improvement.	✓	AF / I / R
The ability to establish and maintain excellent relationships with a range of stakeholders.	✓	AF / I / R
Be able to evidence values that support those of the College and Trust.	✓	AF / I / R

2. Qualifications and Training	Essential	MoA
Qualified Teacher Status.	✓	AF / I / R
Appropriate qualifications and experience to have credibility with the wide range of staff you will lead and pupils you will support.	✓	AF / I / R
Evidence of continuing professional development.	✓	AF / I / R
Understanding of current developments in schools and trusts.	✓	AF / I / R



**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

3. Relevant Experience	Essential	MoA
Experience at middle or senior leadership.	✓	AF / I / R
Evidence of success working with the 16 to 19 age group and other groups where appropriate.	✓	AF / I / R
Ability to lead and develop services policies and practice related to them.	✓	AF / I / R
Understanding of what makes outstanding teaching and how to promote areas of strength and address areas of weakness.	✓	AF / I / R
Evidence of the capacity to innovate and sustain new initiatives.	✓	AF / I / R
Record of successful dealings with parents and pupils.	✓	AF / I / R
Flexibility and confidence to experiment with and expand strategies and resources.	✓	AF / I / R
Experience of leading and managing change.	✓	AF / I / R
The ability to develop and sustain strategic planning.	✓	AF / I / R

4. Mandatory Requirements	Essential	MoA
4.1 A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Learning Trust.	✓	AF / I / R
4.2 Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow <b>that minor spent convictions, cautions and bindovers do not need to be declared.</b>	✓	AF / R
4.3 References that confirm suitability to work in an educational setting, reference must be provided from current/most recent employer. References will not be accepted from <b>members of candidate's families or acting purely as a friend.</b>	✓	AF / R

5. Physical Requirements	Essential	MoA
5.1 Health and physical capacity for the role.	✓	AF / I / R
5.2 A good attendance record in current employment (not including absences resulting from disability).		R





**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

## 6. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

**Seeing the Bigger Picture:** Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.

**Changing and Improving:** Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.

**Making Effective Decisions:** Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively..

**Leadership:** Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.

**Communicating and Influencing:** Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.

**Working Together:** Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.

**Developing Staff and Others:** Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.

**Managing a Quality Service:** Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.

**Delivering at Pace:** Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.



**TRC**  
THOMAS ROTHERHAM COLLEGE



Inspire Learning Trust

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. We will continue to work with our staff body to improve and ensure that we remain a really good place to work. Our commitment to our pay and conditions is demonstrated by the Trust being recognised as an Accredited Living Wage employer.



**Inspire Learning Trust is committed  
to... Educational Social  
Responsibility  
We are committed to a value led  
educational provision.**

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**
- **Everyone succeeds - Winterhill School**

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, students and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,  
Reflection, Risk taking and Relationships***