



Assistant Principal Director of Sixth Form Wren Academy Enfield

Closing Date: 9.00am Friday 24 November 2023
Interview: week commencing Monday 27 November 2023
Start Date: September 2024





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Wren Academy Enfield

3 Chace Village Road
Enfield EN2 8GH

Telephone: 020 3150 4604

Email: enfield@wrenacademy.org

Web: wrenacademyenfield.org

Executive Principal: Gavin Smith

Interim Principal: Ertunc Hussein

November 2023

Dear Colleague

Assistant Principal Position– Director of Sixth Form

Thank you for your interest in applying for this position which will have a significant impact on the successful development of Wren Academy Enfield.

We are looking to recruit an experienced, dynamic, and highly effective leader to take a lead in creating and developing an outstanding Sixth Form provision. The Director of Sixth Form, will have the privilege of guiding a diverse student body on their journey towards higher education, vocational pursuits, and personal growth. The vision, leadership, and innovative ideas of the successful applicant will shape the curriculum, pastoral care, and extra-curricular activities that define the Sixth Form experience at Wren Academy Enfield.

The details given in the recruitment pack and more general information on our website provides a clear indication of how our school has developed since 2020 and our plans to create a high performing learning community in our newly built Sixth Form Centre.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font, must be submitted by 9.00am Friday 24 November 2023 by email to recruitment@wrenacademiestrust.org. Hard copies will also be accepted and should be sent to the address above. Applications will be considered as they are received.

Finally, thank you for taking on the demanding and time consuming task of preparing your application. I look forward to meeting you if you are selected for interview.

Yours sincerely

Ertunc Hussein
Interim Principal

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



Assistant Principal – Director of Sixth Form

Leadership Scale: L13 – L17

Required for September 2024

The successful candidate will take up the role of Director of Sixth Form a year in advance of the opening of our Sixth Form in September 2025 with a first cohort of Year 12 students. This early start will allow the successful candidate time to play a lead role in developing an exciting vision for an excellent Sixth Form with a rigorous curriculum, strong pastoral care and outstanding extracurricular provision.

Our first Director of Sixth Form will in their first year take up the position of Director of Year 11. This will be an opportunity to guide the year group through to completing their GCSEs whilst working with students to plan the opening of the Sixth Form. The successful candidate will be expected to build strong relationships with all students as they provide pastoral support and leadership of the year group. This will be an opportunity to ensure that the students are fully prepared for the range of pathways Post 16 whilst working with students who will remain in the Wren Sixth Form to start A Level study. The successful candidate will then lead the year group as they move into Year 12 and embark on A Level studies.

We expect the successful candidate to create an environment for students of all backgrounds to achieve their maximum potential. In addition to ensuring examination success there is an expectation that a wide ranging extra and super curricular provision will be put in place which creates a vibrant learning community where each individual will develop beyond their academic studies.

Most importantly the successful candidate will need to motivate and inspire the students to follow career paths best suited to them. This will require the coordination of high quality CEIAG to ensure students are made aware of their options and the various pathways available to them including the full range of university courses and apprenticeships. This will happen alongside an effective support system which enables students to achieve offers for the most competitive apprenticeships and university courses.

We wish to appoint a colleague to this post who has:

- Outstanding leadership skills.
- A minimum of three years' experience in a significant middle leadership role which involves Sixth Form teaching.
- A track record of successful A Level teaching with excellent value added outcomes and a track record in enabling students to attain A*s.
- The personal skills to connect with Sixth Form students to create a vibrant and supportive learning community.
- A comprehensive understanding of the university application process and the full range of post 18 options open to students (including apprenticeships).
- Evidence of ambition and an ongoing commitment to constant professional development which will ensure the continued success of the Sixth Form;
- The desire and ability to create and maintain the systems and processes which promote the safeguarding and wellbeing of all students.

Closing date: Friday 24 November 2023.

For an application form please see our website:

<https://www.wrenacademyenfield.org/69/recruitment-1>

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Wren Academy Enfield - Academy Information 2023/2024

The Wren Academies Trust is sponsored by the London Diocesan Board for Schools (Church of England) and Berkhamsted School. Having established a successful first academy in the London Borough of Barnet, we are four years into opening a second school in the neighbouring borough of Enfield.

In November 2022 the school community moved into fantastic state of the art buildings located on the Chase Farm Hospital with breath taking views into the city and across the green belt. Excellent Sixth Form learning and social spaces have been placed at the heart of the school ready for the creation of a thriving Sixth Form provision. Our new buildings are architecturally impressive and provide an exceptional teaching environment which benefits from the following features:

- A welcoming and pleasant restaurant area for both staff and students which is set at the heart of the school
- Spacious well-equipped classrooms
- Dance studio, extensive gym, and assembly hall
- Impressive Sixth Form social and study areas
- Excellent performance spaces both in and outdoors
- Pleasant outdoor social and learning areas for both staff and students

Since opening in September 2020 the school has been closely modelled on the successful Wren Academy Finchley which has developed a thriving Sixth Form with excellent results and impressive Post 18 destinations which include Oxbridge, Russell Group and prestigious creative arts institutions.

The curriculum is innovative, challenging and engaging. It is planned that there will also be an extensive timetable of enrichment activities which will include a range of visiting speakers from all aspects of life. Each half term Focus Days are organised when the usual timetable gives way to in depth study of a range of issues facing students as they prepare to start university or apprenticeships. To further support learning and social development, a House system is in place which will enable students in the Sixth Form to connect with younger students and develop their leadership skills whilst supporting the wider school community.

Colleagues are encouraged to innovate and to develop new ways of learning and working together. Taking advantage of the curriculum and lesson planning from Wren Academy Finchley, teachers develop and enhance existing learning resources to create exciting curriculum opportunities for the benefit of students in both schools. At Wren you will be given time to plan and evaluate your lessons and intervention strategies. You will be part of a learning dialogue with colleagues for which time is set aside. Most importantly of all, you will be working with young people who are talented and enthusiastic about their learning. We believe that observing other teachers and having them observe you is a professional entitlement and especially important given our focus on quality first teaching. It is an expectation that all Wren teachers will be confident and open in seeing lesson observation as a key element of how we learn as professionals.

All teachers joining Wren receive a high-quality professional development experience. We hope that simply by working at the new academy, teachers will become better practitioners and that much of the best professional development will be found in working with Wren colleagues. However, we explicitly prioritise CPD with an innovative programme which provides 3 discrete hours for the development of teachers. Within this structure there is a focus on engaging with the latest educational research, with many colleagues undertaking research projects related to their practice. Therefore, we are looking to recruit teachers who

are keen to become the very best practitioners whilst focusing on ensuring excellent progress which will lead to A Level success.

The development of a second academy has led to collaboration and innovation opportunities which benefit all staff and have improved the provision of both schools. Many professional development opportunities have been created which ensure that all colleagues are well equipped and encouraged to be effective in their role.

Wren Academy Enfield is a school, which does all it can to maximise their academic and social potential of all students. We are a vibrant and culturally diverse learning community where all members benefit from our distinctive and inclusive Christian vision inspired by the encounter of Zacchaeus with Jesus (Luke 19v1-10) and the exhortation found in Micah 6v8 to 'Do justice, love kindness and walk humbly with your God'. The strong pastoral support and personal development programme will be the ideal preparation for life beyond the Sixth Form.

We are looking to recruit excellent leaders who have the desire to develop further. Colleagues will be appointed who possess curiosity about the ways in which Sixth Formers learn most effectively and who are always seeking to extend their practice into new areas and learning activities. It is important that Wren teachers are ambitious both for themselves and for their students.

Other benefits of teaching at Wren Academy Enfield:

- Children of colleagues working at Wren for over two years will be given priority for a place in Year 7 of the school they work at.
- Excellent professional development opportunities including support for programmes of further study and planned career development.
- Free refreshments and a lunchtime allowance
- Timetabled professional development time during the school day
- Planning and evaluation time during the school day

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide further exciting professional development opportunities for the successful candidate.

More details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyenfield.org

Ertunc Hussein Interim Principal

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WREN ACADEMIES TRUST

Wren Academy Enfield

Assistant Principal: Director of Sixth Form

Job Description

Reporting

The post holder will be line managed by the Vice Principal and be a key member of the Academy Leadership Team (ALT).

Role

The post holder will:

- i. Take a strategic lead on the academic, pastoral and social development of Wren Sixth Form students.
- ii. Be responsible for whole school activities which are led by and/or promote social and academic development of Sixth Form students.

Job Purpose

The post holder will:

- i. Create and grow an academic Sixth Form, whilst leading on the strategic and operational aspects of personal development.
- ii. Lead and inspire all Sixth Form students ensuring that their welfare, academic success, and personal growth are aligned with school's vision and development plan.
- iii. Share responsibility for the Academy's strategic direction and operational effectiveness.

Leadership

1. Ensure that the ethos and Christian vision of Wren Academy is clearly articulated, understood, promoted and acted upon effectively.
2. Play a major role in formulating the aims and objectives of the Academy; in helping to create effective policies which are implemented rigorously and then evaluated thoroughly.
3. Make sure that the highest standards are set and maintained in every aspect of Academy provision.
4. Ensure staff have plentiful opportunities for the positive social development of all students, based upon a detailed understanding of their backgrounds and circumstances.

5. Actively implement Academy systems which promote the highest standards of welfare, a commitment to encouraging effective learning and the promotion of the highest standards of behaviour.
6. Be a highly visible presence around the Academy so that expectations and standards are effectively role modelled to staff and students.
7. Be always available throughout the extended school day, both in and outside of academy premises.
8. Uphold and actively support the Academy's policies and procedures on the safeguarding of young people.
9. Contribute openly to Academy Leadership Team discussions and decision making.
10. Help establish and maintain productive relationships with, and the effective involvement of, parents and carers in their children's education.
11. Ensure effective equality for all students regardless of their background.
12. Be fully involved in the selection and recruitment of new staff.
13. Contribute to evening Local Governing Body (LGB) meetings when required.

Key Areas of Responsibility

1. Line manage all members of the Sixth Form pastoral team, including Heads of Year and colleagues with mentoring and administration roles.
2. Provide plentiful opportunity for the positive social development of all students based upon a detailed understanding of their backgrounds and circumstances.
3. Lead on and ensure the effective implementation of the Academy's Behaviour Policy in the Sixth Form and to ensure exemplary standards of behaviour are maintained at all times.
4. Lead on Sixth Form punctuality and attendance so that the highest standards are achieved.
5. Support subject leaders in creating a rich learning focused curriculum which provides opportunities for sixth form students to develop as effective and self-motivated learners, specifically focussing on evidence-based practice and research. This includes leading on CPD as necessary.
6. Ensure high standards of teaching and learning for Sixth Form students including the monitoring and establishment of effective monitoring and self-evaluation systems in liaison with the Academy Leadership Team.
7. Monitor and evaluate student progress, including reporting systems, and provide analysis and action points for the Academy Leadership Team and wider staff body.
8. Lead on strategies which maximise the recruitment of appropriately qualified students to the Sixth Form, including actively marketing the Sixth Form in the local area and on social media.
9. Oversee the use of digital platforms and devices to enhance Sixth Form learning. This includes ensuring a smooth transition from use of tablets in Years 7-11 to the appropriate use of technology in the Sixth Form.
10. Develop robust and beneficial relationships with universities and employers which leads to students being highly successful
11. Co ordinating a programme which ensures that significant numbers of Wren students regularly secure places:

- at Oxford and Cambridge universities.
 - on highly competitive courses such as medicine and veterinary medicine
12. Oversee a programme of enrichment, social and community activities for students.
 13. Oversee sixth form consultation evenings.
 14. Oversee and guide student voice in the Sixth Form, including student leaders, committee members and Curriculum Advisors.
 15. Oversee the pastoral support and house activities in the Sixth Form, ensuring that a strong sense of house identity is retained through a range of activities and initiatives.
 16. With other members of ALT, lead on and promote the growth of the Wren Alumni, ensuring that strong links are maintained with former students.

Please note that this job description is illustrative of the general nature and level of responsibility for this role. It is not a comprehensive list of all tasks that the Assistant Principal will carry out. The post holder may be required to fulfil other duties appropriate to the role as directed by the Principal or Executive Principal.

WREN ACADEMIES TRUST

Wren Academy Enfield

Person Specification – Assistant Principal

Professional Skills and Experience

1. Possess a good degree and QTS, with a record of professional development relating to whole school leadership.
2. Be an excellent A Level teacher with the ability to inspire all students in their learning so that they make excellent progress.
3. Have a minimum of three years' experience as a middle leader with a track record of implementing and managing change.
4. Possess proven ability to lead and role model on delivery of school vision, ethos and policies.
5. Have relevant experience of working in diverse and multi-cultural environments.
6. Have experience of writing development plans and SEFs which lead to the raising of standards and outcomes.
7. Demonstrate success in raising attainment and standards of teaching and learning.
8. Have the qualities required to have a strong and visible presence around the academy which has a positive impact on both staff and students.
9. Possess strong leadership and management skills which ensure that all members of the school community reach their full potential
10. Demonstrates sound technical understanding of Sixth Form procedures and issues.
11. Have demonstrable experience of leading others in successful curriculum innovation.
12. Has a track record of improving the teaching and learning of classroom practitioners.

People, Relationships and Communications

1. Be committed to maintaining and enhancing a distinctive and inclusive Christian vision in the Academy.
2. Be able to relate to all students and staff in a positive, kind and humble way and inspire them to achieve more than they think possible.
3. Have qualities which earn the trust and respect of students, staff, parents, governors and Directors.
4. Possess the inspiration to motivate and lead staff as a whole and the ability to build on the strengths and expertise of individual colleagues.
5. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
6. Possess outstanding written and verbal communication skills.
7. Relates positively to all parents so that they are actively engaged in the life of the Academy and the progress of their child.

8. Be able to build constructive working relationships with local schools and colleges, employers, the local authority, universities and national organisations.
9. Be able to embody the Academy's values in everyday work and practice, particularly those of justice, kindness and humility.

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Friday 24 November 2023 but applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please email your completed application and supporting statement to recruitment@wrenacademiestrust.org. CVs will not be accepted.

Visits

Prospective candidates are encouraged to visit by calling the Academy on 020 3150 4604 and arranging an appointment.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview which will involve staff and students. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting so should ensure that their referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

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