

Candidate Briefing Pack

Assistant Principal



Dear Applicant

Thank you for showing interest in this post and our school. The Assistant Principal post will allow the successful candidate to continue developing mathematics as a leading subject at George Eliot Academy. Alongside this, the successful candidate will lead on other senior responsibilities according to experience and skill set and join an ambitious and motivated leadership team. We are looking for a conscientious, dedicated team player who has excellent subject knowledge and a passion for leadership with the ability to enthuse pupils and staff into continuous improvement at the Academy. This is an exciting opportunity for an inspirational and highly effective leader to join us from September 2025. You will be joining a well-led and motivated team, committed to continuous improvement.

We are part of United Learning and you can be confident that you will receive the opportunity, guidance and support to be the best you can be. You will join a school which is forward thinking, and be a part of a

strong team as we are striving for excellence. You will work alongside the senior team to ensure an exceptional climate for learning to support pupil outcomes.

Our ideal candidate will:

- Have a track record of sustained delivery for outstanding attainment and raising standards.
- Have extensive experience of leading a successful team.
- Be able to analytically and expertly use data to monitor and intervene in order to improve pupils progress over time.
- Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results.

Our offer:

- You will be working in an academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

Benefits of working for United Learning:

- Westfield Health Cash Plan – claim money back on the cost of dental, optical & physio services plus much more (eligibility after 6 months’ service)
- Free lunch for staff on duty
- Car lease scheme
- Childcare vouchers
- Gym membership
- Westfield Rewards – discounted shopping platform (eligibility after 6 months’ service)
- Employee Assistance Programme, offering mental health and wellbeing support
- Cycle to work scheme
- Free tea and coffee

How to apply- See Application pack

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The groups aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently that would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all

backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary
Principal

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

‘THE BEST FROM EVERYONE’

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

‘POWERFUL KNOWLEDGE’

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

‘EDUCATION WITH CHARACTER’

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead. We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

‘LEADERSHIP IN EVERY ROLE’

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

‘CONTINUOUS IMPROVEMENT’

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve. We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and pupils alike.

Job Description – Assistant Principal

Directly reporting to: Vice Principal

Starting salary: Highly Competitive and Negotiable – above national rates

Overall Job Purpose:

The role of the Assistant Principal is crucial in ensuring the creation of an environment in which pupils and staff can learn and thrive together. As a member of the Senior Leadership Team, the Assistant Principal is expected to work alongside the Principal in defining and articulating the vision and shared values for the Academy and then implementing the vision and ethos through planning and good communication, ensuring that the views and opinions of stakeholders are sought as appropriate. The Academy aims to ensure that leadership is developed at all levels, with creativity, autonomy and innovation positively encouraged. It is expected at the level of Assistant Principal that the post holder can demonstrate outstanding leadership skills by working with individuals and teams to develop policy and practice that will achieve positive outcomes.

Main Core Duties:

- Is able to influence mathematical strategy and pedagogy at the Academy and within the United Learning Trust
- To contribute to raising standards of achievement and maximising pupil attainment in all subjects at the George Eliot Academy
- Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in new developments to enable the Academy to meet changing needs
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility
- Share the vision, ensuring senior and middle leaders recognise and understand their participation in the learning process and provide training and support to manage the change
- Play a major part in securing outstanding classroom practice at the Academy
- Update, and present to the Governing Body, any policies in designated senior areas of responsibility
- Act as line manager and mentor to designated subject areas, supporting as appropriate and aiding the development of key documentation and implementation of policy
- To strategically plan and deliver a whole school timetable which maximises Teaching and Learning and is efficient
- Organise and contribute to whole school self-evaluation and review processes as appropriate
- To be committed to the safeguarding of children at the Academy

Curriculum Provision:

- To assist the Head of Mathematics in order to ensure that the mathematics curriculum provides a range of teaching and learning which complements the Academy's strategic objectives and pupil achievement
- To be involved at senior level with a curriculum that meets the needs of all learners and is fit for purpose in the ever changing secondary educational landscape

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development at George Eliot Academy and within United Learning
- To continue personal development in the relevant areas including system leadership, influencing from afar, coaching, mentoring and leading in the effective implementation of pedagogy at senior level
- To engage actively in the appraisal review process at George Eliot Academy
- To work as a member of a designated team and to contribute positively to effective working relations within the schools at the trust as required

Quality Assurance:

- To support and implement school and group wide quality procedures
- To contribute to the process of monitoring and evaluation of departments in line with Trust procedures, including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required to the teaching and learning demonstrated at the Academy
- To take part, as may be required, in the review, development and management of activities relating to the mathematics curriculum, organisation and structure

Teaching:

- To use and share teaching strategies which will engage and challenge pupils, adapting their lessons to cater for all their pupils' needs
- To ensure a high quality learning experience for pupils which meets internal and external quality standards
- To maintain good order, discipline and respect for others; to promote understanding of the school and Trusts rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work; to safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning
- To undertake assessment of pupils as requested by external examination bodies, department and school/ United Learning procedures

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the work completed as a successful member of the senior leadership team
- To smile, laugh and demonstrate a sense of humour. Senior posts require high levels of effort and dedication. It is important to laugh in order to enjoy the role to its fullest

Other specific duties:

- To play a full part in the life of the school, community and Multi Academy Trust to support its strategic commitment, purpose and intent and to encourage staff and pupils to follow this example
- To promote actively the school and United Learning policies
- To actively engage in the school and United Learnings self-review and evaluation processes
- To attend meetings as determined and directed by the line manager and Principal
- To undertake any other duty as specified by the line manager and Principal
- To comply with United Learnings procedures concerning safeguarding and to ensure that training is accessed when appropriate

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Assistant Principal - Person Specification

We are looking for someone who:

- Can evidence effective leadership of a team of staff and the outcomes achieved because of this leadership
- Is willing to work as part of a successful senior leadership team at the Academy
- Is a confident and an articulate teaching professional who is able to share their passion for leadership with pupils and staff as well as other senior leaders at the Academy
- Is an excellent classroom practitioner with an understanding of good teaching and how children learn with experience of teaching Mathematics
- Is able to evidence outstanding teaching and learning in mathematics and GCSE results which reflect this over a sustained period of time
- Is able to communicate effectively with all stakeholders and lead on whole Academy responsibilities
- Has a degree or equivalent qualification
- Demonstrates a high level of professionalism at all times and is a role model for others
- Is able to demonstrate key skills in leading and positively influencing fellow colleagues to bring about sustained change for the good
- Is enthusiastic and motivated for school improvement working with like-minded colleagues and leaders
- Is willing to undertake further relevant training and to pass those skills on to other members of staff, as appropriate, at the Academy
- Is committed to the ethos of United Learning and the Academy in achieving the 'best in everyone'

This job description will be reviewed periodically as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning at the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Every member of staff George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of pupils and staff seriously at George Eliot Academy. All staff are expected to support this ethos.

How to Apply

The deadline for receipt of applications is **8am on Monday 31st March 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post. Interviews are scheduled to take place as soon as possible after the closing date.

Further information

To arrange an informal discussion regarding the role please email enquiries@georgeeliotacademy.org.uk

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** September 2025
- **Starting salary:** Highly Competitive and Negotiable – above national rates

Benefits of working for United Learning:

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support.**

More pay...	more time...	and more support
<ul style="list-style-type: none"> • We pay an average of 5% above national scales – the best rates of pay in the sector • Cash towards medical treatment • Generous staff discount scheme 	<ul style="list-style-type: none"> • Three extra INSET days for planning • At least one personal day a year 	<ul style="list-style-type: none"> • Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing