



Lord Grey Academy
Lord Grey Can



ASSISTANT PRINCIPAL INCLUSIVE LEARNING

TOVE Learning Trust
L13 – L17 £56,722- £62,572 pa

Required for September 2022

Application pack contents

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Information about the role

We are very excited to recruit an Assistant Principal to our Leadership Team. This is an exciting opportunity to join the Leadership Team of a rapidly improving and popular Academy. Lord Grey joined the Tove Learning Trust in April 2018. I joined as Associate Principal in September 2022. Over this academic year so far, we have made significant progress but there is much to do to embed our character values and to ensure that will truly prepare all of our students for life in our thriving and growing community.

The Leadership Team is a group of experienced and capable leaders who are truly committed to the young people in our care and believe that Lord Grey Can! We are relentless in our pursuit of excellence. This post has become available through our reflection and focus on holding high expectations for all students and ensuring behaviour that reflects our character values. Education is a different landscape in this 'living with Covid world' and we recognise that we need to ensure we are holding students into the pace of the way we do things here: The Lord Grey Way.

The Leadership Team is comprised of Executive Principal, Associate Principal and a Vice Principal with five Assistant Principals with responsibilities as follows:

- Careers and Personal Development
- Teaching & Learning
- KS4 Behaviour, Standards and Achievement
- Curriculum
- KS3 Behaviour, Standards and Achievement

In addition, we have a very experienced Business Manager to keep the Academy running.

The Leadership Team meet for a two-hour meeting each week where we formulate policy, agree action and intervention and evaluate progress towards our strategic goals. We are an open and honest team and we hold each other to account in an objective, and supportive manner. We promote this approach through line management of other leaders in the Academy.

We encourage pre-application visits.

Samantha Satyanadhan
Associate Principal





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JOB DESCRIPTION

ASSISTANT PRINCIPAL – INCLUSIVE LEARNING

Responsible to: Associate Principal

Working hours: This is a full-time post

Salary: L13-17

Purpose of the Role:

To provide professional vision and leadership for Lord Grey Academy which secures standards of teaching and learning across all faculties to secure the outcomes of SEND and subgroups. To help lead the Learning Support Centre, RESET and the inclusive learning team. To work across faculties and with the SENDCO/nurture lead to ensure we meet the needs of our students as well as ensure the very best outcomes.

Responsibilities:

You will be responsible for leading the Inclusive learning provision- RESET, Learning Support Centre, our EAL team, LAC and a very experienced team of LSAs and behaviour and learning mentors. Lord Grey Academy Teaching and learning so that students know more, remember more and can do more. You will line manage the SENDCO and work closely with colleagues across year groups ensuring the right interventions for the right students at the right team.

Specific responsibilities include:

- Strategic oversight of inclusive learning across all faculties and the academy.
- Work with the heads of Faculties and departments to ensure teaching and learning is effective for SEND and subgroups.
- Work with other senior colleagues to hold strategic oversight of inclusive learning.
- Provide leadership for some of the Heads of Faculties.
- Develop opportunities for students to embody the Lord Grey character values in curriculum implementation.
- Monitoring and improving quality assurance of curriculum Implementation.
- Ensuring KS2 to KS3 transition is strong and effective.

The Assistant Principal - Inclusive Learning is a crucial member of the Academy Leadership Team and general leadership responsibilities include:

- Providing clear strategic vision and leadership for the academy which achieves the highest quality educational provision.
- Modelling the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
- Being committed to working in a cohesive, supportive and forward-thinking team of leadership team colleagues which shares an ambitious vision to transform education at Lord Grey Academy.
- Accounting for the standards in your key areas of responsibility to the Associate Principal, Governors and external agencies.





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- Contributing to the formulation and implementation of key sections of the Academy Self Evaluation and Strategic Plan as designated by the Associate Principal.
- Being prepared to work flexibly, actively supporting the work of other leaders, in order to achieve organisational objectives.
- Contributing to academy activities including assemblies; break and lunch lunchtime supervision.
- Ensuring a safe and healthy environment is maintained within the academy, referring any areas of concern to the Associate Principal and Site Team where required.
- Attending Leadership Team meetings and other academy management meetings including governor meetings as required.
- Meeting the professional duties of all teachers (School Teachers' Pay and Conditions Document) summarised as follows:

Teaching and Learning:

1. Under the reasonable direction of the Associate Principal to carry out the professional duties of a school teacher and adhere to all aspects of the Teachers' Professional Standards
2. A commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
3. To maximise progress for all classes taught by you
4. To teach you subject(s) at Key Stage 3, 4 and, if appropriate, in the Sixth Form
5. To teach in line with faculty and School policies on e.g. assessment, teaching and learning, homework, student behaviour
6. To contribute to learning opportunities within the formal and extended curriculum
7. To ensure student progress against prior attainment, at least in line with national averages and progress targets
8. To contribute to the profile of your teaching subject(s) within the School
9. To be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
10. To regularly review and evaluate teaching and learning in lessons and across schemes of work
11. To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
12. To involve parents in behavioural issues in line with School policies
13. To ensure the effective and efficient deployment of classroom support
14. To work as a member of designated teams and to contribute to the building of teams within the School
15. To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Curriculum and Assessment

1. To plan appropriate lessons to meet the learning needs of all students including those of:
 - the higher prior attaining,
 - Looked After Children,
 - of EAL and 'groups within groups' students and
 - of those students with Special Education Needs or who are Pupil Premium
2. To evaluate and review lesson plans
3. To contribute to the planning of Subject Schemes of Learning





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4. To create and manage resources for the teaching of lessons
5. To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and School policies
6. To use assessment to inform curriculum planning, teaching and learning
7. To assess accurately to help students meet their Target Grades
8. To act on feedback from examination boards on the quality of marking, moderation and assessment
9. To assess students' work accurately and regularly with good quality feedback on how to improve, given in a variety of ways
10. To work within School curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda
11. To inform and involve parents in their children's learning in line with School policies and procedures.

Continuous Professional Development (CPD)

1. To take responsibility for personal CPD needs within the School's Appraisal framework
2. To monitor the impact of CPD on your own teaching and learning
3. To seek advice and support within School policies
4. To be familiar with and contribute to the School Improvement Plan and School Self-Evaluation systems.

Management Information and Its Use

1. To maintain appropriate records and to provide relevant accurate and up-to-date information
2. To complete the relevant documentation to assist in the tracking of students
3. To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time.

External Communication

1. To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
2. To contribute to the development of effective subject links and other links with external agencies
3. To contribute to extra-curricular activities, and to support them with attendance, where possible.

Other

1. To comply with "Health and Safety" at Work legislation
2. To undertake School duties in line with School policies and procedures
3. To cover lessons and registration sessions for absent colleagues in line with the School Cover Policy, based on the concept of rarely cover, and in exceptional circumstances
4. To attend assemblies as required
5. A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy
6. To comply with any other reasonable requests from the Associate Principal when there are exceptional circumstances
7. To undertake such duties as may from time to time be reasonably assigned by the Associate Principal.





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Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





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Person specification

Relevant experience	Essential	Desirable	How evidenced
At least 7 years of highly successful teaching experience	✓		A I
At least 3 years of middle leadership experience with significant line management responsibility	✓		A I
Implementing improvement plans, identifying priorities and evaluating impact	✓		A I
Using information to increase attainment and identify effective interventions to ensure students make progress	✓		A I
Work in more than one school		✓	A
Knowledge and understanding	Essential	Desirable	How evidenced
Well informed about current developments and initiatives in education	✓		A I
Understanding of use of data to monitor student progress and assessment tools to monitor teaching and learning	✓		A I
Understanding of barriers to learning, ways of motivating people and strategies to address underachievement	✓		A I
Education and training	Essential	Desirable	How evidenced
Good honours degree	✓		A
Qualified Teacher Status	✓		A
Further relevant professional training including evidence of preparing for senior leadership	✓		A I
Further study, e.g. NPQs		✓	A
Professional skills	Essential	Desirable	How evidenced
Ability to make and sustain excellent relationships and build rapport with all stakeholders, promoting the school's vision and values	✓		A I
Excellent leadership skills, adaptable and flexible, holding people to account and getting the best out of others	✓		A I
Demonstrating consistently good and outstanding classroom practice	✓		A I
Ability to make and implement difficult decisions	✓		A I
Strong communication skills orally and in writing in order to work with different audiences and report effectively	✓		A I
Ability to think strategically	✓		A I
Quality assurance: strong monitoring, evaluating and reviewing practices	✓		A I
Ability to give clear direction, determine priorities and ensure that others uphold policy and practice	✓		A I
Strong ICT skills and good numeracy	✓		A I





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Personal related skills	Essential	Desirable	How evidenced
Strong moral purpose, commitment to equality and diversity	✓		I
Creative, innovative thinker, willing to take calculated risks	✓		A I
Able to inspire, motivate and engage, bringing people along	✓		I
Energetic, enthusiastic, resilient	✓		I
Excellent communicator	✓		A I
Strong personal impact, presence, self-efficacy and confidence	✓		I
Able to lead assertively and encourage initiative in others	✓		A I
Able to reflect on own practice and that of others, being flexible and adaptable	✓		A I
Calm under pressure, prioritising and managing time effectively	✓		A I
Ability to respond immediately to changing needs and circumstances	✓		A I
Reliability, integrity and commitment, a genuine interest in learning	✓		A I
Commitment to restorative practice approaches	✓		A I
Commitment to student well-being and the safeguarding and protection of young people from harm	✓		A I
Professional values and practice	Essential	Desirable	How evidenced
High expectations with regard to all school standards and the ability to foster success in others	✓		A I
High standards of professionalism and consistency of message in line with the school's ethos, values and expectations	✓		I
Collaborative, collegiate and inclusive leadership, sharing effective practice in approaches and resources	✓		A I
Genuine interest in young people and their futures and a belief in the potential and ability of all	✓		A I
Ability to manage and ensure that effective child protection and safeguarding practices are followed	✓		A I
Ensure that equality and diversity are reflected in all aspects of school culture and practice	✓		A I
Commitment to all aspects of school life	✓		A I

A – Application form I – Interview R – Reference





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Advertisement

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Required for September 2022

**TOVE Learning Trust Leadership Scale
L13 – L17 £56,722 - £62,572 pa**

We require for September 2022 a dynamic, hardworking and committed teacher to join our Leadership Team as Assistant Principal – Inclusive Learning. Any subject area can be considered.

This is an exciting opportunity to join our Academy to work at a senior level working with highly motivated staff, enthusiastic students, supportive parents and knowledgeable and effective Local Governing Body. We are a hardworking, dedicated and supportive learning community, we truly believe that Lord Grey Can.

The core purpose of the role is to ensure that we have the right support for the right students in the right areas as well as holding consistently high expectations and standards of inclusive learning. Teaching and learning is a huge strength at Lord Grey and the inclusive learning faculty is a fantastic well-staffed resource but there are some key areas that we are hoping to consolidate and push on even further. Are you the person who will help us get there?

Lord Grey Academy is part of the well-established and successful Tove Learning Trust and we enjoy the support and challenge that being part of a multi academy trust brings. The development of our Lord Grey curriculum and focus on high quality teaching and learning is at the heart of what we do and we hope that you will want to join us as we continue on our journey of continuous school improvement.

It is anticipated that formal interviews will take place on Thursday 26th May 2022. A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by mid-day on Tuesday 24th May 2022. Details on how to apply for this post are in the How to Apply Section of this booklet.

Only successfully short listed candidates will be contacted.





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Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.

