



Waverley Education
Foundation Trust

Recruitment Pack: Waverley School
Assistant Principal: Post 16 and CEIAG
Start Date: April 2023

Waverley Education Foundation (WEF) is a Multi Academy Trust, which operates both Waverley School and Waverley Studio College. WEF has over 1900 students on roll across the trust. It develops, brokers and delivers a range of services which support learning and leadership & management and improve outcomes for children and young people.

Waverley School is an all through school catering for students aged 4 – 19, of all abilities from all ethnic backgrounds. On arrival in Reception, the foundations are laid to enable children to do well as they progress through the school.

"The all-through provision enables pupils moving from primary to secondary to build on their prior learning." – Waverley School – Ofsted 2021

It is one of a few schools in the city which has a Special Needs Resource Base for both primary and secondary students.

"The curriculum for pupils with special educational needs and/or disabilities (SEND) is adapted well to meet their needs" – Waverley School – Ofsted 2021

Waverley Studio College opened in September 2013 and caters for students at key stages 4 and 5. With up to 75 students in each cohort the college has provision for up to 300 students.

In its recent September 2022 Ofsted inspection the Studio College retained its 'Good' grading. Inspectors stated that *'Pupils behave well in lessons and around school. They get on well together.'*

At WEF we aim to give all students every opportunity to maximise their full potential through a wide range of activities, enabling them to be successful members of society.

We provide a broad and balanced curriculum where academic rigour is matched by an equally important love of the creative arts, music and sport. Our Sixth Form provision across the trust is very popular offering both academic and vocational pathways that enable students to further their education beyond the age of 18, with many of them gaining their first choice university places.

Through our trust values of Humanity, Equality, Aspiration and Respect we encourage our students to have high expectations, aim high, work hard and develop their intellectual powers to the full. To help our students to achieve this we have skilful, committed, dedicated staff and a stimulating and disciplined learning environment.

We are very proud of our school community which is rich in cultural diversity. We aim to give each student a sense of belonging to the community based on mutual respect and self-discipline.

"Pupils have a strong understanding of diversity, respect and tolerance, including for different family lifestyles." – Waverley School – Ofsted 2021

Throughout their time at WEF, students will develop as 'Waverley Learners'. This is someone who is an independent enquirer, creative thinker, reflective learner, team worker, self-manager and effective participator.

We welcome potential applicants to visit our trust and we look forward to receiving your application.

Mr S. Farar
Executive Principal



Waverley Education
Foundation Trust

Welcome from the Executive Principal

Dear Applicant,

Thank you for expressing an interest in applying for a post at Waverley School.

I am incredibly proud to be given the opportunity to lead Waverley School as Secondary Principal. Having worked for the Trust for the last two years (since January 2021 as Principal of Waverley Studio College), I'm delighted to continue to serve our community and secure the very best outcomes for our students.

Students that attend both Waverley School and Waverley Studio College are wonderful. They are keen to learn, have strong aspirations to be successful and come to school ready to learn. We are unwavering in our belief that every student deserves an inclusive learning experience that is tailored to meet their own individual needs and to help them progress to the next stage of their learning or working life. Furthermore, we are committed at Waverley School in ensuring the highest standards in all that we do, creating a culture of high aspiration amongst all members of our community and empowering students to become lifelong learners and develop 21st century learning skills that are so fundamental towards success in modern society.

In our Trust we are committed to ensuring that our employees are able to achieve their full potential in an environment offering humanity, equality, aspiration and respect and providing opportunities for staff to develop. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn, ultimately learning through diversity. We are committed to great employment practice, so we attract and retain employees from diverse backgrounds and communities.

I strongly encourage you to come and visit the school and see what Waverley Education Foundation is all about. I'm also more than happy to discuss the role with potential candidates on the telephone. If you'd like to do this, please e-mail applications@waverley.bham.sch.uk

Mr M Hire
Principal



Waverley Education
Foundation Trust

Message from the Principal

Our vision for Waverley Education Foundation ensures that we create an environment that allows all learners to flourish by encouraging mutual respect:

- Everyone will realise and achieve their potential
- We are the centre of the community and have the responsibility for its learning

Our vision is underpinned by our 4 key values:

Humanity:

Enabling all students to succeed in a global and British Society, through fostering an understanding of human values and attitudes, past and present.

Equality:

We value the diversity of the school community and respect the individuality of each person to ensure that there is an equality of opportunity for everyone.

Aspiration:

We all have the right to achieve and share the achievements (excellence) from all our backgrounds.

Respect:

We value diversity and respect the individuality of each person by creating an environment which allows all to flourish through mutual respect.



Waverley Education
Foundation Trust

Our Vision and Values

*"Teachers
promote a love of reading."*

"pupils behaving well and with positive attitudes to their work."

*"Pupils have a strong understanding of diversity, respect and
tolerance,"*

*"There is an impressive range of destinations and further study
courses"*

*"Pupils display positive attitudes to their learning and work well
together."*

*"Leaders have established a welcoming ethos for new arrivals from
overseas and those from local schools seeking a fresh start or a more
vocational route"*

"Leaders want the best for every pupil"

"Pupils are happy to come to this school"



Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

NAME:

SALARY: L13 – L17

JOB TITLE: Assistant Principal – Post 16 and CEIAG (KS3-KS5)

START DATE: April 2023

CORE PURPOSE:

- To be a member of the SLT and to contribute to the strategic development of Waverley School as directed by the Principal.
- To increase student numbers in the Sixth Form.
- To promote and uphold high standards of attainment and behaviour from students.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where:
 - 1) All students make at least good progress.
 - 2) Teaching is consistently good or outstanding.
 - 3) Attendance/Punctuality of students is high.

JOB PURPOSE:

Post 16

- To ensure the school fulfils the requirements of the 16 – 19 study programmes.
- To lead on the recruitment, admission and induction processes at post 16.
- To raise standards of student attainment and achievement for post 16 students and to monitor and support student progress.
- To monitor and evaluate students' progress and develop effective intervention strategies.
- To lead on the monitoring of Teaching and Learning in all its aspects across post 16.
- To develop and enhance the teaching practice of others and nurture a culture where good practice is regularly shared.
- To be accountable for the performance of all staff within post 16 and take appropriate action to support and effect improvement.

- To ensure an appropriately broad, balanced, relevant and differentiated curriculum, including virtual, for students studying in post 16, in accordance with the aims of the school and the curricular policies determined by the Executive Principal, Principal and Governing Body.
- To lead, manage and develop the post 16 leadership team.
- To effectively manage and deploy financial and physical resources within post 16 to support the designated curriculum.

CEIAG

To enable students to develop the knowledge and skills, through work related learning and appropriate information and guidance, to make informed choices about pathways and careers options.

- To undertake the strategic development of an effective and continually improving careers education, careers information and careers guidance (CEIAG) for young people from Years 7 - 13.
- To strategically plan opportunities for work related learning within the curriculum for all year groups.
- Work with appropriate staff to implement high quality work related learning.
- Initiate and develop links with businesses and other organisations.
- To oversee and plan the CEIAG programme of study at KS4 and KS5.
- To facilitate the contribution of colleagues and a range of partners to young people's career learning, planning and development.
- To design, select and provide curriculum resources, activities and services to meet young people's career needs.
- To ensure continuing professional development for self and others to secure high standards of work related learning and careers teaching, learning and guidance.
- To work with key staff such as SLT, Achievement Coordinators, Leader of PSHRE to develop a coherent CEIAG programme.

MAIN (CORE) DUTIES

Operational/ Strategic Planning

- To be responsible for the day-to-day management, control and operation of the pastoral systems across key stage 5, including effective deployment of staff and physical resources where appropriate.
- To be responsible for monitoring and following up student progress as it relates to the learning, welfare and pastoral development of students.
- Organise and oversee student reviews by form tutors or other staff.
- To use achievement data and other relevant information to monitor progress and set appropriate targets with students.
- To implement school policies and procedures, e.g. Equality, Safeguarding and Child Protection, Attendance, Punctuality etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the development of post 16 and CEIAG, which have coherence and relevance to the needs of students and the priorities, as per the School Improvement Plan

- To ensure the self-evaluation documents for post 16:
 - i) Behaviour and Attitudes,
 - ii) Personal Development
 are completed, monitored, reviewed and kept up to date
- To be responsible for ensuring all policies for Behaviour and Safeguarding are in place and consistently implemented across Post 16.
- To be responsible for ensuring that learning activities reflect the needs of students and the aims and objectives of the school.
- To link with the necessary staff to ensure that the work fully reflects the school distinctive ethos and vision.
- To ensure that Health and Safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary and to liaise with the person responsible for Health and Safety within the school when required.

Curriculum Provision:

- To liaise with the Vice Principal – Curriculum and Standards to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the needs of the students.
- To oversee the smooth running of internal/external examinations in conjunction with the Senior Examinations Officer.
- To develop and oversee appropriate pastoral learning programmes for tutor periods that supports the delivery of PSHRE and CEIAG.
- To ensure that all students in the Sixth Form have access to high quality work experience opportunities in line with the 16-19 Study Programmes.
- To ensure all aspects of the UCAS programme are in place and implemented in a timely manner.
- To ensure all staff have the relevant training to complete UCAS references.

Curriculum Development:

- To be accountable for leading curriculum development (including virtual) within the sixth form that meets the needs of all students.
- To ensure that:
 - 1) Appropriate work, including homework, is set and assessed in line with school procedures.
 - 2) Suitable tasks, assessments and examinations are set and assessed as and when required.
- To work with the Vice Principal – Curriculum and Standards to ensure the curriculum meets the needs of students within post 16.
- To keep up to date with national developments, including PiXL Post 16, in terms of practice and methodology to improve student outcomes.
- To actively take part in the school's CPD programme.
- To ensure that teaching enables students to develop skills in reading, writing, communication and mathematics, including gaining GCSE English and GCSE Mathematics for those who have not gained.

CEIAG

- Lead on the development of opportunities for work related learning in the curriculum throughout the school.
- Initiate and develop links with businesses, external organisations and further opportunities for students to gain access to red brick universities.

- Develop appropriate policy, priorities and resources for effective work related learning, careers education and guidance in line with the Gatsby Benchmarks.
- Advising SLT and governors on an appropriate model for integrating work related learning and CEIAG into the curriculum.
- Keeping abreast of external changes and advising SLT and governors on how they should respond.
- Direct the Trust's Careers Advisor to ensure that they meet the needs of Waverley students.
- Monitoring the quality of careers education and guidance.
- Organise appropriate careers events/fairs in school.

Staff Development:

Recruitment/ Deployment of Staff

- To line manage the post 16 pastoral team to ensure academic progress is monitored.
- To chair post 16 team meetings.
- To work with the Assistant Principal – Teaching and Learning to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.
- To undertake appraisal review(s) and to act as reviewer for a group of staff where appropriate.
- To be responsible for ensuring that suitable work is set for classes when colleagues in the department are absent.
- To participate in the interview process for teaching and non-teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme, when required.

Quality Assurance:

- To contribute to the school monitoring for improvement processes.
- To lead on processes to monitor and evaluate the quality of teaching and learning across the Sixth Form through monitoring tools such as lesson observations, scrutiny of students' work, deep dives, results evaluation reports and surveys/questionnaires.
- To ensure staff within the Sixth Form mark and assess students' work regularly and provide detailed and accurate feedback in line with the school marking policy.
- To lead on all quality assurance and verification processes for vocational programmes of study across the school.
- To take appropriate action to effect improvement as a result of internal and external monitoring processes.
- Provide regular reports to SLT/Governors/Trustees that evaluate student achievement and provide appropriate action points.
- To monitor, evaluate and hold to account the performance of post holders with the sixth form.
- To ensure that the Sixth Form monitoring/quality assurance procedures form part of the school self-review procedures.
- To be involved in the school's programme of internal and external departmental reviews and to produce actions plans for future development.

Management Information:

- To ensure the maintenance of accurate and up-to-date information for students across KS5 using ALPs and the school MIS system.
- To ensure staff are trained to use ALPs as a means of analysing student data.
- To liaise with relevant staff to make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To oversee the production of reports across KS5.
- In conjunction with the relevant staff and Data Manager, to oversee the collection of data.
- To produce reports on internal and external examinations.
- To provide the Governing Body with relevant information relating to any particular year groups performance and development when necessary.
- To attend and advise the Governing Body on all issues relating to safeguarding, welfare and learning of the students across KS5.
- To ensure individual student files are maintained and kept up to date.

Communications:

- To ensure that all members of the sixth form are familiar with its aims and objectives.
- To oversee the effective communication/consultation with the parents/carers of students across KS5.
- To oversee the organisation of and attend all KS5 Parents' Evenings:
 - Achievement Evenings
 - Open Evenings
- To liaise with partner schools, Higher Education Institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies, where appropriate.

Pastoral System:

- To be accountable for monitoring and supporting the overall progress and development of Sixth Form students.
- To put in place appropriate action plans to address underachievement of individual students and groups of students.
- To monitor student attendance/punctuality together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To be responsible for Department sanctions for students who fail to adhere to standards set.
- To liaise with the relevant Curriculum Leaders in action taken by the sixth form regarding individual students.
- To be responsible for helping maintain high standards of student behaviour in the Sixth Form at all times.
- To engage with parents and carers to support student achievement and behaviour for learning in line with school policies.

- To oversee the delivery and quality of assemblies and form activities across KS5.

Marketing and Liaison:

- To contribute to school liaison and marketing activities e.g. the collection of material for press releases.
- To actively promote and market the Sixth Form both internally and externally to increase student numbers.
- To organise and market the Sixth Form open evening in all its aspects.
- To lead the development of effective Sixth Form links with partner schools and the community and to be responsible for the organisation of Sixth Form open evenings
- To attend open evenings and other events as and when required.
- To actively promote the development of effective subject links with external agencies.

General:

- A teacher on MPS shall meet the Teachers' Standards (DfE 2012).
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To attend weekly SLT meetings and carry out all duties as expected of a member of the SLT as directed by the Principal.
- To adhere to school Health and Safety, Safeguarding, Equality and Staff Code of Conduct policies and procedures.

Line Manager:

Assistant Principal – Post 16 and CEIAG will be responsible to the Vice Principal: Student Learning and Wellbeing and through him/her to the Principal and Executive Principal.

Review

This job description may be subject to review, after consultation, at the request of the Principal or postholder.

Signed _____ Postholder

_____ Principal

_____ Date

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2023



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PERSON SPECIFICATION

ASSISTANT PRINCIPAL – POST 16 and CEIAG

	ESSENTIAL	DESIRABLE
Initial Qualifications	<ul style="list-style-type: none"> * Graduate in subject to be taught * Qualified Teacher status * Successful completion of induction 	<ul style="list-style-type: none"> * NPQSL qualification or to be in the process of completion
Further Qualifications/ Professional Development	<ul style="list-style-type: none"> * Recent, relevant in-service training in current educational practice 	<ul style="list-style-type: none"> * Post graduate study
Experience	<ul style="list-style-type: none"> * Successful and varied teaching experience across key stages 3, 4 and 5 * Leadership of an aspect of school improvement and/or curriculum area * Evidence of leading a team to manage/lead change * Evidence of good teaching as a minimum, leading to consistently high standards of achievement for all students * Good knowledge of current post 16 and 14 -19 curriculum development * A good understanding of the post 16 Study programmes 	<ul style="list-style-type: none"> * Experience in more than one school * Experience and understanding of inner city/multi-cultural communities ** Experience of managing a budget ** Leadership in aspects of school life involving a high level of contact with parents and the wider community

	<p>*Knowledge and understanding of CEIAG across KS3 – KS5</p> <p>** An understanding of how to use data and AfL to inform planning for good teaching and learning</p> <p>** Ability to use ICT to effectively engage students in their learning</p> <p>** Experience of Department Improvement Planning (DIPs)</p>	<p>**Experience of observing lessons and providing appropriate feedback</p> <p>*Experience of ALPs and Post 16 PiXL</p>
Skills/Aptitudes	<p>**The ability to prioritise, plan, monitor, evaluate, review and lead by example</p> <p>**Ability to manage the implementation of change sensitively</p> <p>**Ability to lead and manage people and work as part of an effective team</p> <p>** Ability to work under pressure and meet deadlines</p> <p>** The ability to inspire and enthuse colleagues</p> <p>High level of *written and ** oral communication skills</p> <p>**To be able to provide evidence of having influenced the quality of teaching and learning in present school</p> <p>**Good reasoning powers and good judgement in a variety of situations</p>	

Other	<p>**A commitment to involve parents, Governors and the community in the work of the school</p> <p>**Promotion of positive behaviour strategies and constructive handling of problems</p> <p>**An awareness, understanding and commitment to equal opportunities</p>	
Physical Requirements	<p>“...maintain high standards in their own attendance and punctuality” (Teachers Standards 2012)</p> <p>Professional appearance</p>	
Contra-indications	<p>*Criminal convictions involving offences against children</p>	

Those elements marked *will be assessed in your application.

Those elements marked **will be assessed in your application and during the selection process e.g. interview, presentation.

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January 2023

Why work for us?

The Trust recognize that our employees are our most valuable asset, and the success of our pupils depend on them. We value the hard work and dedication of everyone, and we strive for continuous improvement in everything we do. We have friendly and supportive colleagues as well as an open and approachable senior leadership team. We have opportunities to move and work within different areas of the Trust to enhance skills and experience. We offer a very comprehensive CPD programme and have invested in high quality on-line training packages available to all staff. We also offer an excellent health and wellbeing package with access to such services as self-help courses, counselling, virtual GP and physiotherapy.

How to apply

Please complete the Trust's application form and send it to applications@waverley.bham.sch.uk by the closing date within our adverts.

We welcome informal visits and conversations about any of our vacancies. We welcome applications regardless of age, gender, sexual orientation, ethnicity or religion. Only applications submitted on the schools application form will be accepted.

Successful applicants will need to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. All applications will be considered on their merit.

Waverley Education Foundation is committed to the protection and safety of its students.



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How to apply?