



Exmouth  
Community  
College  
Academy Trust

*Recruitment Information & Job Pack*

# ASSISTANT PRINCIPAL (POST 16)

Permanent

Leadership Scale L12 – L16

**Closing Date:** Friday 2 December 2022 at 10.00am

**Interview Dates:** Tuesday 13 & Wednesday 14 December 2022

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

[www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Principal: A J Davis BSc(Hons), PGCPSE, NPQH

# Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes, at both GCSE and Post 16 we have been delighted with our continued improvements in this area following a major revamp of our curriculum at GCSE. Equally, we are proud of the work that has been done to keep everyone safe during Covid alongside continuing to provide a high quality education for our students. This work was recognised by OfSTED during a recent monitoring inspection. We have implemented a range of changes to further improve outcomes such as re-sequencing our curriculum offer, introducing a totally new approach to assessment and reporting and moving to a coaching model for staff development based on Tom Sherrington's Walk Thru programme. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to provide a great education for the students within our community.

If you are looking for a College which is completely focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Davis', with a stylized flourish at the end.

Andrew Davis  
Principal

## The School

*"Pupils follow a broad curriculum. Pupils and parents appreciate the breadth of choice the school offers at GCSE and in the sixth form."*

**Ofsted 2020**

Exmouth Community College is one of the largest secondary schools in the country with 2,250 students currently enrolled (over 300 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive College and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



*"For pupils who need greater support to regulate their behaviour, specialist staff provide a bespoke curriculum. This is successful and many pupils reintegrate into the main school seamlessly."*

**Ofsted 2020**

As an Academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. Due to the size of our College there are exciting opportunities for curriculum development. This is reflected in the breadth of our offer both at GCSE and Post 16 which includes subjects from Engineering to Criminology. In addition, we are able to differentiate within subjects such as PE and Business Studies to allow students to follow different examination routes tailored to each individual student. We also offer Latin from Year 7 all the way through to GCSE and into A Level with almost a 100 students currently studying the subject in their first year with us. In addition, we offer the opportunity for some students with additional needs to follow a more nurturing pathway leading to a wide range of GCSEs that are taught in a way that gives greater time for students to process information. Our curriculum leads to good outcomes for students and high rates of progress into Post 16 and ultimately apprenticeships, employment and university, with students regularly gaining places at top universities including Oxbridge.

*"The new behaviour management policy responds positively to pupils' better behaviour. The school is calm and orderly as a result."*

**Ofsted 2021**



The College also provides opportunities beyond the classroom in: sport, the arts, dance, foreign visits from Spain to New York and Cambodia, Ten Tors and Duke of Edinburgh award to a gold standard.

The College has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. This provision is supported by our REACH centre which provides support for students struggling with SEMH issues, STEPS which helps to re-track students with their behaviour and a large SEND team. We also provide support for students through Study Centres and two further Support Workers for students.

# Your Health, Wellbeing and Development

Within our Academy Improvement Plan we have two strands

1. Promoting a healthy culture
2. Developing our curriculum, teaching and learning in order to maximise student progress

Culture is all about making sure the climate at the College is based around mutual respect, transparency, openness, intelligent accountability and integrity. We recognise that working in the College, as a member of teaching or support staff can be very rewarding but is also tough at times.

To help us develop a great culture, 24 months ago we internally appointed a new Assistant Principal (Staff) who focusses on key issues for staff, such as communication and quality professional development as well as making sure staff are well looked after by organising events such as a hog roast, individualised "Thank you" cards from a local artist, yoga for staff and free access to our fitness suite. We also run our own on-site Nursery "Happy Days" which caters for the children between the ages of 0 and 5 of many of our staff. We regularly gain views from staff about issues and take action wherever we can to improve the working conditions, including thinking carefully about the meeting cycle, position of Parents' Evenings and quality departmental development time.



We have approximately 300 staff split equally between teachers and non-teaching staff with support staff leading teams around data, IT, HR, facilities, administration, attendance and student receptions to support the work of teachers in getting the best education possible for our young people.

Our aim is to have the best trained staff in the South West and to this end we have invested in the National College of School Leadership resources to provide online access to training for support and teaching staff. We have recently

supported staff through National Professional Qualifications and welcomed nationally recognised external speakers such as Daniel Sobel to the College. In the next few months, we are looking forward to welcoming Tom Sherrington and John Tomsett to the College to work with staff. We have moved away from stand-alone performance observations towards a non-hierarchical peer to peer coaching model based around incremental and continuous improvement. All teaching staff have been trained and are engaged in this process across the College.

## Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

*"You are always looking  
for ways to move the  
school forward."  
Ofsted 2020*

## Characteristics of our Students

Prior to Covid we had renewed our vision and values for the College by talking to a wide range of stakeholder groups. These groups also identified eight key characteristic traits that any students from Exmouth Community College should be able to demonstrate and have been given opportunities to learn and develop these during their time at the College:



1. Know how to be healthy and stay safe.
2. Always endeavour to show resilience to be the best they can be.
3. Be aspirational and understand their career options.
4. Know how to behave well and respect other members of our community.
5. Have confidence and communicate effectively.
6. Be mutually tolerant and empathetic individuals.
7. Be knowledgeable and able to deeply understand and recall information easily.
8. Be skilled in applying this knowledge in a range of circumstances.

These key characteristics have been identified and embedded into our curriculum.

## The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants and a number of pubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.



*"Pupils are tolerant of different beliefs and cultures. They enjoy putting democracy into practice in school council elections. Pupils have been keen to help others by training as mental health first aiders. Pupils appreciate the support the school gives them to prepare for their next steps."*

**Ofsted 2020**

*"Pupils say the school wants the best for them. The school helps them to develop their interests and talents. Many pupils take part in school productions, dance performances and sporting activities. Pupils say the school provides a wide range of courses that match their interests."*

**Ofsted 2020**

# Job Description

<b>Title:</b>	Assistant Principal (Post 16)
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	17 April 2023
<b>Salary:</b>	Leadership Scale L12 – L16 (£58,105 - £64,237) Salary on commencement is £58,105 (L12). Annual progression to L16.
<b>FTE:</b>	1.0000%
<b>Reporting to:</b>	Principal
<b>Responsibility for:</b>	Line management of a number of teaching and non-teaching staff within the College. Areas of whole school responsibility will include raising achievement at Post 16 level.

## Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic leader to take on the role of Assistant Principal. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to lead a dedicated team of staff committed to get the very best education for our students within the context of the whole College vision.

The College is at a very exciting time in its development and you will be joining an experienced Senior Leadership Team who are exceptionally ambitious for both the students within Exmouth and the College as a whole.

The principal purpose of the role will be to assist in raising standards across Post 16 and incorporate skills including intervention with students, effective approaches to assessment, curriculum development and quality assurance. The role offers the opportunity to work across a range of areas and alongside other key staff within the College.

As one of the largest schools in the South West, this role presents an excellent opportunity to have a large impact on the development of both students and the College as a whole. We also have one of the largest school Sixth Forms in the South West, providing a very wide range of academic and vocational courses at Level 2 and Level 3. Performance within Post 16 is good and Ofsted have recently commented very favourably on our provision in this area. Post 16 students, and most teaching, is based within its own large block which also contains a Post 16 Café, Post 16 reception including administration support with office space and a large social area for students. There are two study areas a short distance away with more specialist teaching taking place in classrooms across the site. The size of our Sixth Form enables us to provide a very broad curriculum offer which includes some Level 2 bridging units in Health and Social Care or Media as well as a wide range of Level 3 Advanced Level and vocational courses from Criminology to Further Mathematics to Performing Arts.

This appointment is very important to the College and is key to our continuing school improvement plan. The College is very committed to continuing professional development and plays an active role in our local Teaching School Alliances. We believe that high quality teaching and learning is central to school improvement and wish to provide staff with development opportunities within, and beyond our College, to ensure our students receive consistently high quality teaching.

The role will include the line management of a number of teaching and non-teaching staff within the College. Other wider areas of responsibility may be negotiated at interview and are dependent on your skills, experience and interest.

# Assistant Principal Role

As defined in the School Teachers' Pay and Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and will report to the Principal.

## Purpose of the Post

- Ensure that all students, including SEND and PP students within Post 16, make exceptional progress
- Strategic leadership of curriculum, teaching and learning, staff development and assessment within Post 16 in conjunction with other senior staff.
- Provide pastoral support for students alongside other senior staff and external agencies.
- Ensure good levels of recruitment and retention into Post 16 from Year 11 students both within and beyond our College.
- Support the Principal in the smooth running of the College.

## Key Responsibilities

### Students

- Work with others to ensure that students within Post 16 make outstanding progress.
- Work with others to ensure that curriculum developments positively reinforce the progress of students.
- Promote a whole school ethos by preparing and holding events, such as assemblies and our Lesson 42 programme.
- Actively promote the safeguarding of all students which would include Child Protection training for the post holder to Level 3.
- Provide pastoral support for students in Post 16 particularly around promoting good mental health.
- Work with others to ensure good levels of attendance for all Post 16 students.
- Promote a range of pathways including apprenticeships, careers and university (UCAS).
- Lead the monitoring and assessment of academic progress of Post 16 students.
- Work with others to develop great facilities for Post 16.
- Provide support for Oxbridge candidates, medics and other careers.
- Ensure that social media and other communication systems are fully utilised to promote the Post 16 offer.
- Support the Assistant Principal (KS4) to embed assessment practices that maximise attainment at KS4 enabling smooth transition to Post 16.

### Links

- Develop positive relationships with parents and carers, including those who are hard to reach.
- Liaise with other schools and external agencies, such as the Magnolia Incentive, as required.

### Staff

- Support, monitor and develop the role of staff in teaching and supporting students through work such as coaching and observation.
- Provide CPD opportunities for staff through departmental meeting and INSET days.
- Exercise professional skills and judgements in order to support and develop staff and to lead and enhance the professional development of others.
- Hold regular progress meetings with key members of staff to ensure the highest outcomes for students.
- Assist with the recruitment, induction and management of staff as required.
- Oversee and thoroughly evaluate the budget allocations for areas of responsibility, to ensure spending is in line with learning priorities and best value principles.
- Undertake the Performance Management process for staff who fall within your area of line management including appraisals for any relevant support staff alongside identification of training needs.

## **Whole College**

- Ensure that the College is aware of, and able to lead on, curricular and financial issues as they affect Post 16 funding and national developments.
- Involvement in decision making and policy development across the College including line management of other work streams across the College dependent upon interest, skills and experience by negotiation.
- Promote equal opportunities so that all learners achieve their potential.
- Act as a positive role model, in terms of leadership and own classroom practice, so that staff have a clear understanding of good professional conduct.
- Contribute to the on-going processes of Self Evaluation and Whole College Planning.
- Ensure effective management of resources in Post 16.
- Engage in student voice and student council activities to promote feedback and student leadership.
- Promote effective communication including through social media and the Post 16 website.
- Oversee the management of results day and subsequently provide support for students as required post results through clearing, re-application or employment advice.
- Take an active part in the wider life of the College particularly around Post 16 events.
- Ensure high standards of Health and Safety within the College.
- Play a full and active role alongside other members of the senior team to maintain good levels of student behaviour and engagement as well as high quality teaching across all key stages.
- Any other duties commensurate to the post at the discretion of the Principal.

## **Classroom Teacher Role**

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

## **Key Responsibilities**

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Department.
- Contribute to the effective working of the Department.
- Participate in departmental CPD and undertake professional development as identified.

## **Teaching and Learning**

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

## **Department Ethos**

- Have an infectious enthusiasm for the teaching of own subject.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

# Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>			
Qualified to degree level	✓		Application, Certificates.
Qualified teacher status	✓		
Second degree/evidence of further study or research		✓	
Evidence of continuing professional development	✓		
NPQML or NPQSL		✓	
<b>Experience</b>			
Experience of initiating and leading a range of projects to raise achievement, progress or other outcomes	✓		Application, Interview, Assessment/ Observation, Reference.
Leadership experience at Middle Leadership level in curriculum, support staff or pastoral areas	✓		
Experience of managing teams of staff resulting in positive outcomes for students	✓		
Proven track record of raising attainment in a positive classroom environment	✓		
Experience of leading whole school projects	✓		
Experience of management of financial and physical resources	✓		
<b>Understanding</b>			
Understanding of 4Matrix Analytics, SIMs Assessment modules, Fischer Family Trust and similar packages	✓		Application, Interview, Assessment/ Observation, Reference.
Confidence with using data and graphs and the ability to train others to have confidence to use data	✓		
Understanding of the importance and oversight of the performance of sub groups such as boys, Pupil Premium and SEND	✓		
Understanding the importance of a creative and differentiated curriculum	✓		
Understanding and evidence of being able to help students learn and train staff	✓		
Good understanding of different curriculum models and whole school curriculum design		✓	
Good understanding of data analysis and its use in scrutinising performance in order to develop strategies which will drive up standards	✓		
<b>Skills</b>			
Ability to work as a key member of the Senior Leadership Team	✓		Application, Interview, Assessment/ Observation, Reference.
Able to challenge, influence and motivate others to attain high goals	✓		
Ability to see the 'big picture' and ensure staff and students are challenged to achieve their best	✓		
Outstanding communication skills to present data to Governors, SLT and staff to ensure interventions are well focussed and effective	✓		
Ability to check numerical data to ensure accuracy and identify patterns	✓		
Facility to work with groups of students to raise expectations and achievement	✓		

Ability to work with staff across the Academy to inspire, monitor and challenge them to improve performance in these groups	✓		Application, Interview, Assessment/ Observation, Reference.
Ability to measure the impact of interventions and report this to others	✓		
Evidence of successful student achievement	✓		
Excellent classroom practice	✓		
Ability to analyse data, draw conclusions and formulate, enact and review Action Plans	✓		
Confident user of ICT, particularly Microsoft Excel	✓		
Excellent interpersonal and communication skills, with the ability to motivate and inspire students, parents and carers	✓		
Excellent leadership and management skills	✓		
Experience of, or qualifications, in coaching adults		✓	
Experience of working with parents and carers	✓		
<b>Personal Qualities</b>			
'Never give up' attitude towards the achievement of every student	✓		Application, Interview, Assessment/ Observation, Reference.
Ability to empathise, champion and lead on the achievement of more vulnerable groups such as Pupil Premium or SEND	✓		
Awareness and understanding of data protection and confidentiality	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Enthusiastic and inspiring	✓		

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering-guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Teaching application form available from the College website.

Your completed application form should be submitted before 10am on the closing date.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687



Exmouth  
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# The ECC Way

*“Be prepared, be respectful, be engaged, be kind”*

## *Our rules*

- *Be kind*
- *Be respectful*
- *Be engaged*
- *Be prepared*

## *Our routines*

1. Line-ups are quiet and in a straight line
2. Meet and Greet
3. Equipment out
4. Stand behind chairs/check uniform
5. Register in silence

## *When we go 'above and beyond'*

- We give genuine verbal praise
- We acknowledge on our 'Recognition Board'
- Class Charts praise points
- We share positive comments with parents/ carers with a phone call/ written praise home

## *We will...*

Praise **in public**

Remind **in private**

## *We are...*

We are calm

We have routines

We think about what we say

We notice the BEST

We repair relationships

## *Our in-class steps*

1. Reminder/first warning
2. Last chance verbal warning
3. Appropriate consequence
4. Repair/2 min conversation or a restorative 10 min conversation later—during lunch/break

## *Our phrases*

1. "I've noticed that...." (e.g. having trouble getting started)
2. "It was the rule about..." (e.g. lining up/staying on task)
3. "You have chosen to..." (e.g. move to the back/catch up)
4. "Can I remind you about..." (previous good behaviour)
5. "That is who I need to see today..."
6. "I need to speak to you at .. today" (2 min conversation)
7. "Thanks for listening"

## *We manage moments*

"I understand that... but our rules at ECC are be prepared, be respectful, be kind, be engaged"

"You know my expectations about..."

Keep emotion out of responses

## *We rebuild and repair*

What happened?

What were you thinking?

What do you think/feel about it now?

Who's been affected? How has this affected you?

What 's needed to make things right?

What have we learned from this?