

Assistant Principal

**Application pack and
information for candidates**





Thank you for your interest in our vacancy at The Regis School. I am proud and feel very privileged to be leading this successful school that gained a 'Good' Ofsted judgment in November 2017 with 'Outstanding' Leadership and 'Outstanding' Personal Development and Welfare. Our Progress 8 score in 2019 was the highest of all local non-selective schools.

We have a highly qualified and motivated staff that are passionate about ensuring all students feel safe, happy and reach their potential. We offer a wide curriculum to meet the needs of all students as well as having an established and effective SEN department who support students with additional needs.

Our students are kind and care for each other. They are polite and respectful to each other and to staff and the very positive relationships enable effective learning conditions supported by creative and engaging teaching that stretch all abilities. We are a Rights Respecting Gold Standard School.

An increasing number of students and parents are now choosing The Regis School for their education, especially in Years 7, 8 and 9 where we are now over-subscribed, showing a confidence in our ability to provide a high class education.

Our website is full of information about our school and we hope you enjoy finding out more about us. I very much look forward to meeting you.

Dave Oakes
Principal



Introduction to The Regis School

The Regis School is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone.

Our vision is to provide an excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient, our high quality, hardworking staff.

The Regis is a school that we all feel proud of and our teachers are passionate about their work. We know that teaching can be a challenging profession, but with the support we offer and a commitment to seeing the best in each other, we work tirelessly to find creative ways to educate. We have access to a Group-wide curriculum, an intranet platform that enables sharing of resources and opportunities for work shadowing and mentorship.

The Regis School is a secondary 11-18 school with over 1600 students on roll. We are an inclusive comprehensive school that aims to achieve the best for every student. This philosophy is reflected in the successful Sixth Form of 160+ students who are offered a broad range of academic and vocational programmes. Over 70% of our students progress to Higher Education each year.

The Regis School has a well-qualified, dedicated supportive and enthusiastic staff team. We have approximately 200 staff, all of whom are committed to providing the best possible education for our students. As one of the biggest employers in Bognor Regis, we emphasise the learning of adults and young people. Staff are involved in further study, research projects and in the training of teachers in partnership with local universities.

The school boasts superb facilities in all subject areas. Each teaching area has audio-video facilities and a range of ICT suites throughout the school provides access to specialist equipment. All teachers have a laptop provided, to support teaching and administration.

The Regis School aspires to be an outstanding centre of learning, serving its community and transforming lives. We seek to equip our students for a changing world through building confidence, encouraging creativity and fostering enquiry to achieve excellence. These qualities will allow our students to flourish as leaders of the future and to take their place as caring, ambitious and responsible citizens in their communities.

Academic achievement is at the heart of what we do, ensuring students leave with the highest qualifications that enable them to be competitive in the global economy. We have a strict behaviour policy that enables teachers to teach in classrooms that are mainly free from disruption. Students who prevent others from learning are given a single warning, then learn elsewhere in the school under the supervision of senior staff.

The Regis School is part of the United Learning group. United Learning is a large, and growing, group of schools aiming to offer a life-changing education to children and young people across England.

United Learning schools work as a team and achieve more by sharing than any single school could. On our intranet site United Hub, for example, we share lesson plans and many other resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed.

We greatly value our staff and want them to know it. Starting with financial rewards and solid career progression, we believe in leading the industry with better remuneration packages. As such, you can expect to earn more at United Learning than if you took a role in the maintained sector, with up to 5% better pay for new teachers. In addition, our benefits options are undoubtedly competitive, with every member of staff being entitled to a core benefits and lifestyle package.

Your wellbeing is a priority. It is vital for us to have healthy and happy members of staff, which in turn ensures you are providing the best education for our children. We offer great benefits to support the health and wellbeing of colleagues, such as discounted gym memberships, Cycle2Work schemes and free counselling. We also provide you with more time to think and prepare for the term ahead, with a minimum of eight INSET days a year – with at least three dedicated to planning.

Further information about United Learning is available at www.unitedlearning.org.uk

What makes The Regis School a great place to work?

As a member of staff at The Regis School you can expect:

- Significant investment in your continuing professional development each year.
- Enhanced pay scales.
- Reduced Gym Membership (50% off standard anytime membership).
- Entitlement to United Learning's Staff Benefits package.
- 10% discount on nursery place at Stepping Stones on-site Nursery .
- A laptop for use at home and a classroom fully equipped with interactive whiteboard.
- A state-of-the-art school environment with modern, up to date facilities.
- There is a car leasing scheme and all staff can access 'Perkbox' offering discounts in weekly shopping, high street stores and flights and holidays.



Two Assistant Principals (with specific roles to be determined at interview)

Salary scale: L12-16 (£55,338—£61,166)

Starting date: 1 September 2021

We are seeking two hard working, passionate and inspirational Assistant Principals to join our dynamic and successful school from 1 September 2021, on its journey from Ofsted 'Good' with 'Outstanding' Leadership and 'Outstanding' Personal, Development and Welfare (Nov 2017) to 'Outstanding' in all categories.

It would be desirable, but not essential, for candidates to have the ability to teach to a high standard in a core subject.

At The Regis School, we enjoy building positive relationships with young people in a culture of high expectations, strong discipline and a determination to achieve 'The Best in Everyone.'

The Regis School has over 1600 students and nearly 200 staff. We have an amazing school building with superb facilities across all subjects, but that doesn't define who we are. What defines us is our very real sense of community as a Rights Respecting School; a togetherness that permeates through daily school life and focuses everyone on ensuring 'The Best in Everyone.'

As part of United Learning we are able to offer pay scales above the national standard with rapid progression for those who get consistent outstanding student outcomes, reduced gym membership to our on-site gym, reduced fees for the on-site nursery, and a laptop. There is a car leasing scheme and all staff can access 'Perkbox' offering discounts in weekly shopping, high street stores and flights and holidays. We want the best for all our staff as well as our students.

If you would like to come and visit our school, please contact Vicky Ovens on 01243 871068 or email vicky.ovens@theregisschool.co.uk to arrange a visit or a phone conversation.

This is an exciting time to join us: you will become a part of a close knit and determined team, built on an ethos of trust and collaboration. As a member of The Regis School and United Learning you will receive excellent Professional Development.

Closing date: Monday 10th May 2021 at 9am

Interview dates: Thursday 13th and/or Friday 14th May 2021 (to be confirmed)

The Regis School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the school to share this commitment. All positions are subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).

Job Description

Job Purpose

To assist the Principal in providing strong and positive leadership and management which enables the school to give every student a high-quality education, promotes the highest possible expectations and provides outstanding personal development and care that leads to students achieving high academic outcomes.

Time allocation

The position carries a typical teaching load of 22 / 50 periods per fortnight.

General Roles and Duties

- To contribute to the achieving of best outcomes for all students
- To positively promote the values of United Learning and The Regis School including the values of a Rights Respecting School
- To contribute to and promote a clear vision to other stakeholders
- To implement strategies for the efficient and effective running of the school within the policies adopted by the Governing Body
- To initiate and manage change and improvement to develop the school, staff, pupils, parents and the wider school community
- To provide consistently positive leadership that enthuses and inspires staff, students, parents and other stakeholders
- To support the Quality Assurance Systems (including influential student voice) which enable staff, teams and leaders to evaluate their own and others performance, to improve the experience of all learners
- To be a member of the senior leadership team attending and contributing strategically and operationally in all meetings
- To contribute to whole school improvement plans and the whole school SEF
- To be a proactive and effective line manager providing robust challenge and support that results in high standards being achieved
- To fulfil senior duties such as on call, study room, break and lunch supervision and senior detentions as directed by the Principal

Specific Roles and Duties

The specific roles and duties will be determined during the interview process considering candidates' strengths and school priorities

Explanatory Notes

- The above responsibilities are subject to the general duties contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It may be amended at any time, following consultation between the Principal and Vice Principal, and will be reviewed annually
- Every member of staff has a responsibility to safeguard and promote the welfare of students

Person Specification

Criteria	Essential	Preferred
ATTAINMENTS AND EXPERIENCE		
Qualified Teacher Status	✓	
Good honours degree		✓
National Professional Qualification for Headteachers (NPQH) or Participating in NPQH training – for those new to headship		✓
Appropriate professional updating	✓	
Appropriate experience of the age range	✓	
Understanding the challenges that exist in areas of multiple deprivation		✓
Ability to share leadership of a large and complex organisation	✓	
SHAPING THE FUTURE		
Knowledge of or commitment and ability to:		
Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every student	✓	
Communicate and model vision and values both within and beyond the school		✓
Set and achieve ambitious, challenging goals and targets	✓	
Use appropriate new technologies		✓
Understand and practise educational inclusion so that all have the opportunity to be the best they can be	✓	
Understand the Rights Respecting Schools agenda		✓
LEADING TEACHING AND LEARNING		
Knowledge of or commitment and ability to:		
Implement strategies for raising achievement and achieving excellence for students, staff and self	✓	
Use appropriate models and principles of effective learning and assessment for learning	✓	
Ensure high standards of behaviour and attendance	✓	
Be strategic in ensuring inclusion, diversity and access	✓	
Shape use of student performance data across the school	✓	
Implement strategies for developing effective teachers to ensure the entitlement of all students to effective teaching and learning	✓	
Ensure choice and flexibility in learning to meet the personalised learning needs of every child	✓	
Establish parity of esteem and provision for integrated vocational and academic learning pathways	✓	
Understand the use of information and communication technology for learning and organisation	✓	
STRENGTHENING COMMUNITY		
Knowledge of or commitment and ability to:		
Utilise the wider curriculum beyond school and the opportunities it provides for students and the	✓	

DEVELOPING SELF AND WORKING WITH OTHERS		
Knowledge of or commitment and ability to:		
Develop positive interpersonal relationships. Promote adult learning and models of continuing professional development (CPD)	✓	
Promote individual and team development and sustain a learning community that impacts on school improvement	✓	
Share leadership and accountability for goals and standards	✓	
Manage change, conflict and empower individuals and teams	✓	
Collaborate and network effectively with others within and beyond the school	✓	
Give and receive effective feedback and act to improve personal performance	✓	
SECURING ACCOUNTABILITY		
Knowledge of or commitment and ability to:		
Use a range of evidence, including performance data and external evaluations to improve aspects of school life, including the robust challenging of poor performance	✓	
Apply principles and practice of quality assurance systems, including school review, self evaluation and performance management.	✓	
Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all students	✓	
Hold other relevant staff members to account for student learning outcomes	✓	
MANAGING THE ORGANISATION		
Knowledge of or commitment and ability to:		
Apply principles and strategies of school improvement	✓	
Plan and manage projects for implementing change	✓	
Apply good practice in performance management	✓	
Harness new and emerging technologies to enhance organisational effectiveness	✓	
Manage equitably staff and resources	✓	
Develop and sustain a safe, secure and healthy school environment by understanding personnel, governance, security and access issues		✓
Think creatively to anticipate and solve problems	✓	
Manage the school efficiently and effectively on a day-to-day basis	✓	
Delegate management tasks and monitor their implementation	✓	
Maintain a high profile and presence throughout the school	✓	
Ensure compliance with Health and Safety legislation	✓	
SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION		
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline	✓	

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the well being of the child is paramount. For students to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our students entrust the care of their children to us and together we are all responsible for their well being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its students by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting your school directly.

How to Apply

Please visit our website: <https://www.theregisschool.co.uk/working-for-us/vacancies>
If you have any queries, please email vicky.ovens@theregisschool.co.uk

