



Waverley Education
Foundation Trust

Recruitment Pack: Waverley School
Assistant Principal: Quality Assurance
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.

*"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"

What did Ofsted Say?



Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

NAME:

SALARY: L13 – L17

JOB TITLE: Assistant Principal – Quality Assurance

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 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.

Roles and responsibilities

- Participate in the development of school policies as appropriate, the School Improvement Plan and Self-Evaluation documents.
- Monitor the implementation of school aims, policies and procedures.
- Take responsibility for aspects of documentation and statistical data as delegated by the Principal.
- Line manage and have oversight of curriculum areas and a designated year group.
- Support the Heads of Department to ensure the teams are effectively led and managed.
- Contribute to the identification and delivery of training needs of staff.
- Advise, assist and support members of the Leadership Team to ensure the smooth running of the school.
- Regular supervisory duties during the school day.
- Monitor student achievement and support teaching and learning.
- Liaise with external agencies as appropriate.

Quality Assurance:

- To design and implement quality assurance systems to monitor standards of teaching and learning across the school.
- To highlight areas for development and formulate action plans from monitoring processes undertaken, for both departments and individual staff.
- To lead on processes to monitor and evaluate the quality of teaching and learning across the school through monitoring tools such as lesson observations, scrutiny of students' work, deep dives, results evaluation, reports and surveys/questionnaires etc.
- To ensure staff mark and assess student work regularly and provide detailed and accurate feedback in line with the school's marking policy.
- To be involved in the school programme of internal and external departmental reviews and to produce actions plans for future development for both departments and individual staff.
- Provide regular reports to SLT/Governors that evaluate the effectiveness of strategies to improve student achievement and provide appropriate action points.
- To monitor, evaluate and hold to account the performance of post holders within the designated team(s).
- To design and implement the whole-school calendar.
- To lead on the appraisal process across the school including the appraisal policy, procedures and processes, including staff training and moderation.

Teaching and Learning

- To develop and implement an effective marking and feedback policy across the school.
- To monitor the effectiveness of the marking and feedback policy and amend accordingly.
- Contribute to the creation and implementation of a clear vision for high quality teaching and learning, drawing upon the latest research.
- Contribute to the improvement of teaching and learning across the school.
- Develop a culture of collaboration and joint practice development.
- Ensure teaching meets the needs of all groups of learners.
- Work closely with Pastoral leaders to support the strategy for the Pastoral Team to develop and improve positive learning behaviours.
- Have a significant contribution to the development and implementation of positive learning behaviours of students.
- Work closely with SLT to support Heads of Department to improve the quality of teaching and learning and raise achievement for students.

MAIN (CORE) DUTIES**Operational/ Strategic Planning**

- To contribute to the strategic improvement planning of the school.
- To be the SLT link for a curriculum area(s).
- To contribute to an ambitious vision for the school teaching and learning strategy to achieve high outcomes.
- To have a significant contribution to the development and implementation of positive learning behaviours of students.

- As part of the School Improvement Plan, formulate aims, objectives and strategic plans to improve the quality of Teaching and Learning in all its aspects and raise achievement.

To ensure that Health and Safety policies and practices, including risk assessments, throughout the Department 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 Development

- To develop and implement a Numeracy and Literacy strategy across the school that is consistently applied across all curriculum areas.
- To ensure relevant training and support is put in place to enable the effective implementation of the strategy.
- To review and evaluate the effectiveness of the strategy and amend accordingly.
- To update SLT/Governors on the effectiveness of the strategy.
- To oversee the implementation of the PSHRE programme to ensure it meets national requirements.
- To monitor the effectiveness of the PSHRE programme and provide feedback to SLT and governors.

Recruitment/ Deployment of Staff

- To work with the Assistant Principal for Teaching and Learning to ensure that staff development needs are identified through Appraisal reviews and targets, and appropriate programmes are designed to meet such needs.
- Participate in the selection and recruitment of staff, as required.
- To be responsible for the efficient and effective deployment of staff.
- To undertake Appraisal Review(s) and to act as Team Leader for a group of staff within the designated department, where applicable.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated team and act as a positive role model.

Management Information:

- To liaise with the Data Manager to ensure all student data is up to date and accurate.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from student data.

Communications:

- To produce the Annual Calendar for the school containing all events that are to take place during the academic year.
- To ensure effective communication/consultation with parents/carers on the progress of students.
- To liaise with partner schools, Higher Education Institutions, ITT Providers, Industry, Examination Boards, Awarding Bodies and other relevant external bodies to develop strategies to improve student progress.
- Attend all calendared meetings and Governors' meetings as required.

Marketing and Liaison:

- To contribute to school liaison and marketing activities e.g. the collection of material for press releases.
- To lead the development of effective links with partner schools, outside agencies and the community.
- To attend open evenings, parents' evenings and other school events as required.
- To actively promote the development of effective subject links with external agencies.

Pastoral System:

- To contribute to monitoring and support of the overall progress and development of students across the school.
- To put in place appropriate action plans to address underachievement of individual students and groups of students.
- To support the identification of students who fail to adhere to behaviour standards set.
- To liaise with Achievement Coordinators and Heads of Department to promote and develop positive behaviour in lessons.
- To be responsible for helping to maintain high standards of student behaviour in the school at all times.
- To engage with parents and carers to support students' achievement and behaviour for learning in line with school policies.

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 the school Health and Safety, Safeguarding, Equality and Staff Code of Conduct policies and procedures.

Line Manager

Assistant Principal – Quality Assurance will be responsible Vice Principal: Curriculum and Standards 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 - QUALITY ASSURANCE

	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 * Qualified to carry out exam access arrangements or prepared to carry out qualification
Experience	<ul style="list-style-type: none"> * Successful and varied teaching experience across key stages 3 and 4 leading to successful outcomes * Experience as a Middle leader * Successful experience of developing effective teaching and learning practices in a secondary school with successful outcomes in external examinations * Understanding of how to use the most effective, up to date research to improve teaching and learning 	<ul style="list-style-type: none"> * Taught at Key Stage 5 * Experience in more than one school * Experience and understanding of inner city/multi-cultural communities * Post 16 teaching ** Experience of managing a budget

	<p>*Evidence of having led, or made a significant contribution to, the achievement of high outcomes for students</p> <p>* Experience of formulating Development Improvement Plans and Self-Evaluation documents to support improvement</p> <p>* Experience of managing, developing, inspiring and motivating staff</p> <p>* Experience of relentlessly pursuing strategies for raising achievement and achieving excellence</p> <p>* Experience of implementing effective student tracking systems to ensure that students of all levels of ability achieve their full potential</p> <p>* Good knowledge of current curriculum development in your subject area</p> <p>** An understanding of how to use data and AfL to inform planning for high quality teaching and learning</p> <p>** Ability to use ICT to effectively engage students in their learning</p>	<p>*Experience of developing an innovative and inclusive curriculum which is personalised to meet the needs of all students</p> <p>**Leadership in aspects of school life involving a high level of contact with parents and the wider community</p> <p>**Experience of observing lessons and providing appropriate feedback</p> <p>*Leadership of an aspect of whole school improvement</p>
Skills/Aptitudes	<p>**The ability to prioritise, assess, 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” (Teacher’s 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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An enhanced DBS check is required for all successful candidates.**

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?