

# Candidate Briefing Pack

## Assistant Principal- Raising Standard Leader



Dear Applicant

This is a new position and has been created to achieve excellence and outstanding pupil outcomes. This is an exciting opportunity for an inspirational and highly effective leader to join us as soon as possible as our Raising Standard Leader. You will be joining a well-led and motivated team, committed to continuous improvement.

We are part of United Learning and you can be confident that you will receive the opportunity, guidance and support to be the best you can be. You will join a school which is forward thinking, and be a part of a strong team as we are striving for excellence. You will work alongside the senior team to ensure an exceptional climate for learning to support pupil outcomes.

**Our ideal candidate will:**

- Have a track record of sustained delivery for outstanding attainment and raising standards
- Have a strong background in core subjects
- Have extensive experience of leading a successful team
- Be able to analytically and expertly use data to monitor and intervene in order to improve pupils progress over time
- Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results

**Our offer:**

- You will be working in an academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

**Benefits of working for United Learning:**

- Westfield Health Cash Plan – claim money back on the cost of dental, optical & physio services plus much more (eligibility after 6 months’ service)
- Free lunch for staff on duty
- Car lease scheme
- Childcare vouchers
- Gym membership
- Westfield Rewards – discounted shopping platform (eligibility after 6 months’ service)
- Employee Assistance Programme, offering mental health and wellbeing support
- Cycle to work scheme
- Free tea and coffee

**How to apply-** See Application pack

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The groups aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently that would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

**Homeira Zakary**  
**Principal**  
**George Eliot Academy**

## About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

**AMBITION** – to achieve the best for ourselves and others.

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause.

**CREATIVITY** – to imagine possibilities and make them real.

**RESPECT** – for ourselves and others in all that we do.

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests.

**DETERMINATION** – to overcome obstacles and achieve success.

## Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

### ‘THE BEST FROM EVERYONE’

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

### **'POWERFUL KNOWLEDGE'**

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

### **'EDUCATION WITH CHARACTER'**

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead. We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

### **'LEADERSHIP IN EVERY ROLE'**

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

### **'CONTINUOUS IMPROVEMENT'**

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

## **Continuing Professional Development**

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and pupils alike.

## **Job Description - Assistant Principal- Raising Standard Leader**

**George Eliot Academy is committed to equal opportunities and to the protection and safety of all pupils and adults. We expect all staff and volunteers to share these commitments.**

<b>Reporting to:</b>	Vice Principal Outcomes
<b>Responsible for:</b>	Academic outcomes and progress
<b>Starting salary:</b>	Highly Competitive and Negotiable – above national rates

### **Purpose**

To be accountable for and provide professional and strategic leadership and day to day management of core responsibilities, under the direction of the relevant member of the Senior Leadership Team. These include:

- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures
- Be responsible for standards of achievement
- To liaise with APs who line manage programmes and Directors to ensure strategies for intervention are put in place to support accelerated progress and record these
- Liaise with AP Learning Teaching & CPD on the Assessment Calendar
- Set challenging targets to monitor progress at all levels
- To assist in identified projects as required
- To take a lead role in the creation of a transformational community within the Academy by developing and leading an exciting curriculum which enables the highest level of pupil progress and attainment

### **Safeguarding**

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

### **Line Management**

- Line manage and review programme leaders in an agreed area of responsibility
- Supervise the line management and review of staff, identified by the Principal, including all those for whom the post-holder is the SLT link

### **Key Responsibilities**

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive**

- To monitor achievement standards and develop and implement intervention strategies where appropriate

- Be responsible for establishing and implementing all Academy targets, to include whole Academy, subjects and pupils
- To hold regular meetings with Program Leaders to track pupil progress and devise interventions as required
- To ensure that all data is used effectively and robustly by all leaders and staff to narrow the gap between different groups of pupils
- To be responsible for data systems that identify progress and under-achievement of individuals and groups
- To attend or lead key LASER meetings where required
- To regularly use assessment data to identify and challenge underachievement
- To challenge underperformance in any cohort
- To develop the way we are reporting to parents/carers
- To oversee all bespoke interventions (including the 'hub') and track the progress made by pupils during and after any such intervention
- Liaise with VP Behaviour to ensure pupils undertaking alternative/off site provision have the opportunity to achieve their maximum potential grade
- Ensure all pupils know their targets and accurately chart their progress at every data point
- Monitor the use of data for pupil tracking and intervention processes
- To be accountable for pupil progress and attainment
- Responsible for all internal and external data returns (E.g. data returns to United Learning)
- To ensure assessment is fit for purpose, marked appropriately and moderated so that data is accurate and useful
- To maintain a presence around the Academy to ensure that the highest standards of behaviour are upheld
- To make a positive contribution to Academy Leadership Team meetings
- To communicate and liaise with staff, pupils, parents, governors and members of the local community as appropriate
- To be active in issues of staff and pupil welfare and support
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff

### **Strategic Leadership and Management**

- In consultation with staff and governors maintain the ethos, vision and aims of the Academy including the drafting of relevant policies
- Securing the achievement of Key Performance Targets identified in the Academy Strategic Plan
- Planning and delivering Academy policy in key areas
- To produce an annual Development Plan and monitor and evaluate its delivery and impact
- To plan the deployment and development of staff expertise to achieve subject Development Plan objectives

### **Curriculum and Assessment**

- To oversee and evaluate the use of regular, relevant and diagnostic assessments for pupils ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
- To ensure that all pupil data is understood, interpreted and utilised by all staff to modify planning and personalise support
- To ensure that statutory requirements are met
- To ensure that all staff are marking, assessing and providing feedback in line with best practice and Academy policy at all times

### **Monitoring and Evaluation**

- To monitor the effectiveness of assessment and use of data within the subject area, through regular lesson observations, learning walks, work scrutinies and other methods
- To regularly and forensically review the attainment and progress of all pupils, groups and subgroups and plan, implement and oversee support and interventions
- To produce reports as required on pupil attainment and progress
- To liaise with all appropriate personnel regarding support for pupil progress, including parents/carers
- To ensure that all Academy policies are implemented consistently by subject staff

### **Staff Development**

- To lead on the support, development and training of staff regarding area of responsibility
- To be responsible for the deployment of staff and the day to day management of area of responsibility, acting as a positive role model
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings centred on raising achievement
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff

### **Resources**

- To effectively manage and deploy teaching and operational staff in areas of responsibility
- To effectively manage budgets in order to progress agreed team and Academy priorities, maximise attainment and ensure value for money
- To effectively manage physical resources
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

### **General**

All academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Fully subscribe to the Academy Values of Respect, Determination and Ambition regarding themselves, the Academy and our young people
- Support and contribute to the academy's responsibility for safeguarding pupils

- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff

This job description will be reviewed periodically as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Every member of staff George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for successful applicants.**

## How to Apply

The deadline for receipt of applications is **8am on Monday 23 June 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post. Interviews are scheduled to take place as soon as possible after the closing date.

### Further information

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on [nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk) or by phone on 07818 875514/ 01223 907979.

### Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** As soon as possible
- **Starting salary:** Highly Competitive and Negotiable – above national rates

**Benefits of working for United Learning:**

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support.**

<b>More pay...</b>	<b>more time...</b>	<b>and more support</b>
<ul style="list-style-type: none"> <li>• We pay an average of 5% above national scales – the best rates of pay in the sector</li> <li>• Cash towards medical treatment</li> <li>• Generous staff discount scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Three extra INSET days for planning</li> <li>• At least one personal day a year</li> </ul>	<ul style="list-style-type: none"> <li>• Great training for your career</li> <li>• Exceptional curriculum resources</li> <li>• Expert subject advice</li> <li>• Support for your wellbeing</li> </ul>