



P R O U D L Y P A R T O F



## **Applicant Information**

Assistant Principal - Science  
Thorns Collegiate Academy

## Letter from the CEO

### Dear Applicant

Thank you for the interest you have shown in considering applying to join our Trust.

**We are seeking an inspirational leader of Science who as an Assistant Principal will take on a key leadership role in the school and in Science across the Trust.**

Thorns Collegiate Academy is part of the Shireland Collegiate Academy Trust, a multi-academy Trust formed in September 2007 with a shared aim of providing the very best for all of our children, families and staff. Our Trust is built around our shared vision – to be a first class, inclusive, collaborative and forward-thinking family of local academies.

Our values of Innovate, Inspire and Collaborate are an expression of how we expect all of our staff to behave to achieve our mission. We believe that every person who passes through our doors deserves the very best that we can offer. We understand that each Academy is unique, but our emphasis and expectations will remain the same. Nothing less than Outstanding is acceptable.

We pride ourselves on being an employer of choice where all staff can thrive. We believe that supporting our staff both personally and professionally allows them to give their very best to our children.

Being part of Shireland Colligate Academy Trust will provide you with opportunities to challenge and develop your skills and work with experienced and skilled colleagues across the Trust. Whilst being part of a working culture that recognises and reflects the importance of good mental health and wellbeing and provides effective support when colleagues need it.

I look forward to reading your application.

Sir Mark Grundy  
CEO Shireland Collegiate Academy Trust

## **THORNS COLLEGIATE ACADEMY**

Thorns Collegiate Academy is based in Dudley in the West Midlands and is home to 900 students aged 11 – 16.

- We believe that all students should come to a school where they feel happy, safe, valued and where they can fulfil their potential.
- All of our students will be ambitious for themselves and will develop an awareness of their own physical and mental health and well-being.
- Our students will want to be involved in all aspects of academy life and have a sense of pride within our extended school community.
- All students should have a belief that they can and will improve their skills, knowledge, abilities and opportunities through dedication, commitment, and hard work.
- Our staff will equip our students with the knowledge and cultural capital in order to succeed in their future endeavours.
- All students will be thoroughly prepared for life after school so that they become lifelong learners and can achieve economic wellbeing for themselves and their families.

### **The MAT**

The Shireland Collegiate Academy Trust aims:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects which reduces workload and improves performance.
- A MAT with a Governance and Compliance structure which is appropriate for growth.
- A MAT that builds partnership working to achieve outstanding educational outcomes.

Founded by the three times Outstanding Shireland Collegiate Academy in April 2007, there are currently 4 Secondaries and 5 Primaries in the family with others set to join in the near future. All of them are situated within the West Midlands area.

## **ADVERT**

**POST: Assistant Principal - Science**

**LOCATION: Thorns Collegiate Academy, secondary schools across the Trust.**

**SALARY: Leadership L12 – L16 £55,337 - £61,165**

**REQUIRED FOR: September 2022**

Shireland Collegiate Academy Trust is an established Multi-Academy Trust of primary and secondary academies across the West Midlands.

Our reputation is built on our core values of innovation, collaboration and inspiring individuals within our care.

We want every single person that comes through the doors of one of our academies to leave having grown as an individual, in terms of their skill set and their respect for others.

We believe that every person who passes through our doors deserves the very best that we can offer. Everyone who works with and for the Shireland Collegiate Academy Trust does so because they believe in children and want their futures to be happy and successful.

**We are seeking an inspirational leader of Science who as an Assistant Principal will take on a key leadership role in the school and in Science across the Trust.**

We can offer:

- Opportunities across our MAT to enhance skills and experience at both primary and secondary level
- Excellent career development opportunities
- Exceptional CPD provision including working with national and international experts in their field
- a supportive working environment and team ethos
- friendly, enthusiastic children.

### **Key Responsibilities:**

We are looking for a passionate and creative leader of Science who lead the subject across the school and support across the Trust.

### **Candidates should be able to demonstrate:**

The successful candidate will:

- Have a proven track record in the leadership of Science
- Be an exceptional classroom practitioner with high expectations of both learning and behaviour
- Able to inspire, motivate and enthuse staff and pupils
- Committed to raising standards for all and share the same drive to constantly learn and improve
- Show experience of leading initiatives and show evidence of impact.
- Have a clear exciting vision for Science

We pride ourselves on being an employer of choice where all staff can thrive. We believe that supporting our staff both personally and professionally allows them to give their very best to our students. Our aim is to foster a working culture that recognises and reflects the importance of good mental health and wellbeing and provides effective support when colleagues need it.

***Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for post carrying out a regulated activity.***

## **Applications**

Thank you for your interest in the post.

To apply go to: [Careers - Shireland Collegiate Academy Trust \(shirelandcat.net\)](https://www.shirelandcat.net/careers)

Closing date for applications is **Wednesday 18<sup>th</sup> May 2022**

Interviews: **week beginning Monday 23<sup>rd</sup> May 2022**

**Please note that we reserve the right to close this advert before the closing date stated above.**

## Job Description

**Job Title**                      **Assistant Principal Science**

**Grade**                         **Leadership L12 – L16**

**Responsible to**            **Principal and Secondary Director**

<p><b>Main Purpose</b></p>	<ul style="list-style-type: none"> <li>• To work with the Principal and Senior Leadership Team to develop an outstanding Academy and achieve the highest possible standards.</li> <li>• Promote the mission and values of the Academy and Trust.</li> <li>• To be accountable for the learning and achievement of all students following Science programmes within the Academy.</li> <li>• To provide high quality leadership and management for Science education within the Academy</li> <li>• To develop effective partnership working with other staff to secure high levels of student progress.</li> <li>• To take a Trust wide role supporting Science across Shireland Collegiate Academy Trust to support strategic development, share good practice and plan collaborative activities.</li> <li>• Help to strategically lead decision-making and contribute to consultation procedures.</li> <li>• Contribute to the evaluation of the academy's performance and identify next steps.</li> <li>• Participate in, and lead, coaching, work in effective partnership with other leaders in the Trust.</li> <li>• <b>Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.</b></li> </ul>
<p><b>Curriculum Management</b></p>	<ul style="list-style-type: none"> <li>• Help to create strategies to ensure the highest standards of curriculum development and challenge within the curriculum, including the development of appropriate assessment.</li> <li>• Ensuring the quality of schemes of work and assessment</li> <li>• Have overall responsibility for KS3 and KS4 Science results</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee delivery of courses</li> <li>• Take responsibility for courses offered</li> <li>• Organise resources for external exams</li> <li>• Shape the curriculum and exam type to best suit the needs of groups of students</li> <li>• To ensure the integration of Science into our Literacy for Life curriculum</li> <li>• To create the scheme of work and provide CPD to the Literacy for Life team.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and delivers exceptional outcomes.</li> <li>• Implement and model strategies that secure high standards of teaching and learning.</li> <li>• Be a highly visible, consistent and supportive presence in and around the Academy; serve the staff and students.</li> <li>• Work inclusively with the curriculum team to create and implement an improvement plan in line with Academy objectives</li> <li>• Monitor and evaluate the quality of provision within the curriculum area.</li> <li>• Ensure linkages with other departments and institutions are fully explored particularly in areas in which the Academy specialises.</li> <li>• Set challenging curriculum team targets using all relevant data</li> <li>• Have overall responsibility for curriculum wide CPD</li> <li>• Provide guidance, vision, and support to staff responsible for Key Stages 3 and 4.</li> <li>• Build an effective team with particular focus on the development of staff.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Liaise with exams secretary and external verifiers</li> <li>• Liaise with outside agencies</li> <li>• Manage staff within the team</li> <li>• Manage financial resources in line with best value principles and with the support of Finance staff</li> <li>• Represent the curriculum team at management meetings</li> <li>• Chair weekly department meetings</li> <li>• Appraisal of the department</li> </ul>

	<ul style="list-style-type: none"> <li>• Quality assurance of teaching, learning, planning and assessment</li> <li>• Create and implement intervention strategies to include catch-up programme for students</li> <li>• Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clarity.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Manage timetabling and rooming in the curriculum area</li> <li>• Oversee orders through curriculum support</li> <li>• Manage and update group lists</li> <li>• Ensure that there is a vibrant and inclusive learning environment in the department's teaching spaces.</li> <li>• Ensure cover work is set for absent staff.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ensure that whole Academy procedures in Assessment for Learning, SEN, EAL, literacy, numeracy and ICT are reflected in improvement plans and lesson planning</li> <li>• To ensure that the department contributes in all ways to developing the ethos of the Academy.</li> </ul>

## Special Conditions of Employment

### Rehabilitation of Offenders Act

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.
- Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.



### **Equality and Diversity**

- Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

- The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

- The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

- This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.

**Safer Recruitment –. Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for post carrying out a regulated activity.**

## Person Specification

### Assistant Principal Science

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Degree</p> <p>Evidence of continuing professional development including preparation for a senior management role.</p>	<p>Relevant CPD</p> <p>Post-graduate <b>study</b></p>
<b>Experience</b>	<p>Substantial and successful teaching experience in a secondary school.</p> <p>Experience of analysing data and implementing successful interventions to improve outcomes.</p> <p>Experience of driving sustained improvement.</p> <p>Experience of leading and managing a team.</p> <p>Experience of high-quality curriculum development.</p>	<p>Working in a high performing school.</p> <p>Whole school leadership experience.</p>
<b>Training</b>	<p>Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities.</p>	
<b>Knowledge and Skills</b>	<p>High expectations which motivate and challenge students and staff</p> <p>Excellent subject, curriculum and assessment knowledge</p> <p>Accurate analysis, interpretation and understanding of data</p> <p>Behaviour management to ensure a disciplined and joyful culture</p> <p>Commitment to safeguarding</p> <p>Leadership in large group settings</p>	

	<p>Communicate with clarity</p> <p>Ability to lead by example</p> <p>Hold others to account</p> <p>Support colleagues to bring out the best in them</p> <p>Ability to prioritise and manage workload efficiently</p> <p>Good judgement</p> <p>Build effective relationships with families</p>	
<b>Qualities</b>	<p>Strong moral purpose and drive for improvement.</p> <p>Mission-aligned.</p> <p>Humble and kind.</p> <p>Motivated, enthusiastic and flexible.</p> <p>Excellent interpersonal skills; presence.</p> <p>Good sense of humour.</p> <p>Desire to develop yourself.</p> <p>Ability to give, receive and act on feedback.</p> <p>Strong attention to detail and clarity</p> <p>Ability to work under pressure</p> <p>Commitment to the full life of the academy</p>	
<b>Legal Requirements</b>	<p>Enhanced Disclosure &amp; Barring Check confirming the appointee is not on the Children's Barred list.</p> <p>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.</p>	

## Behavioural Competencies

<b>WORKING WITH OTHERS - BUILDING AND MANAGING RELATIONSHIPS</b>  Developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals	<ul style="list-style-type: none"><li>• Actively engages internal and external partners and encourages others to build relationships that support school/Trust objectives.</li><li>• Understands and recognises the contributions that staff at all levels make to delivering priorities.</li><li>• Proactively manages partner relationships, preventing or resolving any conflict.</li><li>• Adapts style to work effectively with partners, building consensus, trust and respect.</li><li>• Delivers objectives by bringing together diverse stakeholders to work effectively in partnership.</li></ul>
<b>LEADERSHIP – STRATEGIC THINKING</b>  Using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.	<ul style="list-style-type: none"><li>• Translates school/Trust vision and strategy into practical and tangible plans for own team or delivery partners.</li><li>• Consistently takes account of the wider implications of team's actions for the school/Trust.</li><li>• Encourages self and others to think about organisation's long-term potential.</li><li>• Informs strategy development by identifying gaps in current delivery or evidence.</li><li>• Takes account of a wide range of partner needs to inform team's work.</li></ul>
<b>LEADERSHIP – MANAGING AND DEVELOPING PERFORMANCE</b>	<ul style="list-style-type: none"><li>• Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect.</li><li>• Sets clear direction and expectations and enables others to interpret competing priorities.</li><li>• Agrees and monitors challenging, achievable performance objectives in line with school/Trust priorities.</li><li>• Manages performance issues effectively to avoid adverse impact on team morale and performance.</li><li>• Promotes a positive team culture that respects diversity and deals with barriers to inclusion.</li></ul>

<p><b>LEADERSHIP – DECISION MAKING</b></p> <p>Forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results</p>	<ul style="list-style-type: none"> <li>• Makes sound decisions quickly on behalf of the school/Trust when a situation requires intervention.</li> <li>• Takes responsibility for team decisions, providing rationale when those decisions are questioned.</li> <li>• Involves senior stakeholders early in decisions that impact them.</li> <li>• Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action.</li> <li>• Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience.</li> </ul>
<p><b>DELIVERING RESULTS – PLANNING AND ORGANISING</b></p> <p>Thinking ahead, managing time, priorities, and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.</p>	<ul style="list-style-type: none"> <li>• Monitors allocation of resources, anticipating changing requirements that may impact work delivery.</li> <li>• Ensures evaluation processes are in place to measure project benefits.</li> <li>• Gains buy-in and commitment to project delivery from diverse stakeholders.</li> <li>• Implements quality measures to ensure output is of a high standard.</li> <li>• Translates school/Trust vision into action plans and deliverables.</li> </ul>
<p><b>ORGANISATIONAL CONTEXT –RESPONDING TO PRESSURE AND CHANGE</b></p> <p>Being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift</p>	<ul style="list-style-type: none"> <li>• Clarifies direction and adapts to changing priorities and uncertain times.</li> <li>• Minimises the pressure of change, lessening the impact for the team.</li> <li>• Uses change as an opportunity to improve ways of working, encouraging others' buy-in.</li> <li>• Keeps staff motivated and engaged during times of change, promoting the benefits.</li> <li>• Takes ownership for communicating change initiatives clearly, ensuring smooth implementation.</li> </ul>

**Shireland Collegiate Academy Trust is committed to Safeguarding & promoting the welfare of children & young people and expects all staff to share this commitment.**

## **Timeline**

Closing date for applications: Wednesday 18 May 2022

Following the shortlisting process, successful candidates will be invited for interview.

Unsuccessful (shortlisted) candidates will get the opportunity to obtain verbal feedback once the process is completed.

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.

Applications must be made via our Careers Site:

[Careers - Shireland Collegiate Academy Trust \(shirelandcat.net\)](https://shirelandcat.net)

For an informal conversation or to arrange a visit to the school please contact our Human Resources Director, Melanie Adams:

0121 565 8811

[Melanie.adams@collegiateacademy.org.uk](mailto:Melanie.adams@collegiateacademy.org.uk)