



***Assistant Principal – Teaching and Learning
Required September 2021***

Dear Sir / Madam,

Thank you for your interest in our Assistant Principal job vacancy. I do hope that the information within this pack provides you with the information required for your application.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an “Outstanding” school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the “Real Schools Guide”

This is an exciting time for The Market Bosworth School, as we build on our now established GCSE achievements. In the last 4 years our attainment and progress results place us within the top 5% of all secondary schools nationally.

This post is crucial for The Market Bosworth School. As a smaller than average secondary school, the successful candidate will be integral to our continued success and development. As part of a strong and experienced Senior Leadership Team, they will have responsibility and influence at all levels and have significant impact on the lives of our students and staff.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire, and Staffordshire.

We encourage visitors to the school. Please feel free to contact Katie Reynolds on 01455 290251 for an informal tour, or more information should you wish.

The closing date for applications is Thursday 20th May (9am). Interviews will take place on Tuesday 25th and Wednesday 26th May. Applications are preferred via email where possible. Please include a covering letter detailing your suitability and experience for the post, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal

Thank you for your application; I do appreciate the time and effort taken.

Assistant Principals: Sarah Wallace, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



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Job advert:

Assistant Principal – Teaching and Learning

Salary: Leadership Scale L11 – L15

The Market Bosworth School is seeking to appoint an inspirational Leader to join our experienced Senior Leadership Team. The successful candidate will play a vital role in the success of the school and will be integral to our future development.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. In the last two years of published results, the school achieved the highest GCSE attainment in Leicestershire, alongside progress 8 scores of 0.80 and 0.65

We have been rated as an “Outstanding” school by Ofsted 3 times in 2009, 2012 and most recently in 2018, where inspectors commented “*A sense of care and nurture permeates the school*”.

For further details please visit www.tmbs.leics.sch.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

Closing date: Thursday 20th May (9am).

Interviews to take place: Tuesday 25th and Wednesday 26th May

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

“Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils’ behaviour around school is exemplary.” - Ofsted 2018

Assistant Principals: Sarah Wallace, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School"*

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from a 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (59) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2019, we welcomed students from 29 different Primary Schools, with just 7 being our official "catchment" feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.



"Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, 'We just enjoy feeding off our teacher's energy.' - Ofsted 2018

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The Market Bosworth School

An Outstanding Leicestershire Academy

Principal: Stuart Wilson

Vice Principal: David Beckitt

Our Mission

"Educating with care to encourage success for all."

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and the SEF where necessary.

We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, STEM Visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

"The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations." Ofsted 2018

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Station Road Market Bosworth Warwickshire CV13 0JT

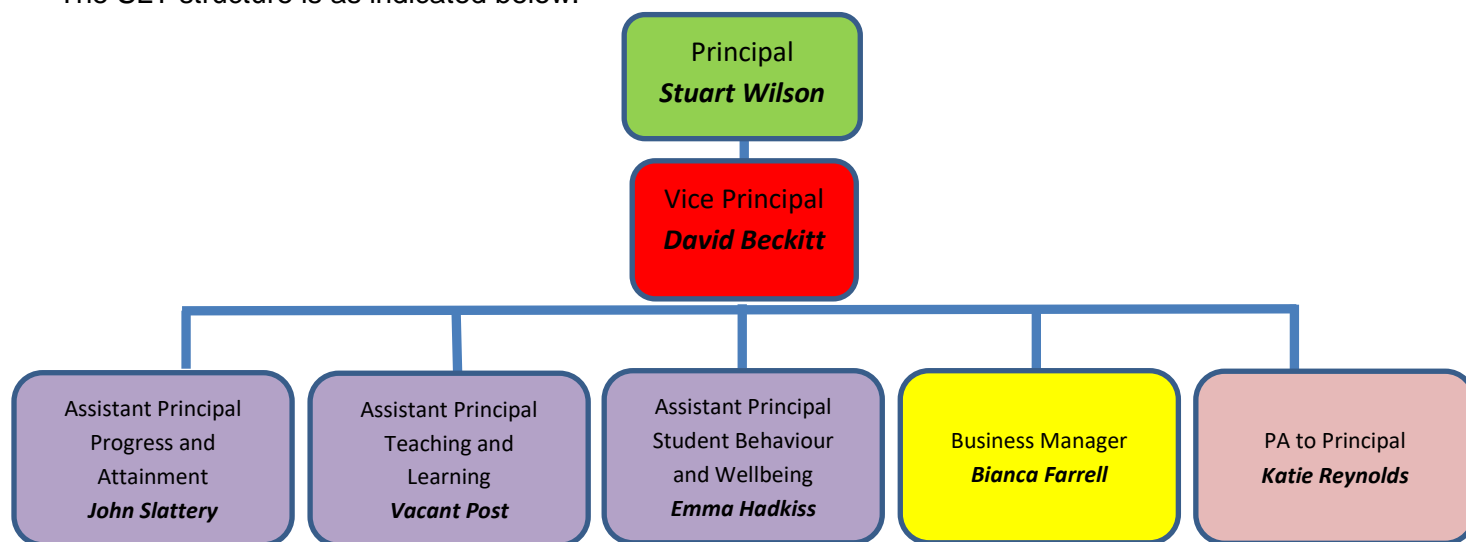
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Background to Post

The Assistant Principals are an essential element within the Senior Leadership Team at The Market Bosworth School. They have a huge impact on the day to day running of the school and are integral to its success. Each Assistant Principal has a central whole school focus, alongside a number of wider responsibilities. They are each responsible for the line management of 2 or 3 academic departments. This vacancy arises as a result of a promotion for the current postholder.

The SLT structure is as indicated below:



As can be seen from the above structure, the successful candidate for this vacancy will have an overall responsibility for Teaching and Learning across the school.

As an experienced and stable senior team, we aim to evolve and work creatively to best meet the needs of the whole school and most importantly the students. All members of the SLT are committed to the notion of team working and accountability. Given this, the exact responsibilities and department line management will be agreed when considering the skillset of the successful candidate, alongside the current leadership team.

It is vital that prospective candidates are able to work within our flexible approach and be willing to develop professionally and undertake new responsibilities where required. All three Assistant Principal Posts are seen to have significant whole school, day to day responsibilities and are possibly very different to what may be found in a larger 11-18 School.

The school has a clear focus on the Student experience; the role of SLT is to achieve the balance between:



Assistant Principals: Sarah Wallace, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



The Market Bosworth School Senior Leadership Team Values

Within our school the SLT:

- **Model** - Model best practice and lead by example in everything we do. Work within the agreed structures we have in place, expecting others to do the same.
- **Care** - Be seen as caring, professional and approachable.
- **Positive** - Always remain positive and motivated, even if we are feeling low. We are a fantastic school and staff and students need to know we are proud of them.
- **Excellence** - Be supportive and compassionate towards staff, students, parents, carers and stakeholders, but have the same high expectations of them as we have of ourselves.
- **Fair** - Show that we treat all staff fairly and consistently, regardless of our personal relationships or background.
- **Listen** - Listen to all stakeholders, empathising with their point of view even if we don't agree with it.
- **Responsibility** - Take responsibility for our actions, showing that we can learn from our mistakes and move forward positively as a whole school.

Within our SLT we:

- **Team** - Be a strong team, who have the best interests of students at the heart of our decisions.
- **Dedicated** - Work hard to ensure we are an effective and happy team, avoiding conflict wherever possible.
- **Professional** - Treat everything that is discussed by the SLT in the strictest of confidence.
- **Trust** - Be supportive of our SLT colleagues, never criticising behind their backs and respecting the fact that we all have different and individual job roles.
- **Honesty** - Be honest and open during meetings.
- **Support** - Listen carefully to the views of other SLT members before making our own judgements or comments. Always support the collective or final decision, even if wasn't our individual preference.

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Personal Specification: Assistant Principal – Teaching and Learning

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Substantial experience of teaching in mainstream education.</p> <p>Outstanding teacher with recent secondary school experience.</p> <p>Significant successful experience of middle leadership / management.</p> <p>Experience of successful CPD planning and delivery.</p> <p>Experience of raising standards and performance.</p>	<p>Experience of aspects of senior leadership & responsibility.</p> <p>Experience of leading teaching development at a whole school level.</p> <p>Experience of more than one curriculum area.</p> <p>Whole school event management experience.</p> <p>Successful experience of working with governors and appreciation of their role.</p>
QUALIFICATIONS	<p>Qualified Teacher Status.</p> <p>Willingness to undertake NPQH or NPQSL.</p>	<p>Completed / Working towards NPQH or NPQSL.</p> <p>Higher level degree.</p> <p>Other qualification or study relevant to the secondary phase.</p>
LEADING AND MANAGING STAFF	<p>High expectations when managing, developing, inspiring, challenging and motivating staff.</p> <p>Experience of performance management and supporting the CPD of colleagues.</p> <p>Ability to delegate work and support colleagues in undertaking responsibilities.</p> <p>The confidence and ability to inspire and motivate staff, children, parents and governors to achieve the aims of the school.</p>	<p>Evidence of applying safe recruitment practices and developing a safe culture within teams.</p> <p>Ability to successfully induct and develop staff new to their role.</p> <p>Successful experience of supporting the development of teaching staff at all career stages.</p>
TRAINING	<p>Evidence of training in aspects of leadership and management.</p> <p>Has undertaken sustained professional development in relation to teaching, learning and student wellbeing.</p>	<p>Evidence of further training/INSET in:</p> <p>Teaching and Learning.</p> <p>Safeguarding.</p> <p>Pastoral Development.</p>

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KNOWLEDGE AND SKILLS	<p>Up to date knowledge of what research and inspection findings tell us about effective leadership / teaching and learning.</p> <p>Able to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Knowledge of the curriculum at Key Stages 3, 4.</p> <p>Evidence of raising the achievements of students across the ability range.</p> <p>Ability to analyse and interpret data and act accordingly.</p>	<p>Strong understanding of child centred DFE policies.</p> <p>Knowledge of Performance Management best practice.</p> <p>Knowledge of the various leadership styles and practices and their effects in different contexts within schools.</p> <p>Knowledge and understanding of the implications of recent legislation, development and initiatives in secondary education.</p> <p>Strong understanding of OFSTED requirements and self evaluation.</p>
PERSONAL CIRCUMSTANCES	<p>Able to attend meetings etc. beyond the normal school day.</p> <p>No contra-indicators in personal or criminal record to indicate unsuitability for the post.</p>	<p>A willingness to participate in extra curricular activities eg educational trips/visits.</p>
DISPOSITION AND ATTITUDE	<p>An unequivocal positive role model to staff and students. Strong sense of duty and loyalty.</p> <p>Commitment to academic and personal excellence.</p> <p>Perseverance and resilience in the face of challenge. Ability to remain calm, positive and enthusiastic when working under pressure.</p> <p>A commitment to do everything possible for each student and to enable all students to be successful. Willingness to challenge inefficiency, ineffectiveness or complacency.</p> <p>Relentless energy for setting and meeting challenging targets. A healthy competitive attitude that shows a real desire for excellence</p>	
PRACTICAL AND INTELLECTUAL SKILLS	<p>Ability to recognise key whole school issues and to act upon them.</p> <p>Ability to organise work, prioritise tasks, make decisions and manage time effectively.</p> <p>Ability to communicate clearly and effectively with colleagues, students and parents.</p>	<p>High level IT and presentational skills.</p>

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Job Description Part 1: Assistant Principal

JOB TITLE: Assistant Principal – Teaching and Learning

LINE MANAGER: Stuart Wilson - Principal

Main Job Purpose: In collaboration with colleagues on the Senior and Middle Leadership teams as well as the Governing Body, strategically lead on the development and implementation of outstanding Teaching and Learning across the school.

MAIN RESPONSIBILITIES:

- ✓ To take responsibility for the implementation of and compliance with policies and procedures relating to the role.
- ✓ To teach the equivalent of between one and two days each week (curriculum subject to be negotiated).
- ✓ To maintain absolute confidentiality and professionalism at all times.
- ✓ Uphold the school SLT values.
- ✓ To be aware of and comply with all school policies and procedures.
- ✓ Deputise for the Principal / Vice Principal in their absence if required.
- ✓ Work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school.

SLT RESPONSIBILITIES:

- ✓ Lead by example and be committed to high expectations.
- ✓ Assist in the day-to-day running of the school.
- ✓ Maintain a high profile around school.
- ✓ Uphold and embed a culture that enables students and staff to excel.
- ✓ Help to improve the outcomes and progress of all students, including those who are disadvantaged.
- ✓ Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work. Promote inclusion, equality of opportunity and diversity.
- ✓ Contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs.
- ✓ Contribute and taken an active part in SLT meetings and other key meetings as appropriate.
- ✓ Participate in and support in the organisation and management of whole school events.
- ✓ Support with the development of the school's improvement plan and help devise strategies for development.

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TEACHING AND LEARNING RESPONSIBILITIES:

- ✓ Oversee teacher development and improvement to ensure highly effective teaching and learning across the school.
- ✓ Help to create a climate in which teachers are motivated and are encouraged to develop their practice.
- ✓ Ensure the accurate monitoring of teaching and learning standards within the school.
- ✓ Maintain up-to-date records of teacher standards, CPD undertaken by staff and the impact of training and support programmes on teacher and student performance.
- ✓ Oversee and support with the training and development needs and requirements of all staff.
- ✓ Promote career development and opportunities for career progression.
- ✓ Ensure that teachers and other staff have high expectations of what students can achieve.
- ✓ Ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements.
- ✓ Ensure that assessment information is used to plan appropriate teaching and learning strategies that enable all students to make good progress and achieve well.
- ✓ Ensure that teachers set challenging homework that consolidates learning.
- ✓ Embed the school's marking / feedback policy to ensure that all teachers provide students with incisive feedback that shows them how to improve their work.
- ✓ Ensure Heads of Department/ Heads of Year track the quality of teaching and learning within their subject areas/year groups.
- ✓ Intervene immediately through training, coaching and external support programmes to arrest underachievement due to weak teaching.
- ✓ Oversee the development of schemes of work and curriculum maps to ensure that they meet expectations and facilitate progress for all.
- ✓ Support with the development of training programmes for unqualified and newly qualified teaching staff.
- ✓ Ensure that parents and other stakeholders have a clear understanding of the skills and knowledge that students need in order to excel.
- ✓ Oversee and organise systematic observations, departmental and key stage reviews, learning walks, work scrutinies, relevant student and staff voice questionnaires.
- ✓ Take a lead role in the delivery of bespoke CPD including in-school INSET and external training.
- ✓ Oversee the development of literacy and numeracy programmes within the school.
- ✓ Lead on the training of staff who are new to the school.
- ✓ Lead on the QTS, NQT and PGCE programmes within the school.
- ✓ Work with other partner / link schools to share good practice and develop provision within the school.
- ✓ Participate in the recruitment and development of teaching and non-teaching staff of the school.
- ✓ Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- ✓ Provide up-to-date reports on teaching and learning for SLT, governor and other committee meetings.
- ✓ Assume any other reasonable duties as needed and as directed by the Principal.

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Job Description Part 2: Subject teacher – (all teaching staff)

CORE PURPOSE: Planning, teaching and class management
Monitoring assessments, recording and reporting
Perform role of form tutor (Where required)

MAIN RESPONSIBILITIES:

Professional Standards:

Uphold the following standards / guidance (or successive documents):

- Teachers' Standards 2013
- Keeping Children Safe in Education 2019
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education 2019

Planning, Teaching and Class management

To teach allocated students by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed in clear written lesson plans.
- Setting tasks which challenge students and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying key student groups such as SEND, FSM or gifted and talented students.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of national curriculum programmes of study and KS4 courses.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervention to ensure sound learning and discipline.
- Setting and assessing appropriate and challenging homework.
- Matching approach to content, structuring information, presenting a set of key ideas and using appropriate vocabulary.
- Using effective questioning, listening carefully to students, giving attention to errors and misconceptions.
- Selecting appropriate learning resources and developing study skills through the library, ICT facilities and other resources.
- Implementing the school's Rewards and Sanctions Policy.
- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Mentoring students.
- Critically evaluating their own teaching to improve effectiveness by building on good practice.

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Monitoring, Assessment, Recording, Reporting – To:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor students' work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the levels at which the student is achieving.
- Prepare and present informative verbal and written reports to parents according to school reporting procedures.

As a Form Tutor (If required) To:

- Carry out registration duties using SIMS and other school procedures.
- Ensure the school ethos and rules are supported on a day-to-day basis.
- Check and sign student diaries.
- Establish and maintain regular contact with home.
- Liaise with other staff about behaviour issues (Heads of Year, Behaviour Team, all staff via briefing etc).
- Support the whole school policy of rewards and sanctions.
- Discipline students at form tutor level, using the further support structures where necessary.
- Plan and deliver tutorial work during tutor time, where directed.
- Deal with attendance and punctuality issues on a day to day basis, referring to the further support structures where needed.
- Mentor and assist students in reviewing achievement and recognising ways to improve, preparing for yearly 1 to 1 meeting with students.
- Monitor student progress as part of a wider staff team.
- Check students' uniform and discipline or refer where appropriate.
- Communicate key school messages to students and parents.

Other professional requirements – To:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school, promoting their use at all times.
- Establish effective working relationships with all school stakeholders and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Liaise effectively with support staff and governors.
- Take on any additional responsibilities which might from time to time be determined.

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- Contribute to the ethos of the school as a caring, supportive institution where an Outstanding education for all is the goal.
- Be aware of Health and Safety issues linked to their teaching area, including fire exit procedures.
- Liaise with HoD / Head of Year or other line manager if applicable to undertake reasonable duties/tasks allocated.

Dignity at work:

- To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.

This position is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the National Teacher Standards 2013 and other current legislation.

Further to the detail in this job description, the post holder will undertake any further duties / tasks as directed by the Principal to ensure the school carries out its responsibility to all students.

In addition to all these specific responsibilities the post-holder may also hold additional responsibility within the TLR / Management structure of the school. Where this is the case a supplemental job description for those further / additional responsibilities will be used with the post holder where appropriate.

This Job Description may be amended at any time following discussion / review with the Principal.

SIGNED Principal

SIGNED..... Post holder

DATE.....

Assistant Principals: Sarah Wallace, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



Application details and Interview dates:

Closing date: Thursday 20th May (9am).

Interviews to take place: Tuesday 25th and Wednesday 26th May.

Please complete an application form and send this, ***together with a covering letter not exceeding two pages*** to:

**Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire.
CV13 0JT**

Applications are preferred via email to office@tmbs.leics.sch.uk
If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

Thank you for your interest in our school

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