



INFORMATION FOR CANDIDATES
Grace Academy Darlaston
**Assistant Principal: Teaching
& Learning**
Scale L12-L16

Deadline for Applications: 20th October 2025

"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon our five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages, and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust


EMPLOY
OVER
1,700
STAFF


EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Assistant Principal: Teaching & Learning - Grace Academy Darlaston

Job Description

REPORTING TO:

Principal/Vice Principal/ Associate Vice Principal

MAIN PURPOSE

To assist the Principal/ Vice Principal in the leadership and management of the school and in aspects of school improvement. To undertake teaching duties, as required, in accordance with the Academy's curriculum. To participate in decision making by demonstrating initiative, with the introduction of positive ideas and influence within the leadership team and other staff teams. To be a strong leadership presence during the school day and be available to support staff, students and parents in the day to day running of the school. To ensure all responsibilities, tasks and activities consider the inclusion of all vulnerable groups within the Academy community.

Main Duties

- To attend leadership team briefings and meetings as agreed
- To attend whole staff and other meetings and lead them where appropriate as per the school calendar
- To take an active role in staff professional development
- To prepare and present reports as required e.g. for Governors
- To take an active role in providing information for publicity
- To attend meetings during evening hours, at weekends or in school holidays as required

Key Organisational participation

- Enactment of health and safety requirements and initiatives as directed
- Ensuring compliance with data protection legislation
- At all times operating within the schools equality scheme
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging customer care and quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students

Specific Roles and Responsibilities

- These will be negotiated with the successful candidate on an annual basis

Line Management

- Heads of Faculty/Departments

Relevant support staff in line with specific responsibilities

Qualifications and Key Skills

- GCSEs 4/C in English and Maths
- Degree or equivalent
- PGCE or equivalent
- QTS



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Person Specification

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
Grade C or above in GCSE English and Mathematics (or equivalent)	✓	
KNOWLEDGE & EXPERIENCE		
Experience in successfully driving progress and attainment	✓	
Experience in line management		✓
ICT Skills across Microsoft, Google and wider systems	✓	
Experience in parental engagement		✓
Knowledge of safeguarding in schools	✓	
Experience in improving attendance		✓



How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

**THE CLOSING DATE
FOR APPLICATIONS**
20th October 2025

SHORTLISTING
22nd October 2025

INTERVIEWS
23rd October 2025

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Lorna Sidaway, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



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www.darlaston-graceacademy.org.uk  [GraceAcademyDarlaston](https://www.facebook.com/GraceAcademyDarlaston)  [GADarlaston](https://twitter.com/GADarlaston)

www.tovelearning.org.uk  [ToveLearningTrust](https://www.facebook.com/ToveLearningTrust)  [ToveLearningTrust](https://twitter.com/ToveLearningTrust)

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