

# The Deanery CE Academy Recruitment Pack

## Associate Assistant Principal (Science)





The Deanery CE Academy

Peglars Way

Wichelstowe

Swindon

SN1 7DA

Tel 01793 23 66 11

February 2021

Dear Colleague,

**Post: Associate Assistant Principal (Science)**

Thank you for your interest in this post at The Deanery CE Academy.

This is an exciting and unique opportunity to join a free school on its journey, as we plan for and enter our third year.

High standards are central to our vision, whether in student behaviour, quality of teaching, aspiration or achievement. We will broaden our students' horizons and help them find and develop their individual talent through a rich variety of cultural experiences and an exciting and challenging enrichment programme. Above all, The Deanery CE Academy will show our students and their families that we care, and that we believe that every student in our school has the right to leave with the skills, qualifications and values to become confident, successful and positive contributors to a future they will have the power and responsibility to shape.

The cornerstones of our vision are:

- To explore, develop and deepen the engagement of students with their own personal faith in order that they may have life in all its fullness;
- To inspire a life-long love of learning, independent thought and the courage to think and act differently;
- For each student to receive a truly personalised learning experience, enabling them to achieve their highest academic potential, and to have the confidence to follow their aspirations;
- To develop a strong sense of responsibility to the community and to improve the quality of the local environment for its residents;
- To provide excellent pastoral care, by supporting every student in their learning with skilled mentoring to develop the best understanding of students' strengths passions and purpose.

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Our Christian ethos is at the centre of our distinctiveness and success. We believe that daily worship helps us get our priorities right; weekly tutor worship is compulsory and to begin with staff lead this; weekly assemblies tend to be traditional with singing and prayers. The role of the tutor will be key, and teachers are expected to be tutors in one of our Houses and contribute to the 'family' atmosphere of the academy.

This is an amazing time to join the academy and be part of the most privileged and exciting journey. If you are looking for a blend of established good practice, a supportive environment, effective team-building opportunities and interesting new challenges then please do consider applying. This will prove to be an ideal post for a proactive, intelligent, hardworking team player with a passion to ensure that education of the highest standard can help all students become fully alive and flourish as individuals. The role will provide plenty of opportunities for personal development and responsibility and could be an ideal step towards further leadership opportunities.

The closing date for receipt of application forms is as advertised. When providing details of your referees you must include their e-mail address – we usually call for references to aid our shortlisting process, so please make sure they are aware of this. We will be reviewing all applications as they are received so please don't delay in sending your applications to us.

We will inform you in good time if you have been selected for interview. If you have not heard from us 1 month after the closing date, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we have received for our posts we are unable to provide feedback on unsuccessful applications. I would like to thank you for your interest in this post and if you do decide to apply, I look forward to reading your application.

I look forward to receiving your application.

Yours sincerely,

Mr Peter Scutt  
Acting Principal

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**ASSOCIATE ASSISTANT PRINCIPAL (Science specialism) required Permanent, Full Time  
Paid on Leadership Scale (L3 to L8)**

We are looking for an experienced teacher with an excellent understanding of middle leadership to take on the role of Associate Assistant Principal. In addition to general teaching responsibilities, this role is directed at the training of teachers (including Middle Leaders) and the monitoring of school systems for Teaching and Learning. You will work with our Teaching and Learning team to ensure that our academy priorities are reflected in the work of Heads of Faculty. You will be additionally responsible for the quality provision of assessment across the academy.

This role would suit someone who already has experience in the areas outlined above and/or as a Head of Department.

This is an exciting time to be joining The Deanery CE Academy; we opened in September 2019 and now in our second year, with 360 Year 7/8 students. Our academy will continue to grow over the next five years, where we will eventually have an 11-19 mixed comprehensive with 1500 amazing students, supportive parents and an excellent staff.

We welcome visits to the academy and if you would like to arrange a tour please contact Vickey Evans 01793 236611 or email [vickey.evans@dcea.org.uk](mailto:vickey.evans@dcea.org.uk)

If you think you could be the right person for us, please complete the application form through Eteach or download an application form from the academy website [www.dcea.org.uk](http://www.dcea.org.uk) and return it to Vickey Evans at [vickey.evans@dcea.org.uk](mailto:vickey.evans@dcea.org.uk)

**Closing Date: 3<sup>rd</sup> March 2021**

**Interviews: Week commencing 8<sup>th</sup> March 2021 (Provisionally)**

This Deanery CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be expected to undertake an enhanced Criminal Disclosure.

We welcome applicants regardless of age, gender, ethnicity or religion.

Acting Principal: Mr Peter Scutt

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**Job Title:** Associate Assistant Principal (Science specialism)

**Grade:** Leadership Scale (L3 – L8)

**Reports To:** Senior Leadership Team

In addition to the main responsibilities of a Teacher of Science, the Associate Assistant Principal has the responsibilities set out below.

### MAIN PURPOSE

This role is directed at the training of teachers (including Middle Leaders) and the monitoring of school systems for Teaching and Learning. You will work with our Teaching and Learning team to ensure that our academy priorities are reflected in the work of Heads of Faculty. You will be additionally responsible for the quality provision of assessment across the academy.

### MAIN DUTIES AND RESPONSIBILITIES

1. Lead, plan strategically and manage the Science Faculty.
2. Contribute to the strategic development of our Teaching and Learning programme across the academy.
3. Contribute to the development of a comprehensive CPD programme for all teaching staff.
4. Line manage selected Heads of Faculty and monitor the effective delivery of their curriculum.
5. Line manage support staff within the Science Faculty.
6. Lead and manage assessment across the academy.
7. To undertake such duties as are delegates by the Principal.
8. To model the professional standards for the whole academy community.

### ADDITIONAL DUTIES AND RESPONSIBILITIES

1. To undertake the normal responsibilities of a classroom teacher.
2. To carry out learning walks and observations, as arranged by the Senior Leadership Team.
3. To be a member of the extended Leadership Team and attend relevant meetings as well as Academy functions.
4. To assist the Principal in leading and managing the Academy.
5. Play a major role under the overall direction of the Principal in formulating and reviewing the Academy Development Plan and its objectives by:
  6. Writing, updating and establishing policies and protocols through which they shall be achieved;
  7. Leading and managing staff and resources to that end;
  8. Monitoring progress towards their achievement.
9. To be responsible for the line management and performance appraisal of staff both teaching and support staff in the Science faculty.
10. To participate in the recruitment and development of teaching and non-teaching staff of the Academy;

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11. To contribute to good leadership and management practice, by ensuring positive staff participation, effective communication and procedures;
12. To participate in arrangements for the appraisal of the performance of teaching staff;
13. The provision of professional advice and support and the identification of training needs.
14. Hold staff to account for their professional conduct and practice
15. Quality assure rigorously the work of others

#### CLASS TEACHER RESPONSIBILITIES:

1. To undertake such duties as their respective Line Manager may determine as reasonably falling within the role;
2. To undertake whole Academy duties as may be reasonably determined by the Principal;
3. To carry out the duties of a teacher as set out in the current Teachers' Standards Document;
4. To develop students' Literacy and Numeracy skills within a specialist subject area;
5. To differentiate each learning task to ensure all learners within a group make progress in every lesson, liaising with Learning Support Assistants as necessary;
6. To regularly assess student's work, give appropriate feedback (formative and summative) and use student data to plan differentiated tasks in lessons and homework;
7. Ensure every student knows the progress they have made and understands how to progress further;
8. To be an exemplary role model in terms of dress, punctuality and attendance;
9. To attend and participate in Parent and Open Evenings as required;
10. To uphold the Academy's Behaviour Policy and Uniform Code;
11. To participate in staff training, INSET and Professional Development opportunities;
12. Ensure that the learning environment is attractive, tidy, safe and conducive to student learning and model a paperless environment where possible;
13. To adhere to the Academy policies regarding Health and Safety, ICT usage and educational visits/trips;
14. To provide cover for staff in line with the 'Rarely Cover Agreement';
15. Ensure student work books are exemplary

*The Deanery CE Academy is committed to safeguarding the welfare of all children and young people and expects all staff to share this commitment.*

**Note:** The responsibilities of this job description may be subject to annual review, subject to the normal processes of discussion and consultation

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Skills and Abilities	Essential	Desirable	Assessed by
The ability to train Middle Managers efficiently and work with other professionals and agencies	✓		Interview
Have excellent communication skills (written, oral and presentations)	✓		Application & interview
Ability to model well planned, organised and innovative lessons for the phase	✓		Demonstration lesson Interview
Proficiency in the use of ICT and the software programmes used in schools		✓	Application
The ability to lead, model and manage positive behaviour and good order through a positive and nurturing approach.	✓		Application, interview, & demonstration lesson
The ability to manage phase information and data for purposes of recording, monitoring, evaluation and reporting	✓		Application and interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application and interview
<b>Knowledge</b>			
Relevant (to be agreed) subject and/or curriculum knowledge, understanding and expertise	✓		Application
The ability to lead curriculum development and innovation	✓		Application and interview
How to motivate and manage a team of staff	✓		Interview
How children and young people learn, develop and progress through life stages and events	✓		Application and interview
How ICT can be used effectively to motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application and interview
How to manage health and safety practice and promote and safeguard pupil and staff welfare	✓		Application and interview
How to manage equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
<b>Qualifications and Experience</b>			
Qualified Teacher Status	✓		Evidence of qualification

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Successful teaching experience or a recognised Fast Track progression route	✓		Application
Post threshold teacher status		✓	Application
Evidence of continuing professional development		✓	Application

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