



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Assistant Principal Recruitment Pack



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Principal

**RESPONSIBLE TO:** Principal

**HOURS:** Full time, Monday to Friday

**SALARY:** School Leadership including Fringe Pay and Conditions – (FL12 – FL17 £66,665 £75,206)

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** The Grange Academy, London Road, Bushey, WD23 3AA.

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare.

**PROBATION PERIOD:** The post holder will be required to complete a 6-month probation period.

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## **PURPOSE**

### **OVERVIEW**

The Assistant Principal (Pastoral) has overall responsibility for the conduct, welfare and personal development of all students at The Grange Academy. The role involves direct responsibility for student conduct and welfare, as well as line management of the Heads of Year/Year Leaders and various members of the support team. The Assistant Principal (Pastoral) will also be assigned as Designated Safeguarding Lead depending on experience. As a member of the leadership team, the Assistant Principal (Pastoral) is responsible for overseeing the effective running of the school and ensuring that the highest academic and professional standards are maintained at all times. The Assistant Principal (Pastoral) reports directly to the Vice-Principal.

## **KEY RESPONSIBILITIES**

- The leadership of specific pastoral aspects of school life, including students' conduct, welfare and personal development;
- Acting as the academy's Designated Safeguarding Lead and overseeing all issues relating to child protection and safeguarding (a separate job description for this aspect of the role is available); Overseeing the effective implementation and periodic review of pastoral policies and procedures; Overseeing the work of the year teams (comprising the heads of year, pastoral leaders and tutors); Regularly reviewing the outcomes of pastoral interventions and initiatives, measuring the effectiveness and making improvements as necessary;
- Ensuring consistently high levels of attendance across all student groups, and taking swift action to tackle persistent absence;
- Taking a proactive approach to pastoral care, ensuring appropriate liaison with parents and external parties;
- Promoting the physical, emotional and mental wellbeing of students;
- Overseeing the planning and delivery of the academy's assembly and programme;
- Overseeing the planning and delivery of the academy's tutor time programme (comprising current affairs, PSHE, SMSC and RSE);
- Promoting initiatives such as healthy living, anti-bullying and e-safety; Leading the development of strong relationships with parents;
- Organising regular pastoral evenings for parents;
- Ensuring exemplary standards of uniform and appearance;
- Supporting colleagues in promoting high standards of behaviour;
- Advising on disciplinary action in consultation with the Vice Principal/Principal; Ensuring new staff receive appropriate induction training on child protection and the school's pastoral systems;
- Advising on, and dealing with, any concerns about a student's welfare, and following up concerns, consulting others and signposting agencies if necessary;
- Liaising with external agencies, attending meetings and keeping appropriate confidential records; and Deputising for the principal as required.

## **TEACHING RESPONSIBILITIES**

- Delivering excellent lessons, achieving excellent results and acting as a role model to students; Having the highest expectations of every student in terms of achievement, character and conduct;
- Loving their subject and cultivating a similar passion in their students; Supporting their students through academic intervention, as required;
- Contributing to the co-curricular programme and the wider life of the school; and Attending academy events and meetings.
- Maintain confidentiality, collective responsibility and collegiality;
- Support, promote and embody the academy's vision and ethos;
- Be a source of inspiration, support and guidance to colleagues;
- Uphold Future Academies' values of knowledge, aspiration and respect at all times;
- Act with professionalism and integrity at all times; and Contribute to the wider success and development of the trust.

## OTHER

- Maintain a visible presence about the school;
- Conduct lesson observations, learning walks, work scrutiny and other quality assurance tasks; Set performance expectations and conduct performance evaluation for assigned staff; Contribute to academy self-evaluation and development planning;
- Contribute to the success of the academy, in the widest possible sense;
- Regularly update the pages of the academy's website for which they are responsible;
- Deputise for other senior colleagues, as necessary;
- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy. To adhere to all Academy policies and procedures;
- To participate in any appropriate meetings with colleagues and parents;
- To participate in performance management arrangements with the Trust;
- To attend training courses as required and lead by example on continuous professional development;
- To observe and promote Equalities across the Trust;
- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions;
- To carry out any other duties appropriate to the post as required.
- Proven experience of being an outstanding classroom practitioner with a strong track record of achieving excellent examination results at GCSE and A level and/or IB;
- A proven track record of delivering change and sustained improvement;
- Experience of working in a high-performing organisation;
- An appreciation of what educational excellence looks like;

*No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.*

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent in relevant subject area</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Further Degree</li> </ul>
<b>EXPERIENCE, SKILL &amp; COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• High level skills as a classroom practitioner</li> <li>• Experience of effective lesson planning, marking and assessment practice</li> <li>• Experience of using a range of positive behaviour management techniques to create an effective climate for learning</li> <li>• Experience of teaching in the subject area.</li> <li>• Able to relate well to young people and adults</li> <li>• Experience of working as a team member</li> <li>• Good communication and presentation skills</li> <li>• Competent in the use of Microsoft Office packages</li> <li>• The ability to motivate and enthuse others</li> <li>• Good organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of target setting and data tracking systems</li> <li>• The ability to analyse data in order to identify underperformance</li> <li>• Experience of raising attainment through the use of effective intervention strategies</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• An understanding of the features of effective pedagogy, how students learn and strategies to improve performance</li> <li>• Understanding of safeguarding / Child Protection requirements</li> <li>• Knowledge and understanding of the importance of CPD</li> <li>• To understand and be able to deliver the vision of the Academy</li> <li>• To understand and promote the Academy's ethos and values</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research and evidenced best practice relating to the quality of teaching and learning</li> <li>• Knowledge of curriculum design and development</li> <li>• Understanding of the latest Ofsted inspection framework and how this should be reflected in practice</li> <li>• Knowledge of recent developments at national level pertaining to examination reform, curriculum reform and school accountability measures</li> </ul>

		<ul style="list-style-type: none"> <li>To understand how teams work effectively Knowledge of Quality Assurance processes.</li> </ul>
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<b>PERSONAL &amp; PROFESSIONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Commitment to the safeguarding and promotion of the welfare of all children and young people.</li> <li>Commitment to equality and Diversity</li> <li>A positive role model</li> <li>Values diversity and promotes equal opportunities</li> <li>Commitment to own CPD</li> <li>Determination, resilience and drive</li> <li>Enthusiasm, creativity and initiative</li> <li>Excellent record of attendance and punctuality</li> </ul>	
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## **APPLICATION PROCESS**

### **1. Applying for the role**

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 09:00am on 31<sup>st</sup> January 2025. Applications after this date will not be considered.

### **2. Interview Process**

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### **3. Notification & Feedback**

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

### **4. Taking up the post**

The successful candidate will take up the post as soon as possible.

### **5. Additional information**

For further information please email [t.raja@thegrange.futureacademies.org](mailto:t.raja@thegrange.futureacademies.org) and a member of the HR team will contact you.

### **6. Safeguarding**

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.