



Assistant Principal: Teaching and Learning
Permanent
Full-Time

Closing date: Monday 25 March 2019
Interviews: Tuesday 2 and Wednesday 3 April 2019



Dear Candidate

Assistant Principal: Teaching & Learning

Thank you for your interest in our College. I hope that you find the enclosed information useful in deciding if this is a role and a school that is right for you. You are, of course, welcome to come for a look around but I know that finding opportunity to do so can be difficult, so will aim to give you a good flavour of the college over the following pages.

This post is really important to us, both in terms of its remit and in the capacity that it brings to the senior team. Teaching and learning must sit at the heart of all we do and we are building a school that genuinely demonstrates this. We try to avoid gimmicks and knee-jerk reactions, instead placing great value on research and common sense. The successful applicant will subscribe to this view and will be able to develop an already successful professional learning programme to ensure that all staff can progress and thrive here. This, in turn, will ensure our students get the very best education possible.

We always must ensure high levels of challenge but must also equip our students with the resilience required to respond to this. Students must be encouraged to develop a love of learning, to aim high and to maximise their full potential, and the successful candidate will demonstrate a thoughtful approach when determining how to go about this. He or she must always model excellent practice in the classroom and in all interaction with both colleagues and students.

I am incredibly lucky to have the senior leadership team that I do. Their skill, hard work and loyalty have shaped this school and led to significant improvements in the time that we have been working together. I am very conscious that several of my colleagues are likely to move on into promoted roles in the coming years and I need to plan for this now. I am looking to appoint someone who will show the same dedication to our students and our staff, and who is keen to develop professionally so that, as colleagues move on, the team can continue to take this college forward.

As a community of professionals, every member of staff plays an important role in the success of the college. Joining our Senior Leadership Team is not about status and there is no place for ego here. Everyone commits to working hard to provide our students with the best possible opportunities in life, driven by moral and ethical values. This is not to say that we don't all laugh and enjoy our work thoroughly; we do, but our decisions are always rooted in integrity.

This post holder will need to be dedicated, creative and talented, with the ability to inspire others whilst also holding them to account. It is vital that she or he can take others with them. This is achieved to an extent through being a skilled presenter and communicator but really can only be done by building credibility through every action, every day.

I hope this gives you a sense of our values, as a College. If you share these, and are excited by the opportunities this post brings, then we would love to hear from you.

With best wishes

A handwritten signature in black ink, appearing to read 'Alex Newton', written in a cursive style.

Alex Newton
Principal



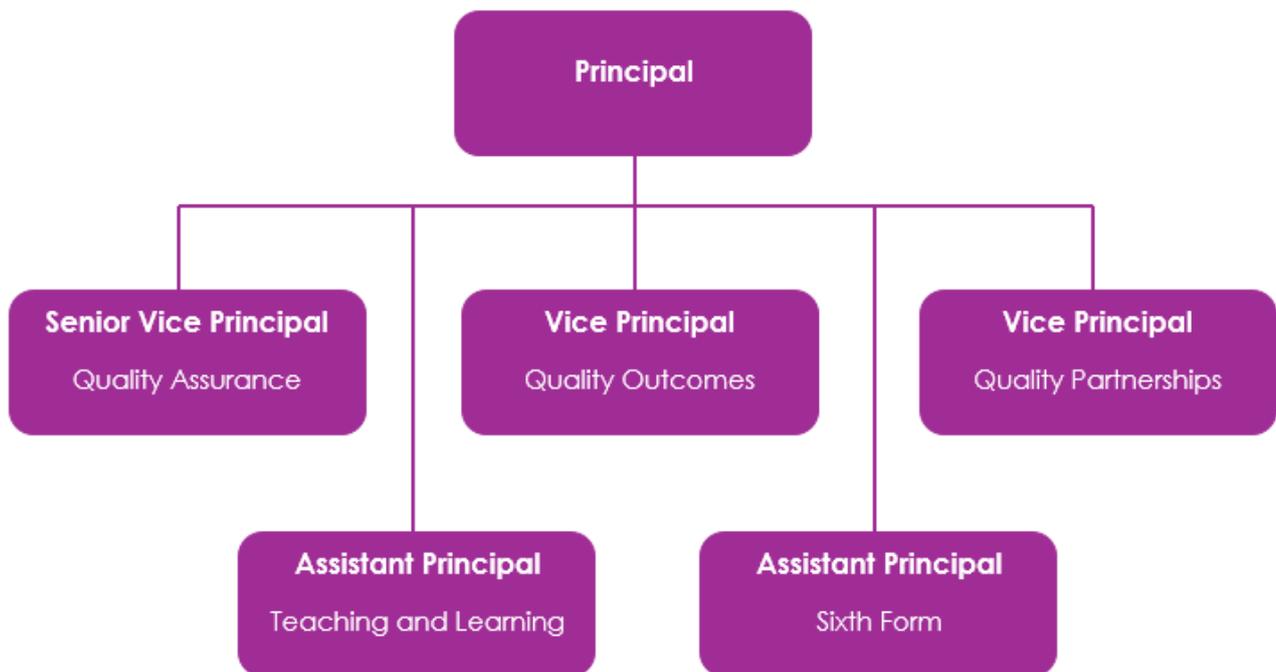
The College

The Spires College is a co-educational, 11-18 school with a bilateral stream. It is situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently around 1000 students on roll, 38% of whom are in receipt of Pupil Premium funding. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

Torbay is an area with a Selective Grammar School system, where parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the selective schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated pass mark in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own classroom. We are committed to the professional learning of our teachers to ensure classroom practice is as good as it can possibly be. Every teacher follows a personalised CPD programme based on individual needs and interests, and every teacher is involved in research and professional reading through our Research and Development programme.

Leadership and line management



The Role

The Assistant Principal for Teaching and Learning is a crucial post within the College leadership structure. The successful candidate will work closely with other members of the Senior Leadership Team and with curriculum leaders to ensure our students experience and engage in high quality teaching and learning across all areas of the College.

The post holder will lead on professional development for staff, ensuring that all staff have an accurate understanding of their own development needs and that our professional learning offer is equipped to meet these needs, is being accessed appropriately and has impact. The post holder will also support staff to explore research evidence and collect evidence from their own practice to deepen their understanding of highly effective pedagogy and, in doing so, to continually improve their practice.

The Assistant Principal will play a pivotal role in helping to set the tone and ethos of the college and positively promote the College to all stakeholders. As a member of the senior leadership team, they will also take on other, whole-college responsibilities. These will be decided based on the skills and experience of the successful candidate but will include being visible and proactive at all times to ensure we maintain an effective learning environment.



Job Description

Assistant Principal: Teaching and Learning

Dates:	To start 1 September 2019
Accountable to:	Principal
Salary:	L10 - 14
Contract Type:	Permanent; 52 weeks per year

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.

Overall Purpose and Accountability

- ▲ To meet the requirements of the Teachers' Pay and Conditions document and to support students in attaining at the highest levels.
- ▲ To support and uphold the ethos, principles, policies and rules of the College in all respects and at all times.
- ▲ To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners.
- ▲ To support the Principal in the leadership and management of the College, both in respect of the specific duties attached to this post and generally in all areas of College life.
- ▲ The purpose of your additional responsibility beyond that of a classroom teacher is to lead teaching, learning and assessment at the College. This includes ensuring all staff develop their practice through high quality professional learning.

Responsibilities common to the Senior Leadership Team

In particular you will:

- ▲ Be an outstanding teacher with a deep understanding of pedagogy. It is the responsibility of all SLT to model 'outstanding' at all times.
- ▲ Be a member of the Leadership Team, in which everyone is committed to securing outstanding outcomes for our students and our community.
- ▲ Share direct accountability for the successful delivery of the vision for the College as a whole.
- ▲ Lead, plan, manage and ensure the successful delivery of the College's vision for individual student achievement.
- ▲ Assist the Principal in leading The Spires College in such a way that the highest standards are secured amongst staff and students in all areas of the College's performance and practice.
- ▲ Act as a role model for staff, providing active support and advice to them whilst holding them accountable.
- ▲ Lead on improvement strategies, coaching and supporting staff, ensuring quality, monitoring and evaluation of performance.
- ▲ Lead and manage middle leaders to ensure that College improvement is being effectively led at this level.
- ▲ Take a corporate view of policy implementation and an appropriate share of the many and varied tasks required of College Leaders.
- ▲ Ensure that all students across the full ability range have maximum support and opportunities to reach their full potential, achieving a position where they can become effective and valued stakeholders in the College and in the wider community.
- ▲ Play a lead part in the community of the College, being highly visible on a daily basis and undertaking a range of duties to ensure the smooth running of the College.
- ▲ Lead on OfSTED preparation.
- ▲ Contribute to all self-evaluation measures and Quality Assurance processes.
- ▲ Conduct reviews which identify strengths and areas for development.
- ▲ Report to the Governing Body as necessary.

Post-Specific Responsibilities

As Assistant Principal: Teaching and Learning you will:

- ▲ Lead on further improving the quality of teaching, learning and assessment across the College, ensuring that all students are both engaged and challenged across the curriculum.
- ▲ Support and develop Heads of Department to plan, deliver and evaluate the effectiveness of Continuing Professional Development in their subject areas.
- ▲ Work with Heads of Department to design high quality subject curricula that offer challenge and engagement for all.

- ▲ Support teachers to develop their practice so that students' experiences in the classroom are consistently engaging and challenging.
- ▲ Actively identify and remove barriers to learning, for both staff and students.
- ▲ Lead on staff CPD to ensure all staff are accessing high quality professional learning.
- ▲ Ensure students are engaged in learning beyond the classroom.
- ▲ Promote and ensure challenge and rigour for more able students across and beyond the curriculum.

As a subject teacher you will:

- ▲ Meticulously plan and teach engaging and challenging lessons.
- ▲ Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons.
- ▲ Set and mark appropriate homework.
- ▲ Use regular, measurable and significant assessments of teaching.
- ▲ Complete all reporting on time.
- ▲ Closely monitor progress and attainment of their students and use it to inform planning and teaching.
- ▲ Provide content for and where necessary deliver high quality student interventions.
- ▲ Ensure that all students achieve College targets.
- ▲ Maintain regular and productive communication with parents about students' progress.
- ▲ Organise and participate in exciting and motivating trips and events.

College Culture

- ▲ Help create a strong College community, characterised by consistent, orderly, caring and respectful relationships.
- ▲ Help develop a College culture and ethos that is utterly committed to achievement.
- ▲ Create and sustain a positive learning culture.

Health and safety

You will:

- ▲ Adhere to school health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure school is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

NB. This post is subject to satisfactory enhanced level verification by the Disclosure and Barring Service

Person Specification

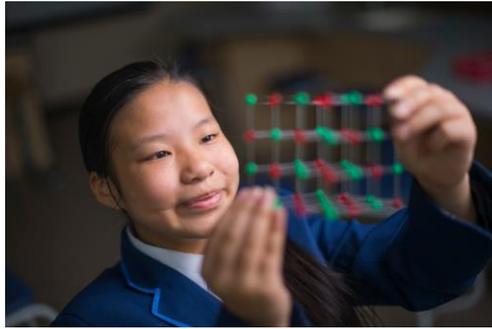
The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Good honours degree or equivalent. 	<ul style="list-style-type: none"> • An appropriate leadership qualification, E.g. NPQSL.
Experience	<ul style="list-style-type: none"> • Substantial teaching experience. • Successful experience at middle and/or senior leadership level in an education environment. • Demonstrable experience of raising standards. • Has led a team effectively. • Experience of developing the work of colleagues at various professional stages. • Has experience of using evidence to inform actions. • Familiar with working closely with parents/carers. • Experience of curriculum development • Evidence of impact as a tutor. 	<ul style="list-style-type: none"> • Experience of leading and managing innovation and change: able to evidence impact • Experience of leading performance management processes to maximise the contribution of colleagues throughout the College • Experience of providing training and development programmes for staff. • Experience of working with, and presenting to governors • Familiar with working with external agencies.
Skills	<ul style="list-style-type: none"> • An outstanding teacher. • Proven ability to drive sustained improvements in teaching and learning. • Proven ability to build capacity in colleagues through coaching or mentoring and brokering/delivering INSET. • Ability to develop, embed and maintain systems and processes to ensure excellent outcomes are delivered. • Ability to empower, challenge and motivate staff to become high performing as individuals and as teams. • Ability to work under pressure and prioritise according to need. • A skilled presenter, able to engage and inspire others • Excellent behaviour management skills. • Ability to lead a team, motivate others to work effectively and hold them to account for student progress. • Ability to inspire high levels of student performance. • A skilled communicator, both orally and in writing. • Excellent literacy and numeracy skills. • The ability to think creatively to solve problems, pioneering new approaches as well as understanding which prior methods have been effective. • Ability to work on own initiative. • Ability to communicate vision and the actions required to realise this confidently, clearly and passionately in a variety of formats. 	<ul style="list-style-type: none"> • Ability to build and develop effective partnerships.

Knowledge	<ul style="list-style-type: none"> • A deep understanding of pedagogy and how children learn. • Understanding of use of target setting and data analysis as tools for school improvement. • Knowledge and understanding of principles and practices of high quality teaching and learning. 	<ul style="list-style-type: none"> • Understanding of current issues in education locally, nationally and internationally and record of appropriate CPD. • Thorough knowledge of the statutory requirements and relevant legislation relating to school leadership and management, including health and safety, child protection and safeguarding.
Personal qualities and attitude	<ul style="list-style-type: none"> • Strong personal presence. • Determination and commitment with an exceptional capacity for productive work. • Sense of personal drive and ambition. • High levels of energy and enthusiasm. • Enjoys being highly visible and meeting with a range of audiences. • Approachability, openness and integrity. • Strong belief in inclusivity and equality. • Committed to raising aspirations in the school and believe in the potential of all young people to achieve highly. 	



How to apply



Please complete an application form, which includes space for a supporting statement of no more than three pages (please use font size 10-12 for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned, **by noon on Monday 25 March 2019**, to Nadine Osborne, the Principal's PA, preferably by email to: nosborne@thespirescollege.com

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

Interviews will be held on Tuesday 2 and Wednesday 3 April 2019

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA via the email above or telephone number below.

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