

Job Description

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| POST TITLE: | Assistant Principal |
| POST RESPONSIBLE TO: | Associate Principal |
| SALARY: | L13 – L17 |
| CLOSING DATE: | Monday 1st April 2019 at 9.00am |
| INTERVIEW DATE: | Week commencing 8th April 2019 |

JOB PURPOSE

To provide inspirational leadership and outstanding management in creating and developing a culture for learning and an ethos which expects the highest standards from WMGA learners in conjunction with the Associate Principal.

To be responsible for overall teaching and learning and to contribute to curriculum development and tracking student progress to ensure outstanding outcomes for our learners.

DUTIES AND RESPONSIBILITIES

Leading WMG Academy

- Support the Associate Principal and Governors in establishing a vision for the future development of the WMG Academy for Young Engineers Solihull
- To be responsible and accountable for agreed priorities of the WMG Academy Solihull, developing costed strategic and development plans for these areas
- Model the professional standards and behaviour competencies to all stakeholders within the WMG Academy Trust
- To provide timely reports as requested for by Governors and members of the Senior Leadership Team
- Support the Governing Body in meeting its responsibility to account for the performance of the Academy, including specific support to one area of Governance
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues
- Promote a culture of teamwork in which the views of all members of the Academy are valued and taken into account
- Provide support for staff in developing their leadership skills.

Quality of Learning and Teaching and Assessment

- Develop high quality teaching and learning and quality assurance within the WMG Academy Solihull
- Facilitate training for staff on effective teaching and learning
- Promote the active involvement of Learners in their own learning
- To monitor, evaluate and lead on the improvement of teaching and learning to ensure that outcomes of learners are outstanding
- Promote the use of ICT and digital technologies to enhance and extend Learners' learning
- Provide support for colleagues in improving their classroom practice
- Deliver high quality lessons

- To liaise with WMGA Trust colleagues on teaching and learning pedagogy to ensure best practice is disseminated across the Academies
- To collaborate with other UTC's and Academies to ensure best practice and innovation flows into the Academy.

Assessment, Reporting and Recording

Take a shared lead with the Associate Principal to:-

- Embed and refine target setting systems for learners throughout the Academy to ensure outstanding outcomes for learners
- Implement effective data tracking and management systems and regularly provide from them accurate analysis of the WMG Academy Solihull's performance for the Senior Leadership Team and Governors
- Provide an effective assessment framework that provides the Senior Leadership Team, Teachers, Learners and Parents with timely information on progress
- In conjunction with pastoral and academic staff, identify intervention strategies for learners including where appropriate, the skills and experience of employer partners.

Curriculum Development

Take a shared lead with the Associate Principal and Executive Principal to:-

- Implement the curriculum across the WMG Academy for Young Engineers Solihull, ensuring staff are well trained and inducted into the delivery model
- Support in the construction of the Academy timetable to ensure value for money and efficient use of staff
- Liaise with WMG Academy Coventry on curriculum developments and innovations in curriculum delivery to ensure a consistent approach is maintained across the Trust
- Support the monitoring and reviewing of the Academy's curriculum to ensure it meets the employment needs of employers.

Personal development, Behaviour and Welfare

Taking a shared lead with the Associate Principal to:-

- Oversee the personal development, behaviour and welfare of students taking responsibility for one Key Stage
- Oversee the safeguarding of students in the Academy and ensuring systems and protocols are robust
- Ensuring the pastoral system and curriculum supports students well and enables them to make safe informed choices.
- Undertake training as a DSL training to enable you to join the Associate Principal and Pastoral Leads who make up the safeguarding team.

Managing the Organisation

Taking a shared lead with the Associate Principal and Senior Leadership Team to:-

- Promote the safeguarding, safety and welfare of children and young people
- Contribute to regular reviews of the organisation of the WMG Academy Solihull to ensure it meets statutory requirements
- Contribute to the planning process for the distribution of resources across the Trust to ensure they support the Solihull Academy's identified priorities
- Take responsibility for the performance management/appraisal of identified staff
- Contribute to regular evaluation of the impact of the use of Trust resources in relation to the quality of education of the Learners and value for money
- Contribute to the smooth operational running of WMG Academy Solihull through overseeing daily routines
- Support staff in understanding their own accountability and developing approaches to review and evaluation
- Contribute to the reporting on the performance of the Academy to Parents, Carers, Governors and other key partners as necessary
- Line manage subject leads and their subject areas.

All other duties as commensurate with the level of the post and as directed by the Executive Principal and Associate Principal.

Person Specification for the Post of Assistant Principal

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively

| REQUIREMENTS | Essential (E) or Desirable (D) Requirements |
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| The post holder must be able to demonstrate | |
| Qualifications | |
| Honours degree or equivalent in a relevant subject | E |
| Qualified teacher status | E |
| Postgraduate or further relevant professional studies | D |
| Relevant leadership qualification | D |
| Teaching and Leadership Experience | |
| Proven record of success as an outstanding leader in education at middle or senior management level | E |
| An excellent understanding and demonstration of high quality teaching and effective learning | E |
| Experience of working with other schools/academies/institutions to improve learning. | D |
| Ability to motivate, develop, support and challenge staff | E |
| Experience of managing data, target setting and intervention to raise performance | E |
| An excellent knowledge of educational policy and changes that will affect learner progress in the Academy. | E |
| Understanding and experience of strategies and tactics to secure whole school improvement | E |
| Successful track record of managing complex projects from inception to completion | E |
| Knowledge and Skills | |
| Ability to work strategically and to seek and implement creative solutions | E |
| Is DSL trained or willing to undergo DSL training | E |
| Capacity and appetite to implement and manage change within an organisation | E |
| Excellent leadership skills and ability to inspire peers, colleagues and teams | E |
| Manage the performance of a diverse range of staff | E |
| To communicate effectively with a range of external partners | E |
| Excellent literacy, numeracy and ICT skills | E |
| Experience of working with business to develop and enhance the curriculum | D |
| Experience of working with a range of stakeholders | D |
| Personal Attributes | |
| To work under pressure, prioritise and meet deadlines | E |
| Confidentiality and discretion | E |
| To think strategically and creatively | E |
| Excellent communication skills | E |
| Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders | E |
| A commitment to safeguarding the Learners within the Academy | E |
| Enthusiasm, optimism and energy | E |

THE WMG ACADEMIES FOR YOUNG ENGINEERS

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important”

The late Professor Lord Bhattacharyya, Chairman, WMG

WMG Academy for Young Engineers Trust

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick (led by the Warwick Manufacturing Group – WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, Arup and Balfour Beatty, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the EEF and the Local Authorities Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective.

Both Academies focus on engineering and digital and information communication technologies, and can cater for approximately 500 students each aged between 14 – 19 years of age. Currently in its third year, the Solihull Academy has an impressive 330 students on roll and is on track to be full in two years time.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects. In addition, all Key Stage 4 can students follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can choose to take just STEM A-Levels or combine 3 traditional A-Levels with the Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level. Alternatively, many students at post 16 can study a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, ICT and Science and students can mix qualifications to suit an individual career pathway.

The ethos of both academies is ‘business-like, business-led’.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 400 students on roll in its second year. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £600,000 worth of specialist equipment. Three dedicated CAD areas allow industry standard software to be used by students in their Engineering projects.

The Coventry Academy is proud of its very first OFSTED report where it was rated Good.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, Green Power and Engineering clubs. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016 the Solihull Academy boasts over £2M of specialist equipment and ICT. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and has four year groups, 10 through to 13.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complimented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall. The Solihull Academy received its first Ofsted inspection in February 2019 and we look forward to the report being published sometime towards the end of the month.

Our Vision

We will ensure that our students have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the students will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce students with a professional ethos and culture that is in high demand in today's working world.

The focus of the Engineering curriculum is a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers provide mentors to help our students get a full understanding of life in engineering. This 'better way of learning' means that education will be exciting for our students. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single student.

Team working will be the norm and students will work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

The Role

The Trust is seeking to appoint an Assistant Principal to work with the Associate Principal, Stewart Tait, to be the teaching and learning lead for WMG Academy for Young Engineers Solihull. The successful candidate will continue to develop and grow the Academy. The Assistant Principal will be responsible for ensuring outstanding leadership and management in creating and developing a culture for learning and ethos, which expects the highest standards from WMG Academy students.

Being a small Academy in its third year, the successful candidate will have opportunities to get involved in a large range of strategic leadership areas.

Our students have made the positive decision to join the WMG Academy for Young Engineers at either 14 or 16, inspired by STEM subjects, and want to achieve excellence in their academic success.

You will demonstrate and demand the highest standards of delivery and you will be fully committed to raising attainment.

This is a unique opportunity to be involved in an exciting and expanding Academy Trust; designing and leading an innovative approach to learning and building a learning experience for the future.