

Job Description Associate Principal

POST TITLE:	Associate Principal (Principal designate) – WMG Academy Coventry
POST RESPONSIBLE TO:	Chief Executive Officer
SALARY:	Leadership Scale 22 to 25
LOCATION	Coventry and occasional travel to other sites

JOB PURPOSE

To be the operational leader for the WMG Academy for Young Engineers, working with the Chief Executive Officer and other members of the Trust Leadership Team to provide the strategic leadership of WMG Academy for Young Engineers Coventry.

The Associate Principal will focus on learning and achievement, ensuring outstanding outcomes for learners and be responsible for the management and organisation of the Academy on a daily basis whilst maintaining and developing the ethos of 'business like, business led'.

Career progression, including promotion to the position of Principal, is the expected route for outstanding candidates.

DUTIES AND RESPONSIBILITIES

- Work with the Chief Executive to ensure challenging and robust targets are set for learners and achieved by them;
- Track student achievement and evaluate the performance data in order to take appropriate action on issues arising, setting realistic deadlines where necessary and reviewing progress on the action taken;
- Ensure outstanding quality teaching and learning with appropriate differentiation to meet the needs of all learners;
- Provide all relevant bodies with robust information relating to the Academy's performance and development, taking into account each of their needs;
- Lead on all areas of assessment and on intervention and mentoring strategies;
- Ensure the quality assurance of self-evaluation, including the writing of the SEF in consultation with the Chief Executive and other senior leaders;
- Develop outstanding systems for assessment, recording and reporting achievements and progress which are interactive and which engage learners and their parents
- Closely monitor the different sub-groups of learners to ensure that none are disadvantaged, including the impact of pupil premium spending;
- Develop an employer led curriculum; projects, employer engagement and skills to be at the centre of the experience for learners;
- Continue to develop 'Student Voice' to engage learners in the development and improvement of the Academy;
- Monitor standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge;
- Assist in the preparation and review of Academy policy documents;
- Ensure effective communication within the Academy community and its stakeholders;
- Deputise for the Chief Executive in cases of absence;

- Ensure effective relationships with a range of stakeholders; sponsors, parents, Governors and Trustees;
- Ensure continued compliance with Ofsted, Department for Education and local authority requirements.

Responsibilities of a Senior Leader

Along with the Chief Executive, take responsibility for:-

- Directing and developing the Academy strategically;
- Promoting and developing the 'business like, business lead' ethos of the Academy in accordance with its aims and curriculum policies;
- Taking a leading role in developing a learning culture with high expectations in relation to the specific responsibilities above;
- Anticipating, planning and making provision for future demands;
- Identifying the need for and leading the process of innovation, change and improvement in relation to the specific responsibilities above;
- Ensuring effective resource and financial management;
- Developing effective student voice through the Student Forum;
- Developing effective parental voice through the Parent Forum;
- Managing the Academy on a day to day basis;
- Promoting a culture of safeguarding through all practices in accordance with the 'Keeping Children Safe in Education', the 'Guidelines for Safer Working Practices' and all future national policy and guidance;
- Being accountable for and reporting to the Chief Executive and Governors on attainment, progress, attendance and behaviour;
- Representing the senior team at each Local Governing Body meeting;
- Leading on people matters for the WMG Academy and working closely with the HR Manager to identify talent, develop Middle Leaders, ensure continuous development, professional conduct, collaboration, inspiring or challenging performance as appropriate.
- Assisting in the appointment of staff following 'Safer Recruitment Procedures' under the direction of the Chief Executive and Trust HR Manager.

Any other reasonable duties commensurate with the level of this post and as directed by the Chief Executive to ensure the effective management and development of WMG Academy for Young Engineers Solihull and the wider WMG Academy Trust.

Person Specification for Associate Principal

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

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
TRAINING AND QUALIFICATIONS	
Qualified Teacher Status	E

Degree (or equivalent)	E
Evidence of recent professional development eg NPQs or similar	E
Higher Degree	D
EXPERIENCE	
Substantial experience of classroom teaching	E
Substantial experience in 14 – 19 education	E
Experience of working in a technical academy	D
Evidence of successful strategies used to raise pupil progression, achievement and attainment	E
Demonstrable understanding of effectively working in partnership with external stakeholders including employers, parents and governors.	E
Evidence of monitoring, evaluating and reviewing performance through a robust performance management system	E
Proven record of improving standards of teaching and learning in current role	E
Experience of encouraging and developing excellent classroom practice	E
Evidence of successful delivery against targets	E
Experience of school evaluation and development planning procedures	E
Proven practice in leading, motivating and supporting staff to achieve high standards for all students	E
Experience in the use of developing systems of using student data in planning, target setting and raising standards	E
Evidence of effective finance and resource management	E
Experience of Quality Assurance processes and monitoring and managing staff performance and development	E
Evidence of successfully operating at both strategic and operational level	D
Evidence of integrating and embedding specialisms, enhancing the outcomes for students	D
Evidence of success in leading a team initiative in education	D
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	
Knowledge of strategies to achieve effective learning, teaching and assessment including the use of ICT	E
Knowledge of the use of data to establish benchmarks and set targets for improvement	E
Knowledge of local and national policies, priorities and statutory frameworks	E

An understanding of management techniques required to operate a successful school	D
An understanding of how integrating and embedding specialisms enhances the outcomes for students	D
An understanding of the aims and objectives of the WMG Academy Trust and the wider University Technical College (UTC) movement	E
PERSONAL SKILLS AND ATTRIBUTES	
A commitment to equality and diversity	E
Excellent oral and written communication and ICT skills	E
High standards of integrity and a positive role model for pupils and staff	E
An ability to analyse and interpret information to make informed decisions and exercise good judgement	E
An ability to evaluate quality and implement actions that lead to improvement	E
A range of leadership skills to develop productive relationships and high performing team work	E
An ability to challenge and motivate others to create a forward thinking organisation committed to Academy improvement	E
Excellent strategic and creative skills including the development of innovative curriculum experiences or pastoral and community involvement opportunities	E
Good self-management, to include time management, working under pressure and to deadlines	E
An ability to influence key stakeholders, particularly families and the wider local community	E
A willingness to 'get involved' and support colleagues at all levels within the organisation	E
Stamina, resilience, reliability and integrity	E

Application Process

To apply for this vacancy please use the Application Form attached, completed fully and return this to principal@wmgacademy.org.uk. You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.