

JOB DESCRIPTION

POST TITLE: Assistant Principal (Pastoral, Behaviour and Attendance)

POST RESPONSIBLE TO: Associate Principal/Principal

SALARY: Leadership Scale 12 to 16

CLOSING DATE: Friday 2nd May 2025

INTERVIEW DATE: W/C Monday 19th May 2025

START DATE: September 2025

JOB PURPOSE

The primary purpose of the Assistant Principal is to support the Associate Principal in providing strategic leadership for the academy for Pastoral, including behaviour, attendance and personal development across Key stage 4 and 5. An integral part of this role will be to secure high-quality education and standards of progress and attainment for all students as well as an education which encourages and enables them to develop their potential to be ready for the world of work.

DUTIES AND RESPONSIBILITIES

Main Duties and Responsibilities

- Having strategic leadership of pastoral support in the academy, including behaviour, attendance and personal development
- Having strategic leadership of behaviour and attendance intervention strategies across the academy providing leadership and quality assurance for staff in this area
- Having strategic leadership of admissions across the Academy
- Being the strategic lead of all behaviour management systems across the academy providing leadership and quality assurance for staff in this area
- To address any areas for improvement arising from Ofsted/SIP visits and ensuring that all areas for which you are strategically responsible for are prepared for future Ofsted visits and external SIP/Advisor visits
- Being the strategic lead on wellbeing and pastoral support systems
- Having the strategic leadership of Inclusion (including provision for Looked after Children, Pupil Premium Allocation, and Alternative Provision)
- Liaising regularly with other senior Pastoral Leads in the Trust to share best practice, resources and ensure broad alignment of policy and protocols
- Visiting other UTCs and professional networking to ensure WMG Academy Solihull embraces the latest pedagogy and practice in the areas of behaviour and attitudes, attendance and inclusion.

Leading WMG Academy Solihull

- 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 Solihull Local Governing Body in meeting its responsibility to account for the performance of the academy, including specific support to one of the Governors' committees
- Support with suspensions, permanent exclusions, reintegrations and alternative provision arrangements as necessary ensuring value for money as appropriate
- 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 considered
- Provide support for staff in developing their leadership skills
- Work under the strategic guidance of the Associate Principal/Principal who will ensure that consistent policies and working practices are established across the academy and the Trust
- Contribute to the formulation and regular review of the Academy Development Plan and SEF for the above named strategic responsibilities.

Take a shared Lead on Assessment, Reporting and Recording

- Implement effective data tracking and management systems and regularly provide from them, accurate analysis of the performance of the students including vulnerable students for the Senior Leadership Team and Governors
- In conjunction with the wider pastoral and academic staff, identify intervention strategies for students needing additional support with behaviour and attendance.

Develop Curriculum

- Ensure the implementation of the curriculum across the WMG Academy Solihull addresses behaviour trends and well as local community needs
- Ensure the implementation of the curriculum across the WMG Academy Solihull addresses and supports the needs of SEND and vulnerable students
- To support the monitoring and reviewing of the academy's curriculum, to ensure it is inclusive.

Managing the Organisation

- Promoting the safeguarding, safety and welfare of children and young people
- Contributing to regular reviews of the organisation of the WMG Academy Solihull, to ensure they meet statutory requirements
- Contributing to the planning process for the distribution of resources to ensure they meet the Academy identified priorities
- Taking responsibility for the line management and performance management/appraisal of identified staff
- Contributing to the smooth operational running of the academy through overseeing daily routines
- Supporting staff in understanding their own accountability and developing approaches to review and evaluation
- Contributing to the reporting on the performance of the academy to Parents, Carers, Governors and other key partners as necessary.

All other duties as commensurate with the level of the post and as directed by the Chief Executive and the appropriate 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 The post holder must be able to demonstrate	Essential (E) or Desirable (D) Requirements
Qualifications	
Honours degree or equivalent in a relevant subject	E
Qualified teacher status	E
To hold or be willing to undertake the National Award for SEN Coordination	D
Commitment to ongoing personal professional development at leadership level	E
Knowledge and Experience	
Successful recent strategic leadership experience gained as a Middle Leader	E
Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and implementing and managing change	E
A detailed understanding of current educational issues, including national policies, priorities and legislation relating to inclusion	E
A record of sustained impact on vulnerable students' progress in their learning and outcomes	E
Successful experience of using target setting, data analysis and curriculum innovation to improve the performance of vulnerable students	E
Knowledge of relevant national, local and legal issues with regards to SEND, attendance, exclusions, alternative provision, admissions and appeals.	D
Knowledge and experience of appropriate teaching and learning strategies for pupils with SEN	D
Ability/Skills	
Work to tight deadlines	E
To work constructively with teams	E
A positive, clear and strategic approach to problem solving	E

Strong IT skills	E
Sensitive	D
Adaptable	D
To be visible and role model being high profile with a professional approach	D
Equality and Diversity	
Awareness of and commitment to equal opportunities	E
Ability to lead and promote the Academy's Equality and Diversity Policy	E
Personal Qualities	
Ability to motivate and inspire others: both colleagues and students	E
Excellent interpersonal and communication skills	E
Commitment to the safeguarding and promoting the welfare of children and young people	E
Enthusiastic	D
A good sense of humour	D
Resilience	D
Approachable	D

FURTHER PARTICULARS

"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 Coventry for Young Engineers is so important."

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

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 and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, 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 MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academy Trust and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our students.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and can cater for up to 640 students of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy Trust initiates and supports the development of well-educated and industry trained students who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

At WMG Solihull Academy, alongside a core curriculum at Key Stage 4 that includes GCSEs in core subjects such as Maths, Science, English, and Engineering Manufacture, students have the opportunity to choose from a range of options. These include Art, Business Studies, Computer Science, Engineering Design, Electronics, iMedia, and Product Design.

At Key Stage 5, students can follow a flexible pathway bespoke to their needs.

The academy offers A-Level courses in Biology, Chemistry, Computer Science, Electronics, Further Mathematics, Mathematics, Physics, and Product Design.

The academy also offers T-Level qualifications in Engineering or Digital Production, as well as a Cambridge Advanced National Extended Certificate (equivalent to 1 A-Level) in Applied Science and Engineering.

Additionally, students can pursue BTECs in Engineering (Diploma, equivalent to 2 A-Levels), Art and Design, and Business (Extended Certificate, equivalent to 1 A-Level).

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.

Team working is the norm and students 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 students in everything that we do.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. 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 £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post 16 performance tables for the city.

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 timetable (Tuesday and Wednesday only) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays, Thursdays 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 and currently has over 400 students on roll. 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 currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 2 CAD suites and all students being provided with a Chromebook for use in lessons and at home giving unrivalled access to industry standard software via the Google suite. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented 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 longer working day used in the Coventry Academy on two days

(Tuesday and Wednesdays) with the students leaving at 3.20pm on the remaining 3 days.

The Role

The WMG Academy Trust is looking for an Assistant Principal who has excellent teaching, leadership and management skills and a proven track record of managing and leading Behaviour, Attitudes, Attendance and Inclusion across multiple cohorts. The successful candidate will inspire and enthuse students with their passion, ensuring outstanding outcomes across the academy.

We are looking for a different kind of school leader who wants to be at the cutting edge of teaching and learning, working differently alongside the Trust's 30 plus employer partners and a team of outstanding teachers, governors, parents and students. We are bringing the curriculum to life with an innovative approach using real life business problem-solving skills and embracing business-like learning behaviours.

The successful candidate will ensure that all students are provided with an 'outstanding' education and move the Academy from Good to Outstanding. You will be expected to develop the academy's education programs whilst providing a nurturing and supportive environment.

The academy believes that all young people deserve to become world-class students - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that students achieve the highest outcomes and opportunities.

For more information, please contact Bernadette Whitney, Executive Assistant to the CEO, by emailing b.whitney@wmgacademy.org.uk