

JOB DESCRIPTION

POST TITLE:	Assistant Principal – WMG Academy Coventry
POST RESPONSIBLE TO:	Associate Principal
SALARY:	Leadership Scale 12 to 16
CLOSING DATE:	Friday 16th May 2025 9am
INTERVIEW DATE:	w/c 19th May 2025
START DATE:	1 st September 2025

JOB PURPOSE

Main Core Purpose

To lead on Teaching and Learning and Quality Assurance to ensure students experience leading edge pedagogy and practice that is consistent across all curriculum areas of the academy.

Additional 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 wider senior leadership team.

To ensure all our students thrive, achieve outstanding success, become engaged in their own learning and are encouraged to develop, both educationally and personally by contributing to overall teaching and learning, assessment, pastoral and recording procedures 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;
- To be responsible and accountable for agreed priorities of the WMG Academy, developing costed strategic and development plans for these areas;
- Model the professional standards and behaviour competencies to all stakeholders within the WMG Academy Trust;
- Work collaboratively with the Associate Principal and Assistant Principal at the WMG Coventry Academy to share best practice;
- 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 of the Governors' committees;
- 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.

Leading People

- Leading ESLT to focus on improving staff's subject, pedagogical and pedagogical content knowledge
- Leading ESLT to ensure that all learners complete their programmes of study
- Leading ESLT to ensure engagement is effective with all learners and others in their community
- Engage with staff, being aware of main pressures and workload
- Support and disseminate the WMG vision and strategy in a clear way with all staff including ESLT

Leading Teaching and Learning

- Develop high quality teaching and learning and quality assurance within the WMG Academy;
- Facilitate training for staff on effective and adaptive teaching and learning that meets the needs of all groups of learners;
- 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.

Supporting behaviour for learning

- Supporting behaviour for learning across the Academy and overseeing behaviour policy, protocol and procedures;
- Implement a positive business ethos and culture relating to behaviour;
- Strategic monitoring and evaluation of the behaviour policy with the SLT;
- Empower staff to effectively support and implement the behaviour for learning policy consistently;
- To ensure exceptional standards of discipline and behaviour are followed at all times;
- To ensure outstanding educational progress;
- As an SLT member, identify appropriate support, care and guidance strategies as required for identified individuals and groups to support their learning;
- As an SLT member, monitor attendance in the WMG Academy to ensure all learners have excellent attendance and punctuality;
- Ensuring the business led model of reward for learners is effective;
- To ensure a safe, secure and healthy environment for students and staff.

Leading the pastoral system

- Strategically contribute to the tutorial programme across the WMG Academy ensuring all learners have learning plans with clear goals and targets;
- Contribute to pastoral and intervention meetings, ensuring that appropriate strategies are implemented, monitored and reviewed;
- Contribute to the care, support and guidance for Pupils in Year 10 to Year 13 to promote learning and personal development, liaising with parents and all external professionals as appropriate;

- Lead an effective induction process for learners to ensure a smooth transition from their previous school to WMG Academy;
- Oversee the student voice to promote learners' contribution to the decision making and consultation with the WMG Academy;
- To offer guidance and support with lifelong learning to support transition into employment with training, apprenticeship or university;
- To oversee the progression of students, leading on apprenticeship and university applications supported by our employer partners and the Business Engagement and Student Destinations Manager.

Wider Senior Leadership Responsibilities

Take a shared lead with the wider 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 to ensure it meets statutory requirements;
- Contribute to the planning process for the distribution of resources across the Trust to ensure they meet the Academy's identified priorities;
- Take responsibility for the 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 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.
- Establish effective 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's performance for the Senior Leadership Team and Governors;
- Embed 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, using the skills and experience of employer partners.
- Implement the curriculum across the WMG Academy for Young Engineers, 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;
- To liaise with other UTCs and the Baker Dearing Trust as well as academies within the Trust on curriculum developments and innovations in curriculum delivery;
- To support the monitoring and reviewing of the Academy's curriculum.

All other duties as commensurate with the level of the post and as directed by the CEO 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
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
An excellent understanding and demonstration of high-quality pastoral support in secondary age settings	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
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

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 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 the MAKE UK, Coventry and Warwickshire 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. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners 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.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

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 humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow an 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 opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3, T level in Engineering. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit.

Our vision

We will ensure that our learners 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 learners 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 learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners 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.

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 – 3.20pm timetable (Monday, Thursday and Fridays) 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 Tuesday and Wednesdays students leave at 4:15pm.

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.

Dedicated ICT facilities include 2 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, 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 – 3:20pm working day (Monday, Thursday, Friday). The Academy 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 Academy finishes at 4:30pm on Tuesday and Wednesdays.

The Role

The WMG Academy Trust is looking for an Assistant Principal who has excellent teaching, leadership and management skills. 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 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 learners 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 learners - 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 learners achieve the highest outcomes and opportunities.

For more information, please contact Joanne Jenkins, Administration Team Leader, by emailing j.jenkins@wmgacademy.org.uk