



Gulval School Assistant Principal Job Pack March 2018



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1. A Statement from the Regional Executive Principal

Welcome to Adventure Learning Academy Trust

Dear potential candidate,

This is an outstanding opportunity for a highly motivated education professional to work within a growing family of schools within our multi-academy trust.

Adventure Learning Academy Trust's vision for teaching and learning is based on the individual learning needs of every child through the adoption of a personalised curriculum and a range of learning skills. To achieve this, we are working with all our academies to ensure the quality of teaching and learning is precisely matched to the needs of pupils. This means having the best school leaders and teachers, investing in skills development and resources to ensure our schools are providing the most effective approach to learning, the highest standard of leadership and an exciting and challenging curriculum that will develop those skills and abilities that children will need to become successful, employable and fulfilled citizens with a thirst for learning. The emotional resilience, positive mental health and well-being of our pupils and staff are our priority.

We are looking for a compassionate, dedicated and highly skilled professional to become part of an established team of professionals taking up the post of Gulval School Assistant Principal. The successful candidate will need to demonstrate positivity, resilience, the ability to solve problems in an innovative way and the ability to work collaboratively as part of a community at Gulval School.

If you share our vision and would like to join us on our journey, we would love to hear from you!



2. Adventure Learning Academy Trust

ALAT is a different kind of academy trust as it focuses on outdoor and adventurous learning, developing its pupils and forging strong links with the local community.

Learning through adventure and real-life experience has a proven track record in developing those personal qualities – independence, problem solving ability, discipline, team working, confidence and importantly emotional resilience, all of which are in demand in the modern workplace and underpin successful social development. Learning through adventure provides a reliable means for developing a distinctive school ethos, supportive of personal development, achieving high standards and encouraging pupil and parental choice.

ALAT builds on the strengths of learning through adventure across our schools. Our schools are fully comprehensive and inclusive, with a strong focus on the children as individuals. These are places where young people will thrive irrespective of their background, socio-economic status, or learning needs. Our commitment in supporting children's social and emotional development, mental health and well-being is demonstrated through the outstanding therapeutic intervention and wider opportunities available through the curriculum design. All teaching and supporting the development of resilience.

All elements of our schools' design are infused with learning through adventure and the environment: from the curriculum and approach to teaching and learning, to the leadership, organisational design, partnerships and wider resources that the school can draw on. Being part of a multi-academy trust offers the freedom and flexibility in building design, curriculum and timetable models and staffing to help deliver an 'Adventure Learning' school.

ALAT is on a personal journey to ensure each pupil reaches the highest level of personal achievement through the acquisition of a range of learning skills and customised curriculum.



3. Adventure Learning Academies

Gulval School is a warm, caring and vibrant school that sits at the heart of the local Cornish community. We are a stone's throw from the beautiful beaches of Penzance and St Michael's Mount and are surrounded by fields and farm land. Gulval is a truly inspirational place to learn, as identified in the recent Ofsted report (May 17) and the staff team strive for excellence in all that they do. The aim is to ensure that every child exceeds beyond their potential, is self-confident and has a belief that anything is possible.

At **Altarnun Primary School** everyone works hard to ensure that the children are safe, secure and part of a friendly and caring community. We want the children to be happy and excited about coming to school to learn and to develop their knowledge, skills and understanding across a wide curriculum. Our unrelenting aim is for every child to achieve their potential, develop a love for learning and a thirst for knowledge.

At **Fowey River Academy**, we are working together for a better future for our young people and we are passionate about success. Our vision is that our young people receive the very best education, realise their full potential and are prepared to become responsible and successful citizens.

Liskeard Hillfort Primary School is a happy and friendly mixed infant and junior school which has built positive and inspiring relationships between staff, parents and children. We value our strong sense of community, passion from our staff and the determination from our pupils. We believe every child is entitled to benefit from the highest quality of teaching and learning. It is our aim to see our school develop as a centre of excellence, providing effective care and education for our children and a stimulating and rewarding environment for staff and parents.

At **Tywardreath School** our aim is to make sure every pupil fulfils their potential; not every child will be a traditional academic so it is important that every pupil receives options and valuable skills to enable them to succeed. Our vision is to ensure that pupils receive the very best education, realise their full potential in a happy and caring environment, enabling them to lead a full, purposeful and happy life.



4. Job Description

Assistant Principal

Salary: L1 – L5 (dependent on skills and experience)

Contract: Full-time, permanent (0.6 teaching responsibility)

Location: Gulval School

Start date: September 2018



This is an opportunity for an ambitious individual looking to develop into a Principal role. You will become an integral part of 'Team Gulval'; a group of professionals who thrive on collaboration and are driven to provide the very best educational experiences for our young pupils. The Trust will offer you a structured and supportive CPD package, including the chance to undertake the NPQH. We hope that this will enable you to grow with the Trust and develop into a successful Principal. In addition to the CPD you will receive a competitive salary, pension, and health and well-being support.

Main purpose of the job:

- The core purpose of this role is to raise standards of achievement for all pupils by providing outstanding leadership for the academy. As a member of the Senior Leadership Team you will assist the Principal in the successful development and implementation of Adventure Learning Trust's vision, ethos and ambitions and establish high quality education, having the highest aspirations for all and ensuring the continued innovative development of all staff.
- The Assistant Principal will contribute to the development of Adventure Learning Trust family of schools by building effective relationships with the wider community.
- The overall aim is to lead and develop the Academy's quality of teaching and learning, curriculum, assessment and reporting and contribute to the leadership and management of the Academy.

Knowledge and Understanding:

- What constitutes quality in educational provision, the characteristics of effective schools, and strategies for raising pupils' achievement.
- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership.
- How to seek and use national, local and school data, OFSTED evidence and research findings in professional and school development.

Planning and Setting Expectations

- Assist in the creation and implementation of a strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- Assist in the effective monitoring evaluating and reviewing of the plan to secure progress and school improvement.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Teaching and Managing Pupils' Learning

- Assist in the maintenance of a climate and code of conduct which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline throughout the school and which enable teachers to meet the standards set out in the framework.
- Monitor and evaluate curriculum areas to identify and act on areas for improvement.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of Pupils, including those with special educational or linguistic needs, to set and meet challenging, realistic targets for improvement.
- Create and promote positive strategies for developing equal opportunities regardless of race, religion, disabilities.



Assessment Evaluation

- Monitor, evaluate and review the effects of policies, priorities and targets of the school (for which they have direct responsibility) and take action as necessary.
- Ensure the use of comparative data, together with information technology about pupils' prior attainment, to establish benchmarks and set targets for improvement within the areas that they line manage.

Pupil Achievement

- Make explicit to Pupils, parents, teachers and wider community the school's high expectations that all pupils can succeed.
- Drive effective mentoring systems and tutorial support systems to promote pupils' achievement.

Relations with parents and wider community

- Take opportunities to develop effective relationships with the community, including business and industry, to extend the curriculum and to enhance teaching and learning.
- Take opportunities to create and maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

- Take opportunities to ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the Academy's targets for improvement.

Managing own performance and development

- Participate in arrangements for the management of performance and take responsibility for own professional development.
- Prioritise and manage own time effectively.
- Work under pressure and to deadlines with a positive 'can do' attitude.
- Sustain their own motivation and that of other staff.



Managing and developing staff and other adults

- Provide professional leadership and management to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all pupils.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities, within their areas of responsibility and maintain an overview of teaching and learning.
- Sustain effective systems for the management of staff appraisal and targets for teachers, including targets relating to pupils' achievement.
- Motivate and enable all staff (within their specific areas of responsibility) to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Lead professional development of staff through example and role modelling.
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate, for example, higher education, SLE's and subject associations.

Managing resources

- Work with senior colleagues to deploy staff effectively to improve the quality of education provided.
- Work with senior colleagues to manage, monitor and review the range, quality, quantity and use all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Strategic Leadership

- Help to create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life. Secure the commitment to the vision and direction of the school.

- Lead by example, provide inspiration and motivation, and embody for the pupils, staff, governors and parents vision, purpose and the leadership of the school.
- Help to ensure that all those involved in the school are committed to its aims and are accountable in meeting long, medium and short- term objectives to secure the educational success of the school.
- Be proactive in the promotion of the school and the management of its internal ethos and external image.
- Be responsible for aspects of day to day running and management under the direction of the Principal and as agreed with the members of the Leadership Team.
- Be responsible, either singly or jointly, for one or more specific strands of the School Improvement Plan
- Be proactive in the development of the school in all its aspects.

General

- Undertake training.
- Be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- Identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Academy, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.
- Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the Academy.
- Additional Responsibilities.



Dignity at work

- To show, always, a personal commitment to treating all pupils and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Adventure Learning Academy Trust reserves the right to revise this job description.



5. Person Specification

Education and Training

Essential

- Educated to at least degree level
- Qualified Teacher Status
- Evidence of continuing professional development
- NPQML or similar

Desirable

- Leader of Education
- Thrive or Trauma Informed Schools (TIS) Practitioner
- NPQH

Skills and Experience

Essential

- Proven track record of a senior role in education
- Proven experience of raising standards of teaching, learning and assessment
- Proven curriculum management and leadership, planning, teaching and assessment in Literacy and/or Maths
- Experience of managing successful change
- Demonstrates experience of successful whole school improvement
- Experience of budget and resource management
- Ability to analyse data in relation to developmental planning

Desirable

- Operational management within a MAT

Specialist Knowledge and Skills

Essential

- Partnership and community development
- Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people
- Demonstrates an awareness, understanding and commitment to equal opportunities

Desirable

- Coaching and mentoring skills



- Experience of Ofsted preparation

Behaviours and Values

Essential

- Collaborative working and a team player
- Positive and with a 'can do' attitude
- High personal standards of professional conduct
- Motivational leadership
- Promote a culture of high performance
- Workforce resilience
- High level of emotional intelligence
- Trust and integrity
- A love of the outdoors, of adventurous learning, pygmy goats and chickens!



Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references, one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

6. More information

To find out more about Adventure Learning Academy Trust please visit www.alat.org.uk. To find out more about Gulval School please visit the school website at www.gulvalschool.org.uk and the schools Facebook and Twitter feeds, search for 'Gulval School'.

Visits to Gulval School are warmly welcomed, to arrange an appointment please contact Penny Nicholls on 01736 364 747 to arrange a mutually convenient time. To talk further about this role please contact Paul Baker, Regional Executive Principal, on 07525805740 or email pbaker@alat.org.uk.

Cornwall is renowned for its spectacular coastline, beautiful cliff top walks, picture postcard harbours and famous beaches. Cornwall boasts a rich cultural heritage that has left an indelible mark on the landscape. Right in the heart of Cornwall is Truro, the UK's most Southerly city, which is a vibrant centre of shopping, culture and impressive architecture.

To find out more about Cornwall please visit <https://www.visitcornwall.com/things-to-do>

7. How to apply

All applications must be sent to Ali Honey at ahoney@alat.org.uk

To access the application form please visit the ALAT website at:

<http://alat.org.uk/work-with-us/recruitment/jobs-academies/>

What you need to submit:

- **Application form and covering letter** – please ensure you complete an application form which contains full employment history in reverse order with details of each post you have held and key responsibilities, providing evidence of key requirements specified in the job description. You may also include a CV; however, **please note applications with CV only will not be accepted.**
- **Self-declaration form** – please fully complete a self-declaration form and submit with your application form.



Closing date: 9.00 on 23rd April 2018

Proposed interview date: 2nd May 2018

8. Selection process

To ensure we recruit the right candidate for the Trust, we have a specific selection process that must be met, especially surrounding safeguarding.

- **Safeguarding** - ALAT is committed to safeguarding and employment will be subject to the satisfactory completion of all pre-employment checks, inclusive of an enhanced DBS.
- **Anomalies** - any anomalies in the information provided or any issues will be checked i.e. gaps in employment. This is to ensure we are safeguarding our pupils.
- **Criteria** - after the closing date, all candidates will be shortlisted by the panel using a shortlisting scoring matrix with the competencies taken from the job description. This is to ensure each candidate meets the requirements of the role and are scored fairly against other applicants. Candidates who meet the criteria will be invited to an interview.
- **Testing** - each candidate will be tested and assessed fairly during the interview process.

