



Ashlawn School  
Vice Principal



ASHLAWN  
SCHOOL

Job Description and Person Specification

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Principal**

# About the Role

Thank you for your interest in the position of Vice Principal at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Ashlawn School is recruiting a Vice Principal. Initially this would concentrate on behaviour and attendance and would involve leading and managing a team of heads of key stage, attendance and welfare staff and line manage areas of the curriculum. However, we are looking for someone with transferable skills who has the ability to work across a number of senior leadership responsibilities.

The school has developed our 5 key ambitions for all of our students:

- Ensure that they have the best opportunity for academic achievement
- Prepare the for the world of work and employability
- Develop their understanding of their place within community
- Support their personal development to be confident and self assured individuals
- Ensure that every child aspires to be the best that they can be.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Vice Principal
<b>Salary:</b>	L18 – L22
<b>Contract:</b>	Full time as specified within STPCD
<b>Responsible to:</b>	Principal
<b>Key relationships/Liaison with:</b>	Vice Principals Senior Leadership Team The extended leadership team Heads of key stage Tutors Mentors Students Parents
<b>Job purpose:</b>	<p>The role of Vice Principal is to assist the Principal in delivering the educational outcomes, standards, and the day-to-day leadership and management of a TLET academy/s by:</p> <ul style="list-style-type: none"> <li>• Supporting colleagues, including the SLT, in their work to develop and improve the academy to achieve exceptional standards in teaching and learning in order to improve standards of behaviour, attendance, academic progress, attainment and personal development.</li> <li>• Lead and manage the realisation of the Trust’s and the academy’s vision through the implementation of a holistic, ambitious, and fully inclusive curriculum for all pupils achieving this through an engaging and inspiring teaching and learning strategy.</li> <li>• Lead and manage whole academy priorities, as determined by academy development and improvement plans.</li> <li>• Support and contribute to the development and implementation of the academy vision and strategy.</li> <li>• As a member of the senior leadership team provide support, supervision and direction in the day-to-day operational running of the academy.</li> <li>• Consistently evaluate workload to promote staff wellbeing and a positive culture.</li> </ul>

## **MAIN ROLE AND RESPONSIBILITIES:**

### **Strategic leadership**

As a member of the senior leadership team, you will have shared responsibility to:

- Embed the principles of distributive leadership throughout the academy.
- Provide leadership, professional support and guidance for staff ensuring that all are treated fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Supporting the Associate Principal, and the rest of the leadership team, to ensure a culture of safeguarding is maintained at all times.
- Ensure aspirational aims and objectives are realised in partnership with the Associate Principal and Senior Vice Principal (where applicable) through the excellent leadership and management of the academy.
- Embed our shared Trust vision, ambitions, and values, ensuring that they are understood by pupils, staff, and parents.
- Ensure that key objectives from the Trust's strategic plan are used to develop academy improvement plans.
- Drive, lead, and promote the achievement agenda to bring about year on year improvements.
- Review and monitor progress of academy improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives.
- Ensure the academy is prepared for successful internal and external audit, including Ofsted
- Build positive and respectful relationships with stakeholders and the wider community.
- Support to the Academy Improvement Process including supporting the Principal and Senior Vice Principal to ensure a robust performance management process is in place.

### **Managing the organisation**

- Line manage teachers and support staff as directed by the Associate Principal, providing effective support and challenge to help them secure best outcomes for pupils.
- To ensure that day-to-day operational aspects of the academy community run smoothly and efficiently, encapsulate the overall vision of the academy and promote a positive and high performing culture.
- To work with the Associate Principal and Senior Vice Principal (where applicable) to ensure the best possible use of resources and value for money.
- To carry out all activities in such a manner that data protection requirements are met and are in line with the academy's policies for Health and Safety, and Equal Opportunities.
- In conjunction with the Associate Principal and Senior Vice Principal (where applicable) develop, embed, and consistently evaluate the continuing professional development and learning offer for all staff.
- In partnership with the Associate Principal and Senior Vice Principal (where applicable) manage workload of staff and to actively promote staff wellbeing and implement strategies to promote a healthy working environment.
- Establish systems for quality assurance to inform the academy SEF.
- Responsible for the writing and delivery of relevant sections of the Academy Improvement Plan and the Academy Evaluation Summary (AES).
- In partnership with the senior leadership team, develop and implement policies, systems, and processes to ensure coherent and effective improvement and the highest professional standards.

- Support the senior leadership team in developing links with parents, other academies, educational institutions, industry, and the wider community in order to enhance teaching and learning and children's personal development.
- Deputise for the Associate Principal or Senior Vice Principal (where applicable) in their absence.
- Establish clear and open lines of communication with all stakeholders.
- Contribute to the Trust effectively and efficiently operating within the required regulatory frameworks and meets all statutory duties.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Work successfully with other organisations, academies, and trusts to enhance the pupil offer/outcomes.
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- When required, present coherent, understandable data on pupil progress to others, including academy and Trust colleagues.

### **Teaching and Learning**

- To ensure high and consistent standards of work and behaviour from pupils within the academy community.
- To establish and maintain an excellent learning environment, demonstrated by regular and robust evidence, that encapsulates the overall vision for the academy.
- Work closely with Subject and Faculty Leaders to ensure that the whole academy curriculum and subject curricula are ambitious, consistent, and embedded across the academy.
- To support staff in achieving the highest standards of teaching, learning, and assessment, so that pupils achieve the highest standards of behaviour and attendance.
- To promote all key strategies to support improved outcomes for all pupils.
- To hold others to account for progress and achievement of all pupils and the quality of teaching, learning, and behaviour within their department.
- Line management of other senior and middle leaders, as directed by the Associate Principal.
- In conjunction with the Associate Principal and Senior Vice Principal (where applicable), ensure that pedagogy and subject specific knowledge and understanding reflects current educational research and develop partnerships within the academy, across the Trust, and with a range of other partners to support collaboration and development of best practice.
- Working closely with senior leaders to ensure that the curriculum is delivered consistently and is highly effective.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum.
- Promote curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.
- Ensure valid, reliable, and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum.

### **Resource Management**

- Work within the financial parameters set by the Trust.

- Work closely with the Associate Principal to ensure that the academy budget that is set is aligned to the academy's curriculum needs. You will take appropriate responsibility for the management and delivery of parts of the budget that is approved by the Trust.
- Hold regular meetings with the Associate Principal to review the resource plan to ensure it meets the curriculum needs of the academy whilst remaining in budget.
- Support leaders to make their own financial decisions by delegating budgets.
- Support the Trust in ensuring compliance in Health and Safety and financial probity.
- Support the Trust in maintaining the accommodation to the highest possible standard so that it meets curriculum needs and facilitates learning in a clean, attractive, and safe environment.

**Other**

- Demonstrate a passion for education, read widely and think deeply about education and related issues and take a proactive approach to your own professional development.
- Maintain confidentiality inside and outside of the academy.
- Undertake such other duties that reasonably correspond to the general character of the post and commensurate with membership of the Senior Leadership Team.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



# Person Specification

**Job Title:** Vice Principal  
**Responsible to:** Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of management and leadership study</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial secondary teaching experience</li> <li>• Experience of whole-school behaviour management leading to school improvement</li> <li>• Excellent classroom practitioner</li> <li>• A strong commitment to inclusion with high expectation for all learners</li> <li>• Able to talk about characteristics of effective secondary teaching and learning</li> <li>• Good understanding and use of tracking systems and use of data including target setting and tracking</li> <li>• Understanding of effective techniques and policies for behaviour management</li> <li>• Knowledge and experience of up-to-date development in IT and e-learning for teaching and management purposes</li> <li>• Experience of working with other school/organisations to develop and share best practice</li> <li>• Evidence of impact within leadership of behaviour and attendance strategies</li> <li>• Experience of working with local authorities</li> <li>• Shows a high level of enthusiasm, commitment and determination</li> <li>• Is flexible and listens</li> <li>• Is prepared to seek advice and support</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leadership experience in a secondary setting, or similar</li> <li>• A good understanding of the requirements of transition between key stages.</li> <li>• Experience of teaching in key stages 3, 4 and 5</li> <li>• Experience of leading extra curricular activities</li> <li>• Experience in leadership of Safeguarding</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates a concern for the pastoral and spiritual welfare of everyone in the school</li> <li>• Confidentiality, commitment and loyalty</li> <li>• A desire to support all aspects of children's development and extended schooling</li> <li>• Commitment to continuing professional development</li> <li>• Self-motivated and shows initiative</li> <li>• Committed to active parental involvement</li> <li>• Resilient under pressure</li> <li>• The ability to deal sensitively with people and resolve conflict</li> <li>• Committed to active parental involvement</li> </ul>	
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years of senior leadership experience</li> <li>• A strong understanding of whole school challenges</li> <li>• Has a clear understanding of Every Child Matters</li> <li>• Experience of planning for change and development</li> <li>• Experience of delegating, supporting and monitoring work of others</li> <li>• Ability to analyse, prioritise and meet deadlines</li> <li>• Knowledge of the role of Governors and an ability to report effectively to the LGB and the Trust</li> <li>• A presence which inspires confidence and respect and openness</li> <li>• Strong, positive people management skills</li> <li>• Ability to explain ideas succinctly</li> <li>• Able to motivate, promote good relationships and communicate with all stakeholders</li> <li>• Able evidence positive working relationships with others in the SLT and extended leadership team</li> <li>• Ability to reflect on, review and revise a standpoint if necessary</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of mentoring staff</li> <li>• Experience of induction of staff</li> <li>• Experience of whole school self-review and evaluation</li> <li>• Experience of playing a role in establishing a staff development programme</li> <li>• Experience of mentoring student teachers</li> <li>• Confidence to encourage others into and be efficient in leadership positions</li> <li>• Experience of having led a whole school initiative</li> <li>• Experience of playing a role in implementing an Academy Development Plan</li> <li>• Experience of successfully fostering a culture in which staff, pupils and parents feel confident that they can raise issues/concerns relating to the welfare or safety of children</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Creative, enthusiastic and proactive, keen to embrace new ideas and challenges</li><li>• A good communicator with strong interpersonal skills</li><li>• Approachable, caring and empathetic</li><li>• Works well as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Commitment to undertake NPQH</li></ul>
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# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)).

Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 16 December 2024
- **Closing date:** 16<sup>th</sup> January 2025
- **Final shortlisting:** 20 January 2025 @ 9am
- **Final panel process:** 23<sup>rd</sup> and 24<sup>th</sup> January 2025