

Associate Assistant Principal - Science

Ellis Guilford School

October 2020



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Associate Assistant Principal for Science at Ellis Guilford School.

As the newly appointed Principal for September 2020 at Ellis Guilford, it is a great honour and privilege for me to lead the school of over 1300 students to its next phase. You will be joining a dynamic and ambitious executive senior leadership team, who are committed to making a difference, as the school transitions over

the next two to three years.

Central to this improvement is the development of staff skills to meet the demands of the 21st Century curriculum. I consider the next few years will be an exciting time for all the staff and students here. We are looking for people to join us who are committed to making a difference to the lives of young people, many of whom come from disadvantaged backgrounds. They deserve our support and encouragement and the reward for staff when they witness the changes that can be made are immense.

If you are passionate about changing the lives of young people we would like to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people we would very much like to hear from you.

If you would like to discuss this role further, please contact Regional HR Advisor, Catherine Gordon, on Catherine.Gordon@creativeeducationtrust.org.uk

Yours sincerely,

Chris Keen

“ The curriculum provides for pupils’ spiritual, moral, social and cultural development. ”
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Ellis Guilford Schools Progress Scores in 2018/19:

- Progress 8 score: **-0.64**
- Attainment 8 score: **35.4%**
- Pupils entering EBacc: **18%**
- Staying in Education or entering employment: **83%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters.



You can find out more at:
www.ellisguilfordschool.org.uk

ASSOCIATE ASSISTANT PRINCIPAL JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

L6 – L8

THE ROLE:

- To lead and manage strategies to continue to improve academic learning, progress and professional development in Science
- To be an outstanding Lead Teacher in Science
- To be a key contributor to whole school practices as an associate member of Senior Leadership Team.
- To train and provide ongoing development support to the staff in Science to ensure that they plan and deliver learning to meet the needs and aptitudes of all students.
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

STRATEGIC PLANNING

- To lead and manage the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the learning area
- To lead and manage strategic and action planning to drive learning, progress and personal development through the maths curriculum.

CURRICULUM PROVISION

- To lead and manage the TLR holders to ensure that the curriculum provides a range of teaching which helps to deliver school improvement targets including those that relate to outcomes in Science.

QUALITY OF TEACHING, MARKING AND ASSESSMENT

- To lead and manage the teaching and learning to ensure that best teaching practice is systematically shared and embedded across the Science learning area.
- To support the Science teachers in their career progression and in improving their practice
- To ensure that own teaching is consistently good and better to ensure that students make good progress
- To undertake a designated programme of teaching in Science
- To ensure a high quality learning experience for students which meets internal and external quality standards and to ensure this across the Science curriculum
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards or work and homework across the Science curriculum.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

RAISING STANDARDS

- Set high expectations for students' behaviour and ensure that it is effectively managed across the Science curriculum
- Set appropriate and demanding expectations for students' learning and motivation and to establish this across the Science curriculum

- To alert the appropriate pastoral staff to problems experienced by colleagues or by students and make recommendations as to how these may be resolved as appropriate

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- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

- To ensure that the appropriate behaviour management systems are being applied so that effective learning can take place across the Science curriculum

- To train and provide developmental support to staff in the Science learning area to ensure high standards at all times

STAFFING

- Take part in the school's staff development programme by leading training and ongoing developmental support of teachers in the Science learning area.

- Continue personal development in the relevant areas including subject knowledge and teaching methods

- Lead and manage the performance management review process.

- Ensure all staff in Science have a clear understanding of student data and accountability measures

MONITORING, EVALUATION AND REVIEW

- Undertake regular, systematic monitoring of the quality of teaching, marking and assessment together with attitudes and behaviour to learning and present clear summary findings to a range of staff.

- Utilise findings from monitoring activities to produce clear evaluative reports to a range of staff, utilising recommendations to agree, plan and implement strategic and action plans to drive learning and progress.

- Engage with staff in the Science learning area to involve them in all aspects of self-evaluation, involving them in decision making and future planning.

- Support whole school ARR under the direction of the Assistant Principal.

- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders with the ability to be constructive under pressure.

- Sustaining wide, current knowledge and understanding of education locally and nationally and pursuing continuous professional development.

- Communicating the academy's vision and empowering all students and staff to excel.

MANAGEMENT INFORMATION

- Ensure that the academy's systems and processes are adhered to by all staff in Science.

- Actively support the governing body to deliver its functions effectively.

- Implement good organisations and record keeping across the area.

SCHOOL ETHOS AND COMMUNITY

- Work with parents and students to ensure that they have an understanding of the aims of the school, its policies and procedures and future direction.

- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

OTHER SPECIFIC DUTIES

- To attend senior leadership team meetings and be a key contributor to drive continuous school improvement. To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example

- To promote actively the school's corporate policies

- To continue personal development as agreed.

- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

- To take an equitable part in the cover system of the school according to policy and regulations.

- To undertake any other duty as specified by STPCB not mentioned in the above.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

You can find out more at:
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- Develop strong, positive relationships with Creative Education Trust colleagues; participating in trust-wide work and projects as appropriate.
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- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
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- Undertake any other reasonable duties deemed appropriate to the role.
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This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status • Degree in relevant subject • Recent and relevant CPD 	<ul style="list-style-type: none"> • Experience of working within multiple schools
EXPERIENCE	<ul style="list-style-type: none"> • Experience of effective leadership • Track record of improving schools • Good/Outstanding teacher with proven record of excellent examination results 	<ul style="list-style-type: none"> • Experience of leading training for others • Experience of teaching in more than one school
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Experience of monitoring classroom performance through observation and feedback • Experience of using data to plan lessons and enhance achievement • Knowledge of a range of school improvement data tools • Extensive knowledge and experience of leading school improvement and improving student outcomes • Experience of Quality Assurance procedures • Ability to analyse data, develop strategic plans, set targets and evaluate progress • Ability to inspire and motivate staff, students, parents and governors 	<ul style="list-style-type: none"> • Understanding how new technologies can impact on teaching and learning • Understanding of how curriculum design can impact on raising standards • Evidence of whole school impact through recent work
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Good ICT skills • Love of learning and care for students • Capacity to meet deadlines • Ability to prioritise and manage diverse job role • Team player 	<ul style="list-style-type: none"> • Evidence of whole school impact through recent work
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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