



Ashlawn
School



Vice Principal
Quality of Education
RECRUITMENT PACK
May 2022



Ashlawn School

Welcome from the Principal

Welcome to Ashlawn School and thank you for your interest in this role. I am proud to be part of the heritage at Ashlawn School, its success and its future.

We are a school where excellence is at the heart of everything we do and I believe passionately in education. I know that Ashlawn provides the very best educational experience for all its young people.

We are a happy school where high standards and expectations lead to outstanding academic results for all our students. Respect for each other and high standards of behaviour are values which we all share and for which we are all responsible.

My colleagues and I are committed to providing an inspirational environment where our students are engaged and enthused, and where learning enables all young people to realise their academic potential and acquire the skills and values they need for life's journey. Whilst academic success is important we recognise that there is more to education than exam passes; confidence, adaptability, learning skills, creativity and resilience are all necessary life skills.

Why work for Ashlawn?

- We are a large, outstanding bi-lateral school committed to supporting all members of the school community to succeed.
- Ashlawn is an oversubscribed, outstanding school, well respected within the local community and rated as in the top 15% of schools nationally by the Real Schools Guide.
- You will 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.

There are excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust and at Ashlawn School, we look forward to receiving your application for this role,

Siobhan Evans

Principal, Ashlawn School



About the School

Ashlawn School is one of five bi-lateral secondary schools in England, located in the Hillmorton area of Rugby, Warwickshire and has over 1,800 students on roll.

We are a forward-thinking and exciting centre of learning with excellent results and our young people are proud to belong to a school that offers the range of opportunities that our unique curriculum affords.

Our record of success is reflected in our A level and GCSE results and we are committed to providing the highest standards of provision. In 2013 we were, delighted when Ofsted recognised the school as outstanding in every category and shortly afterwards we were designated a National Teaching School with responsibility for teacher training and supporting other schools in our region. This success is testimony to the aspirations and efforts of our community – our students, their families and our staff.

We believe that education transforms lives and that excellent learning and leadership opportunities go together to support students and staff to maximise their potential and future life chances.



Transforming Lives
EDUCATIONAL TRUST

About the Trust

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire.

The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places.

The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2,400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognise that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional health. This centres on a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee of TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.



About the Role

We are looking for an ambitious and hardworking Vice Principal - Quality of Education who will work to develop and improve the school to achieve exceptional standards in teaching and learning.

The Vice Principal will be responsible for:

- Leading and managing the realisation of the school's vision through the implementation of a holistic, ambitious, and fully inclusive academic and co-curriculum for all students achieving this through an engaging and inspiring teaching and learning strategy.
- Supporting and contributing to the development and implementation of the school vision and strategy.
- Providing support, supervision, and direction in the day-to-day operational running of the school.
- Consistently evaluating workload to promote staff wellbeing and a positive culture.
- Leading and managing whole school priorities, as determined by the Whole School Development Plan.

How to apply...

For an informal and confidential discussion regarding this role, please contact Liz Hayden at Satis Education on 07706 333 575 or email liz@satiseducation.co.uk

The closing date for applications is: Monday 23rd May 2022 @ 9:00am
Interviews: Thursday 26th May 2022.

Please read the information in this pack. If you decide to apply you should include a letter with your application form 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 role.

Please send your application to admin@satiseducation.co.uk.



Job Description

Post:
Vice Principal -
Quality of Education

Salary:
18 - 22

Responsible to:
Principal and Senior
Vice Principal

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Senior Vice Principal will carry out. The post holder may be required to do other duties appropriate to the level of the role. The final Job Description will be negotiated on appointment depending on the skills and experience of the successful candidate.

JOB PURPOSE

- Support colleagues including the SLT in their work to develop and improve the school to achieve exceptional standards in teaching and learning in order to improve standards of behaviour, attendance, academic progress, attainment and personal development.
- Lead and manage the realisation of the school's vision through the implementation of a holistic, ambitious, and fully inclusive academic and co-curriculum for all students achieving this through an engaging and inspiring teaching and learning strategy.
- In partnership with the Principal and Senior Vice Principal, facilitate an exceptional culture of lifelong learning through a comprehensive continuing professional development offer that supports individual staff and ensures high quality teaching and excellent student progress.
- Lead and manage whole school priorities, as determined by the Whole School Development Plan.
- Support and contribute to the development and implementation of the school vision and strategy.
- As a member of the senior leadership team provide support, supervision, and direction in the day-to-day operational running of the school.
- Consistently evaluate workload to promote staff wellbeing and a positive culture.

MAIN DUTIES AND RESPONSIBILITIES

- To embed the principles of distributive leadership throughout the school.
- To establish and maintain an excellent learning environment, demonstrated by regular and robust evidence, that encapsulates the overall vision for the school.
- To ensure that day-to-day operational aspects of the school community run smoothly and efficiently. Encapsulate the overall vision of the school and promote a positive culture.
- To ensure high and consistent standards of work and behaviour from students within the school community.



Job Description

- To secure the most effective standards of teaching, learning and assessment through exceptional support for colleagues.
- As part of the teaching staff, deliver highly effective lessons across the age range.
- To 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.
- To work with the Principal and Senior Vice Principal 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 School's policies for Health and Safety, and Equal Opportunities.
- Supporting the Principal and the rest of the leadership team to ensure a culture of safeguarding is maintained at all times.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with membership of the Senior Leadership Team.

SPECIFIC RESPONSIBILITIES AND DUTIES

- Work closely with Subject and Faculty Leaders to ensure that the whole school curriculum and subject curricula are ambitious, consistent and embedded across the school.
- In conjunction with the Principal and Senior Vice Principal, ensure that pedagogy and subject specific knowledge and understanding reflects current educational research and develop partnerships within school, across the trust and with a range of other partners to support collaboration and development of best practice.
- In conjunction with the SENDCo and curriculum leaders ensure that the literacy and numeracy strategy is embedded across the curriculum.
- To ensure aspirational aims and objectives are realised in partnership with the Principal and Senior Vice Principal through the excellent leadership and management of the school.
- To support staff in achieving the highest standards of teaching, learning and assessment. Supporting students to achieve the highest standards of behaviour and attendance.



Job Description

- To promote all key strategies to support improved outcomes for all students.
- To hold leaders to account for progress and achievement of all students and the quality of teaching, learning and behaviour within their department.
- In partnership with the Principal and Senior Vice Principal, develop and implement policies, systems, and processes to ensure coherent and effective improvement in teaching and learning.
- In conjunction with the Principal and Senior Vice Principal develop, embed and consistently evaluate the continuing professional development and learning offer for all staff.
- Line management of Assistant Principals for Teaching and Learning and Student Outcomes
- Working closely with senior leaders to ensure that the curriculum is delivered consistently and is highly effective.
- In partnership with the Principal and Senior Vice Principal manage workload of staff and to actively promote staff wellbeing.
- Support to the School Improvement Process including supporting the Principal and Senior Vice Principal to ensure a robust performance management process is in place.
- Establish systems for quality assurance to inform the school SEF.
- To be responsible for the writing and delivery of relevant sections of the School Improvement Plan and the school's Self Evaluation Form (SEF).
- In conjunction with the rest of the senior leadership team ensure that all work undertaken in the departments and across year groups complies with school processes, procedures, and policies. Promoting the highest professional standards.
- Demonstrate a passion for education, read widely and think deeply about education and related issues and who take a proactive approach to your own professional development.
- Maintain confidentiality inside and outside of the school.
- Support the senior leadership team in developing links with parents, other schools, educational institutions, industry, and the wider community in order to enhance teaching and learning and children's personal development.
- Deputise for the Senior Vice Principal in their absence.
- Duties commensurate with the role as requested by the Principal.

Person Specification

Essential

Desirable

Qualifications

- First degree or equivalent

- DfE recognised qualified teacher status/Qualified Teacher Learning and Skills
- Evidence of participation in recent relevant Continuing Professional Development relevant to a strategic leadership post
- National Professional Qualification for Headship NPQH or willing to work towards

Knowledge and Experience

- Significant recent and relevant experience as a substantive Assistant Headteacher or middle leader of a very large and successful team
- Successful and proven track record of leading a whole school area with a demonstrable impact on school improvement
- Experience of successful leadership in teaching and learning including monitoring and evaluating against targets.
- Experience of line management and holding others to account with demonstrable positive impact
- Experience of analysing and interpreting assessment data to ensure effective student progress, raise standards and achieve outstanding pupil outcomes
- Experience of using coaching to improve performance
- Experience of effectively managing underperformance
- Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social, and emotional needs

- Successful development of colleagues
- Experience of effectively working with others including other schools/ Teaching Schools
- Evidence of managing teams and leading progress
- Knowledge of using Restorative Justice
- Knowledge of coaching and mentoring systems

Person Specification

Essential

Desirable

Knowledge and Experience

- Experience of leading a team in the development and implementation of a school improvement initiative that had a sustained and demonstrable impact on student progress
- Experience and knowledge of high standards of safeguarding children
- Experience of the performance management process and the role of reviewer
- Experience in Ofsted inspection and post inspection action planning or similar external/internal review
- Experience of working well in partnership with staff, governors, children, parents and carers and the wider community
- Exemplary classroom practitioner and role model for highly effective teaching and learning
- Knowledge of whole school quality assurance and accountability
- An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD
- Up-to-date knowledge of specialised curriculum for young people with SEMH
- An understanding of disadvantage and difficult settings
- A wide and current knowledge of safeguarding legislation and best practice

Person Specification

Essential

Desirable

Skills and Abilities

- A track record of being a good and outstanding classroom practitioner with the ability to model teaching and learning across the school
- Can explore the core principles of effective management of behaviour and attendance
- Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups
- Ability to lead and manage people
- Ability to self-evaluate

Personal Aptitudes

- Personal and professional resilience in the face of challenging situations
- Strong personal motivation and drive.
- Self-motivated, productive, diligent, and thorough
- Commitment to an open, collaborative style of management
- Desire to fill the role of lead professional in developing classroom practice
- Concern for the development of colleagues and members of the wider school community
- Commitment to own personal and professional development and that of all staff
- Convinced of the transformative nature of excellent education
- Empathy with the needs of children
- Commitment to the safeguarding of vulnerable young people

Person Specification

Essential

Desirable

Personal Aptitudes

- A personal commitment to promoting inclusion, diversity, and access
- Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues, external agencies, and the wider school community
- A commitment to the vision, values, aims and objectives of Ashlawn School



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www.tlet.org.uk www.ashlawn.org.uk
Ashlawn Road, Hillmorton,
Rugby, CV22 5ET