

**KENTON SCHOOLS  
ACADEMY TRUST**



**Appointment of  
Assistant Principal  
L5 – L10, £46,566 to £52,723 pa  
Full Time, Permanent  
Required for September 2021**

**Candidate Information Pack**



**Studio West, West Denton Way, Newcastle upon Tyne, NE5 2SZ Tel: 0191 481 3710**

# Welcome to Studio West

Dear Applicant

Thank you for your interest in joining Studio West, which is part of Kenton Schools Academy Trust.

Studio West opened in 2014 as a 13–19 studio school; from September 2017, due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7. Currently with around 450 students, the school now has a PAN of 90 and is substantially oversubscribed in all year-groups. We currently operate Years 7 – 10 and the provision will be full Years 7 – 13 in 2023 as we grow our cohorts through.

The ethos of Studio West is enshrined in ‘Learning that connects.’ The principle that learning must constantly connect school with the real world is at the very core of everything we do. Project-based learning runs through the veins of our curriculum and our assessment is seamless from Key Stage three to four.

We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.

Graded as ‘Good’ by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We know the key to our success is having a strong team committed to the ethos of the school with the skills, dedication and passion to motivate and instill high expectations in every student to achieve their potential.

As our school and team grow, we are delighted to be in a position to grow our leadership team with the introduction of two new Assistant Principal roles. We are seeking to appoint two outstanding candidates to join the team who will lead by example, demonstrate best practice in all aspects of Teaching and Learning, Assessment and Behaviour for Learning. We are seeking candidates with a thorough understanding of the local and national issues surrounding the provision of secondary education and who can combine interpersonal, negotiation and influencing skills with professional credibility to positively engage all school stakeholders. Above all you will be a team player with a relentless drive.

More importantly, however, we are seeking candidates with an absolute commitment to our core aim of ensuring that all students within our school achieve their potential, whatever their barriers, background, social status, gift or need.

If you are the person we are looking for you will be able to demonstrate:

- A proven track record of effectively leading a department or significant curriculum/leadership area.
- Demonstrable experience driving performance improvements in that area or the wider school.

- An ability to think and act strategically with sensitivity to organisational and wider political priorities to deliver high quality outcomes.
- An ability to present views and opinions in discussion which contribute to positive outcomes including the ability to challenge, give feedback and accept feedback constructively.
- A proven track record of people, resource and financial management.
- An ability to demonstrate high expectations and to instil these in others.
- An unfaltering work ethic and resilience and commitment to the studio school ethos.

These are challenging roles, but exciting ones. The successful candidates will not only have the opportunity to play a key role in shaping the future of the school but also the community it so proudly serves.

For an informal discussion regarding the role or to arrange a visit, please contact Helen Vasey, PA to the Principal on 0191 481 3710.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Val Wigham', with a horizontal line underneath.

Val Wigham  
Principal

# Job Description

## Assistant Principal



<b>Grade:</b>	Leadership Group Range L5 – L10
<b>Responsible to:</b>	Principal/Deputy Principal
<b>Responsible for:</b>	Staff as allocated, in line with designated areas of responsibility
<b>Job Purpose:</b>	To assist the Principal in the management of the school as part of the Senior Leadership Team.  To be accountable for performance in allocated areas of responsibility.

### Main responsibilities:

The following list is typical of the level of duties which the Assistant Principal will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To carry out the professional duties of an Assistant Principal as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
2. To assist the Principal and Deputy Principal in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices.
3. To manage staff, resources and budgets in allocated areas.
4. To assist in development of the school improvement plan and take a lead role in implementing specific objectives.
5. To demonstrate good teaching practice and innovate, inspire and motivate other staff. Promote teamwork and trust and be a professional role model for other staff.
6. To participate in, and where appropriate, lead staff training and development with continuous professional development. Assist the Principal and Deputy Principal in the implementation of performance management systems.
8. To co-ordinate designated curriculum area(s) and monitor, evaluate and set target for these area(s).
9. To develop partnerships with Governors, parents, primary schools, the local community, other agencies and businesses.

- 10 To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support ECM aims for children, young people and their families.
- 11 To work effectively with external bodies such as Ofsted, the DfE and the Local Authority.
- 12 Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- 13 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

# Person Specification

## Assistant Principal



### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	DfE recognised teaching qualification.
2	Outstanding classroom practitioner.
3	A proven track record of effectively leading a department or significant curriculum/leadership area.
4	Demonstrable experience driving performance improvements in that area or the wider school.
5	A proven track record of people, resource and financial management.
6	Knowledge and thorough understanding of relevant legislation and other key education (and social) issues.
7	Ability to forward plan and achieve results under pressure.
8	Effective creative, analytical, perceptive and problem solving skills.

#### Desirable

9	Experience of successful multi-agency/partnership working.
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### Part B: Assessment Stage

The above criteria will be further explored at the assessment stage with the criteria below:

#### Essential

1	Ability to think and act strategically with sensitivity to organisational and wider political priorities to deliver high quality outcomes.
2	Ability to demonstrate a clear vision for raising standards and implement, manage and drive school improvement.
3	Ability to lead a team and gain the commitment and respect of staff, pupils and stakeholders.
4	Ability to form effective relationships and relate well to all groups who are stakeholders or partners of the school and external agencies.
5	Ability to forward plan and achieve results under pressure.
6	Effective negotiation and persuasion skills.
7	Effective creative, analytical, perceptive and problem solving skills.

8	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ Motivation and commitment to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ Emotional resilience in working with challenging behaviours</li> <li>▪ Attitude to use of authority and maintaining discipline</li> </ul>
9	An ability to demonstrate high expectations and to instil these in others.
10	An ability to communicate effectively, present views and opinions in discussion which contribute to positive outcomes including the ability to challenge, give feedback and accept feedback constructively.
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment may be used:

Method		Method	
Interview	Yes	Task	Yes
Lesson Observation	Yes	Assembly	Yes

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1.	Enhanced Certificate of Disclosure from the Disclosure and Barring Service.
2.	Additional criminal record and prohibition checks if applicant has lived outside the UK.
3.	Children's Barred persons list
4.	DfE Prohibition list check.
5.	Section 128 List check.
6.	Medical clearance.
7.	Confirmation of Qualifications/Qualified Teacher Status.
8.	A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

## About our Trust

Our Trust incorporates both Studio West, and Kenton School, (a large secondary also based in the west of Newcastle). Under the leadership of Chief Executive Officer Ian Lane, the Trust's main objectives are encompassed in its vision, which is *to provide our students with the highest possible quality of education tailored to their differing needs. We will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve well; then progress to the most challenging and rewarding higher education and careers of their choice. They will be well-rounded, capable, creative, caring, committed, flexible and thriving adults, who influence their world, their country, their family and their own lives for the better.*

Over the last two years, the Trust Board, comprising of 3 members and 8 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

The Trust and its schools are supported by a strong Central Services Team covering core Trust functions, such as HR, Finance, Data and ICT.

## About the Area

Based in the west of the City, Studio West has excellent transport links and is less than a 5-minute drive from the A1. Newcastle is a vibrant and inspiring City brimming with history and culture. Once a major shipbuilding hub, it is now a centre for business, education, arts and sciences. With attractions such as Newcastle Castle, which sits on a hill offering fantastic views across the river, and the Millennium and Tyne Bridges connecting Newcastle and Gateshead, the City offers something for everyone. Be it the Discovery Museum covering interactive local maritime history and science displays, the Great Northern Museum, housing natural history and archaeological collections, or the cosmopolitan Quayside offering a fantastic range of bars and restaurants.

Newcastle has a number of theatres, including the iconic Theatre Royal which hosts touring national productions as well as ballet and opera seasons with strong regional companies. Just over the river in Gateshead are the Sage Music Centre and the Baltic Centre for Contemporary Art, both internationally recognised facilities.

With two universities, the University of Northumbria and the University of Newcastle, the City also offers fantastic further education opportunities for those of our students who aspire to stay in the North East.

## What we can offer you

There are many posts that claim to offer an 'exciting opportunity,' but we believe this post really does. We are looking for an Assistant Principal with the skills, experience, commitment and vision to build on the many strengths of the school, who will galvanise an entire community in driving and embedding sustained school improvement. This is a fantastic opportunity to scaffold your career and make a real difference. We are, in many ways, a unique school with an impressive portfolio of business partners and a commitment to project-based learning.

Studio West can offer you a supportive and nurturing environment with a “family” ethos at its core. CPD is strong, focused on need and valued. All views are welcomed, and you will have the opportunity to create the future for the school.

We can offer you an opportunity to work as part of an impressive team who are committed to the continued success of a “Good” school. You will be guided and nurtured as you develop your leadership skills. We are well on our way to being an “Outstanding” school and this is an exciting time to join us as we head into the next phase.

## Additional Information for Applicants

### **Terms and Conditions of Service**

The conditions of service applicable to this post are the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) and the School Teachers Pay and Conditions document as they relate to Assistant Headteachers, as amended/supplemented by local decisions made by Kenton Schools Academy Trust.

### **Salary**

The salary range for the post is Leadership Group point 5 - 10 with current corresponding salaries of £46,566 - £52,723 pa). Starting salary will be dependent upon current pay point and relevant experience. Progression through the range is subject to annual successful performance appraisals.

### **Start Date**

The start date for the post is expected to be 1 September 2021.

### **Pension Scheme**

The postholder will be automatically enrolled in the Teachers’ Pension Scheme on appointment (subject to the right to opt out). Further details and current contribution rates can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

### **Equal Opportunities**

Kenton Schools Academy Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

### **Safeguarding**

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

### **Links to Further Information**

[www.studiowestnewcastle.com](http://www.studiowestnewcastle.com); [www.ksmat.org.uk](http://www.ksmat.org.uk)

# Application and Appointment

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete the online form via [www.tes.com/jobs/](http://www.tes.com/jobs/) selecting 'Quick Apply' or download an application form from our website [www.studiowestnewcastle.com](http://www.studiowestnewcastle.com) and return it to [human.resources@kenton.newcastle.sch.uk](mailto:human.resources@kenton.newcastle.sch.uk)

<b>Closing date</b>	<b>9 April 2021</b>
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