



ASSISTANT PRINCIPAL (PRIMARY SECTOR) RECRUITMENT BROCHURE



QUEST

CEO WELCOME LETTER

Letter of welcome from CEO

Dear Candidate,



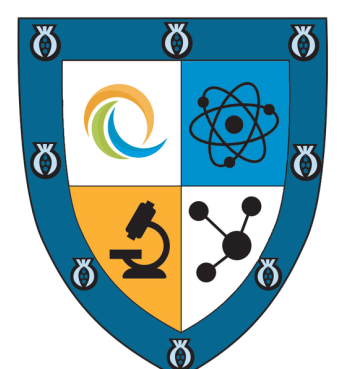
I am delighted that you are considering becoming a member of the **QUEST** Team. Here, we all lead to secure a place for **Learning, Innovation, and Opportunity**, and we seek those who have determination for success, a thirst for continued learning, and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, I have set out what makes us unique in the educational landscape, defines our success as thriving digital learning communities, and captures our forward-thinking and research-led rigor of implementation. We think outside the box here. We listen well and we are clear about our vision for education; a blend of student agency and digital technology for delivery. Here the talent drives the technology. We have created a culture of shared ownership, in partnership with our schools, where we embrace challenges as teams and ensure our core moral purpose is at the core of all we do. Our **Spirit of Purpose** is at the heart of all we do.

If you deliver exceptional educational outcomes for the children and young people in your care, have the inner determination to secure success for all, and relish the chance to create with us, we would be delighted to hear from you.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward to hearing from you, meeting you, and receiving your application.

Sharon Bruton
CEO



OUR TRUST

UNLOCKING POTENTIAL

QUEST has a clear and compelling vision for the future of education.

As an Academy sponsor, **QUEST** has a strong track record for making a long-lasting positive impact within the local communities it serves. Our ambition is to deliver education differently, making a positive impact on the life prospects of the pupils and communities we serve. The Trust is a collaborative family of schools. It enables us to build community, hope, dignity, and wisdom for all.

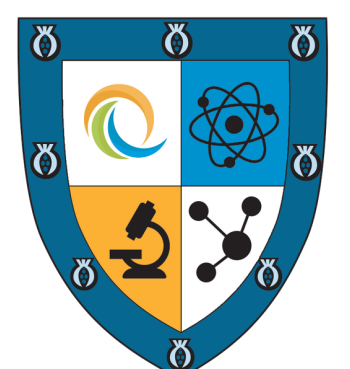
Our schools are all about passion, determination, and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to access high-quality education.

As *Century Flagship Schools*, our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial Intelligence learning platform and digital devices on a 1:1 basis for all aged 7 and above. We all lead learning in our Trust and all staff are Apple Teachers.

The curriculum is complemented by our coaching approach to develop student agency which promotes life skills of mental toughness, critical thinking, and communication. As *Pearson National Award Winners for Digital Innovation 2019*, we are proud to be leading the way by creating and shaping the next phase of education.

Together we will ensure they thrive.

Together we are stronger.



WHY WORK FOR US?

Our staff members are committed, patient, resilient, reliable, and reflective.

Our staff deliver high-quality teaching, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents, and staff with respect, demonstrate passion and pride, are prepared, punctual and polite, and make every day matter and every student count. If you are as extraordinary and have the same skill set we want to hear from you.

We're passionate and committed to the development and education of our students.

Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive, and use their mistakes to grow. They feel safe, have the confidence to explore and share their ideas and take ownership of their learning.

Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration, our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other, and their communities, are polite, prepared, and demonstrate a sense of pride.

How we will meet the demand and ensure high-quality teaching and learning

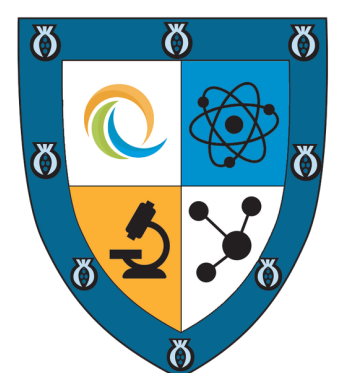
Our curriculum is designed to lead the way in a new era of learning. We are a teaching school for Century Tech, a cutting-edge *Artificial Intelligence Learning Platform*. Our experience tells us that our pupils and students are able to close their knowledge gaps faster and more consistently through using this diagnostic learning platform, whilst being supported to overcome challenges and develop critical thinking with our blended approach of coaching support. This is what we all require in life, not simply learning, and our children and young people need to have this inner resilience to support their learning and life chances. At **QUEST**, we will provide this bespoke support.

At **QUEST**, learning will embrace creative and innovative approaches that engage pupils and students, utilising modern technology and virtualisation to maintain pace and interest. We work 1:1 with students, using iPads and as an Apple School, our teachers strive to make the most of your time, skills, and expertise. Our Trust's digital strategy, *recognised by Pearson as Silver Award Winners for Digital Innovator of the Year*, is evidence of our commitment to excellence for all. This approach, outlined below, is partnered with our life skills curriculum and approach to student agency within all schools in **QUEST**.

This blend of approaches to learning provides our children and young people and staff with a readiness for the professionalism of the workplace, a way of establishing learning habits for life, and the security of self-motivation and mental toughness to enable all to thrive.

Working for us, we want you to embody the essence of success, in its many guises and look forward to your talents and expertise being added to the collective group for the benefit of all.

QUEST's Digital Strategy creates pathways for learners and maximises staff time to give quality learning feedback.



PHASE 1

COMMUNICATION

INTERNAL

EXTERNAL

PHASE 2

ENABLE EFFECTIVE AND EFFICIENT
OPERATIONAL SYSTEMS

PHASE 3

MINIMISED AND EFFICIENT
WORKLOAD - FOR TIME, PLANNING,
ASSESSMENT & SHARED RESOURCES

PHASE 4

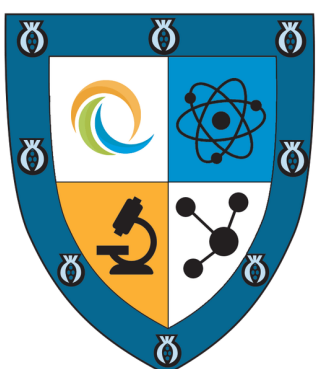
QUALITY
TEACHING AND
LEARNING



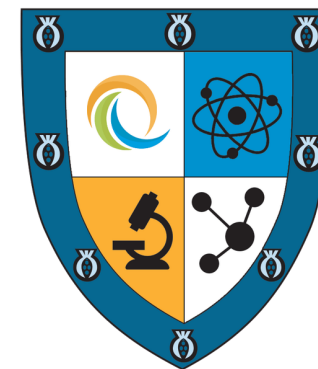
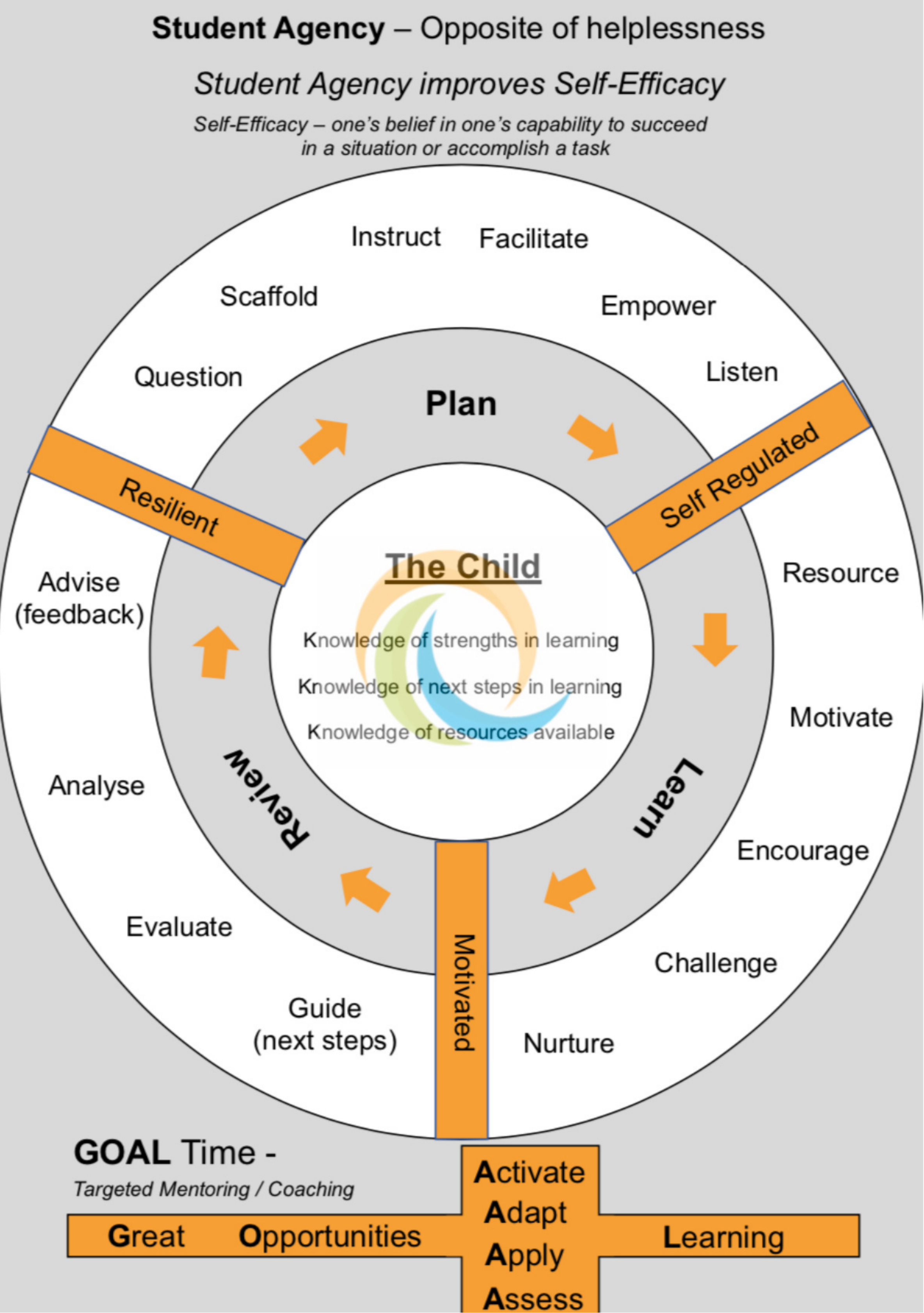
CULTURE OF
COACHING
& STUDENT
AGENCY

PHASE 5

CREATE FLEXIBLE, NUANCED AND
ADAPTABLE EDUCATION FOR THE FUTURE



STUDENT AGENCY - SELF EFFICACY BREAKDOWN



OUR PRIMARY SCHOOLS' CURRICULUM

Our primary schools are keen to offer their pupils a broad and balanced curriculum. *Mathematics* and *English* are taught each day tailored to our children. Other areas of the curriculum are taught through a cross-curricular and key skills approach. Some subjects are also taught as discreet subjects.

The children at schools within **QUEST** experience a curriculum that inspires, engages, and provides opportunities for children to lead their own learning. The implementation of our **DREAM** curriculum ensures progression in the delivery of knowledge and skills, to enable our learners to succeed as "Global Citizens".

Depth of knowledge and understanding is facilitated through
Research
Enquiry and
Analysis to ensure
Mastery of skills



In addition to the statutory curriculum, our schools also strive to give children the chance to gain various experiences. Educational visits and visitors into school are planned as a means of enriching the curriculum.



UNIVERSITY COLLEGIATE SCHOOL

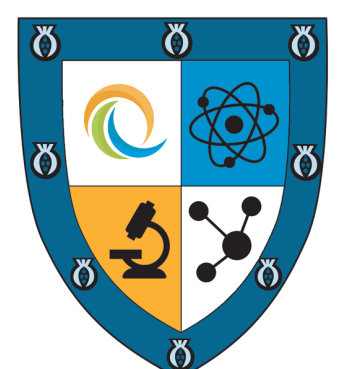


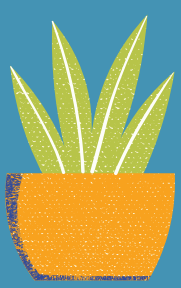
Located within the University of Bolton campus, UCS has an outstanding £10 million facility for 11-to 19-year-olds which includes specialist laboratories for **Engineering, Optometry, Clinical Dentistry, Pharmaceutical Consulting, Medical Simulation, Robotics, Electronics, and 3D Printing**. Our facilities uniquely inspire and motivate our students to succeed in their studies and propel their careers forward.

Our staff are subject specialists who employ a wide range of teaching and learning strategies. Our digital platform embedded in delivery to provide the best possible learning opportunities for our students.

As specialist schools and an *Academy Trust Educational Outcomes Award Winning School*, we have continued our success with 100% of our students securing their next steps in education. Our 11-19 school expanded in 2020, and this school continues to deliver education differently. We are proud to be sponsored by the **University of Bolton**, located on their knowledge campus and supported by our trusted industry and health sector partners.

Our Trust schools now provide a cradle to career learning pathway from 0-19.





QUEST CORE VALUES



Pride

in who we are and in everything we do

Understanding

our direction, vision & expectations

Respect

for all

Positivity

and Professionalism always

Opportunity

to succeed

Support

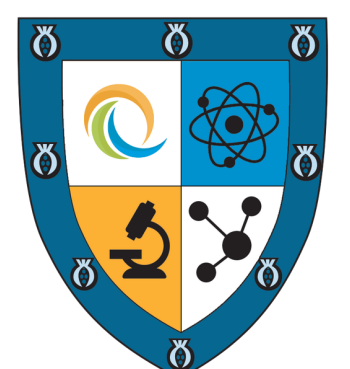
to reach our potential

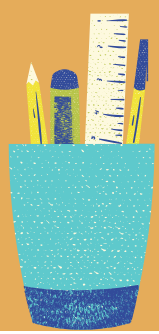
Excellence

& Equality

**S
P
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- **supporting staff at all levels**
- **purpose creators**
- **inspirational**
- **representative**
- **innovative ideas**
- **to infinity and beyond!**





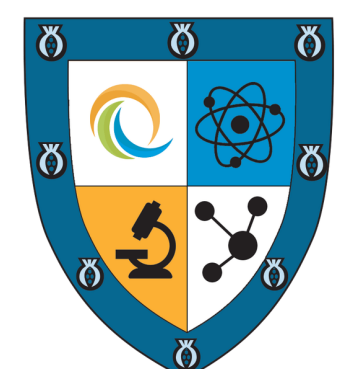
QUEST CAREER INCENTIVES



20 Great Reasons to work for us.....

1. Great pupils and students, you will never forget.
2. Our schools are all about passion, determination, and enthusiasm and we live these words - it's how we show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.
4. A coaching culture of high rapport, high challenge, and high support to enable you to work at the top of your game.
5. Stunning staff motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human, and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme including an outstanding induction year for newly qualified and experienced teachers.
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Participation in the Childcare Voucher Scheme, free of tax and NI.
13. Investment in staff training e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.
15. A uniquely collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two-week break in October.
19. Welcoming people, positive teams, and working environments – 'A Balance for Excellence'.
20. Do education differently.

- **The chance to become part of a family of schools within the Trust and connect over a set of values we all share.**
- **Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.**
- **A real opportunity to work and support colleagues across the whole of the Trust.**
- **Excellent relationships and loyalty with pupils, parents, and carers, and the wider community.**
- **Recognition of the importance of work-life balance. Your emotional well-being is important to us and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.**



WHAT OUR STAFF SAY...

You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working



Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.

Staff care deeply about the children and want to do their very best for them.



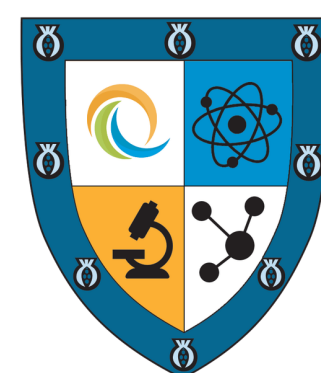
At QUEST there is acceptance of everyone as an individual.



Safeguarding At Quest

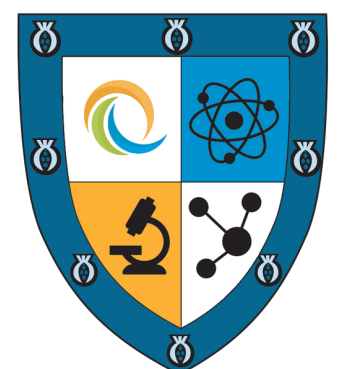
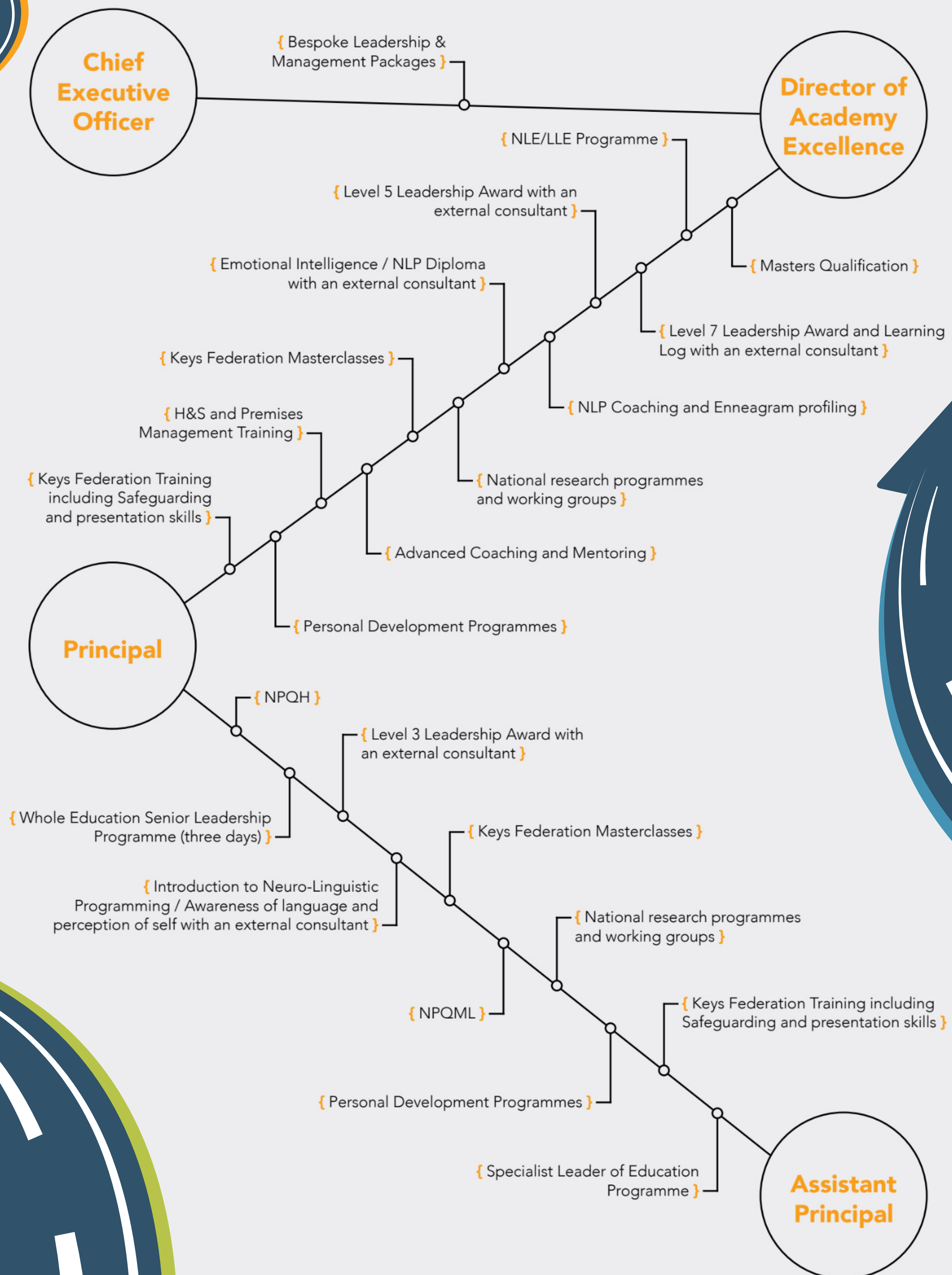
The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children and young people.

- The policies and procedures adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks, and responsibilities



YOUR CAREER JOURNEY

Leadership Development





OUR REGION

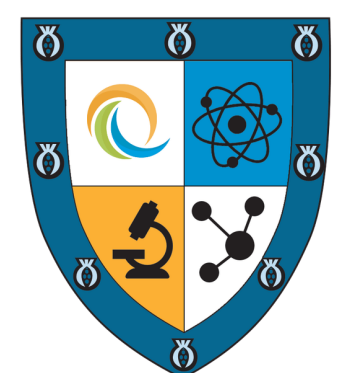


WIGAN

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40-minute commute, the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. The Leisure Club offers a wide range of sporting facilities, including a high tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults.

BOLTON

- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30-minute drive whilst Bury is only 20 minutes away.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For sporting enthusiasts, Middlebrook boasts a sports complex catering to a variety of sports. It is an international high-performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club.



PARTNERSHIP & COLLABORATION

Our continued development creates an opportunity for QUEST to work with, and alongside some strong and well-established partners...



Golborne
HIGH SCHOOL



The Fallibroome Academy
Mottam St Andrew Primary Academy
Silk Alliance
National Teaching Schools



The Aspire
FEDERATION



ALDRIDGE
EDUCATION



Baker Dearing
Educational Trust



UNIVERSITY
TECHNICAL COLLEGE BOLTON



University of Bolton



Fallibroome
National Teaching School
Specialist Arts College



SHS Shevington High School



BOLTON COLLEGE



QUEST



PlayPals
CHILDCARE LIMITED



GMLP
The Greater Manchester Learning Partnership



Mersey
Boroughs ITT Partnership



FORWARD AS ONE
ACADEMY TRUST



TRINITY



United Learning
The best in everyone™



National Teaching School



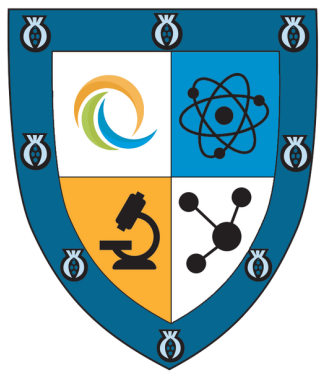
CENTURY
INTELLIGENT LEARNING™



Whole Education
Partner Organisation



Manchester Hospital School



JOB DESCRIPTION – ASSISTANT PRINCIPAL (PRIMARY SECTOR)

QUEST is enhancing children and young people's lives across the North West. We focus on giving everyone a real chance to succeed to ensure positive outcomes and consistently high achievement.

QUEST is seeking to appoint an **Assistant Principal** who has a passion for our digital strategy, determination, and enthusiasm. An Assistant Principal who sees challenges as opportunities and has an unshakeable belief in the right of children and young people to high-quality education.

We want an Assistant Principal to join QUEST and share our Spirit of Purpose to:

- Unlock potential at all levels;
- Immerse learning in a rich curricular experience;
- Develop a high level of skills through an innovative and creative approach to learning;
- Secure moral and traditional values for life;
- Ensure a high tech approach to skills development for the future;
- Drive the Trust's digital strategy forward.

Are you:

- Values-led, research-informed, and impact-focused?
- Digitally fluent and able to use this strategically to underpin the vision?
- Inspirational, motivational, and forward-thinking?
- A good communicator and well organised?

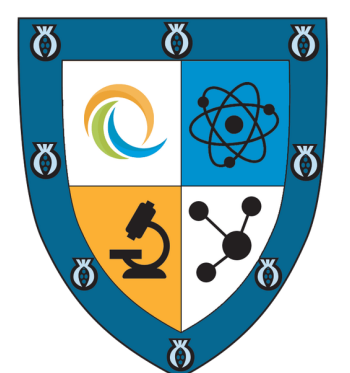
Do you have:

- High expectations and share our Spirit of Purpose
- The ability to engage parents/carers
- The knowledge and skills to demonstrate consistent standards of excellence
- A sense of fun, dedication, and cutting edge vision
- A desire to achieve in and support a values-led organisation

If so, we can offer:

- A unique and innovative values-based Leadership structure
- A commitment to unlocking your potential
- A supportive challenge to develop yourself and others
- Amazing children who are happy, enthusiastic, and curious to learn
- A positive, supportive working environment and culture
- A caring Christian / Community ethos at the heart of all we do

The Trust wants to hear from ambitious future leaders with new ideas! Can you bring the magic? Why not join us on our exciting new journey?



JOB DESCRIPTION – ASSISTANT PRINCIPAL (PRIMARY SECTOR)

QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)

All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

Job Description	Assistant Principal
Responsible To	CEO of the Trust, Director of Education, Principal, COFO and the Board of Directors
Job Purpose	To co-ordinate planning, teaching, and learning, and monitor standards within the Key Stage/Phase. To Liaise, part of the leadership team, within the school and the Trust to ensure outstanding future development. To uphold the Christian/Community Ethos of our QUEST schools. As an employee of QUEST, staff may be required to work at any school within the Trust.
Salary Scale	Leadership Grade
DBS Disclosure Level	Enhanced

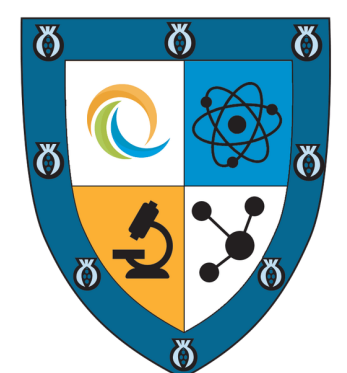
Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring, and promoting excellence at all levels. Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.



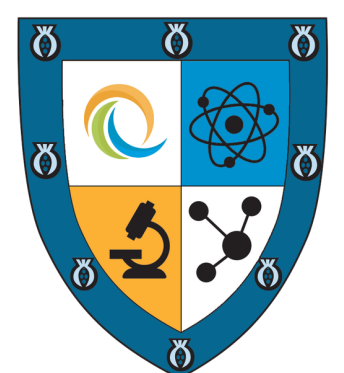
JOB DESCRIPTION – KEY RESPONSIBILITIES

To coordinate planning, teaching, and learning, and monitor standards within the Key Stage/Phase. To drive forward the Trust Digital Strategy, working in partnership with our Primary Schools and University Collegiate School.

To liaise, as part of the leadership team, within the school and the Trust to ensure outstanding future development.

The Assistant Principal will:

- Contribute to establishing the core values of the team and their practical expression;
- Contribute to management decisions on all aspects of policy, development, and organisation;
- Sign and uphold the Trust's Code of Conduct;
- Maintaining a secure, healthy, and risk-free environment for students, staff, and visitors.
- Alongside the Director of Education and Principal, monitor and evaluate pupil/student achievement and attainment throughout the school;
- Liaise with the directors, when appropriate, to facilitate their overview of school management;
- Assume responsibility for the management of the school in the absence of the Director of Education/Principal;
- Lead by example as a teacher and as a manager;
- Lead staff in their role of collaboration and learning and in the development and implementation of curricular initiatives;
- Attend SLT meetings as required, and report back to staff when necessary.
- Establish good relationships, encourage good working practices, and support and lead teachers in the Key Stage/Phase;
- Lead, support, motivate and direct support staff working within the Key Stage/Phase;
- Oversee all aspects of the Key Stage/Phase organisation and management; including preparing agendas and chairing meetings, in order to ensure that policies and practices are being delivered;
- Lead by example in all areas of the curriculum;
- Monitor the standards of behaviour and achievement within their year group and across the Key Stage/Phase;
- Take some responsibility for the pastoral care of pupils/students in the Key Stage/Phase, including involvement in lunchtime duties, when necessary;
- Liaise closely with other senior leaders to ensure continuity and progression across the Key Stages/Phases;
- Oversee the induction process of new members of staff within the Key Stage/Phase;
- Co-ordinate collective worship alongside the Principal;
- Coordinate and oversee the organisation of visits and extra-curricular activities within the Key Stage/Phase
- Co-ordinate the development of a cohesive and effective long-term plan in the curricular areas they are responsible for leading;
- Ensure that medium-term planning meets all National Curriculum requirements;
- Review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Senior Leadership Team;
- Support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate;
- Lead by example, through good classroom practice;
- Disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice;
- Contribute to action-planning in the subject for the School Improvement Plan;
- Maintain up-to-date knowledge of local and national initiatives, by attending relevant courses;
- Encourage inter-school links and events of mutual benefit to all children including participation in school events outside of working hours.
- Be responsible for the budget allocated to Key Stages/Phases, and prioritise resource needs as indicated in the Academy Trust's Improvement Plan.



JOB DESCRIPTION – KEY RESPONSIBILITIES

Teaching and Learning

The Assistant Principal will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at the school
- Foster a lively and welcoming ambience
- Ensure that the statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high-quality teaching and learning across the school
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that there is an effective system for assessing, recording and reporting of children's progress
- Implement effective agreed Trust policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others

As a class teacher you will:

- teach a class of pupils/students, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and Local Advisory Members; ensure that the current national conditions of employment for teachers are met.
- complete training to be an Apple Teacher.

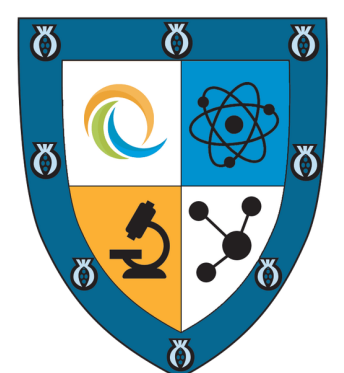
Duties

The Assistant Principal will:

- implement any agreed Trust policies and guidelines;
- support initiatives decided by the Trust Executive Team, Director of Education, Principal and staff;
- drive forward the Trust digital strategy, bringing new ideas and approaches
- plan appropriately to meet the needs of all pupils/students, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils'/students learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils/students;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils/students;
- maintain good order and discipline amongst pupils/students, in accordance with the Trust's behaviour policy;
- participate in meetings that relate to the school's management, curriculum, administration or organisation;
- support collaboration and learning in an agreed subject area
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Safeguarding

QUEST is committed to safeguarding and promoting the welfare of children and young people at all times. The Assistant Principals will be responsible for promoting and safeguarding the welfare of all children for whom they are responsible, or with whom they come into contact, in accordance with the Trust's Child Protection Policy.



JOB DESCRIPTION – KEY RESPONSIBILITIES

Other responsibilities

- Contribute to the wider life of the Trust, its schools, and its community through any out of hours and in partnership work.
- Carry out any such duties as may be reasonably required by the **Principal** or **Director of Education**.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.



General

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require.

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

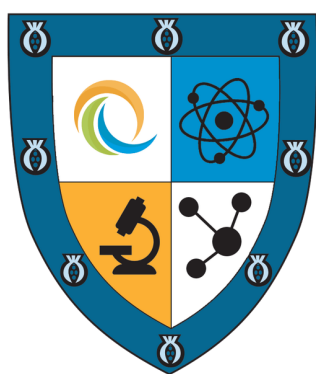
The above has detailed the core aspects of teachers’ professional standards and the approved career stage expectations and it is expected that staff will support, collaborate and celebrate all aspects of school and Trust life, and work at all times to ensure excellence for all.

NAME

SIGNED

DATE

UNLOCKING POTENTIAL



JOB SPECIFICATION – ASSISTANT PRINCIPAL (PRIMARY SECTOR)

ESSENTIAL SKILLS/QUALIFICATIONS

- Degree and Qualified teacher status
- Recent participation in a range of relevant continuing professional development
- Excellent classroom practitioner
- Digitally fluent and is able to use this strategically to underpin the vision
- Relevant teaching experience across all Primary Key Stages
- Experience of more than one school
- Commitment to the development of the Christian/Community character of the school, its pupils/students, and staff
- Vision for the fostering and development of the Christian/Community ethos of the school
- Be committed to continuing professional learning as part of the Apple Teacher Programme.
- Experience in leading worship/assembly
- Awareness of ways of developing religious education and worship/assembly
- Indication of how relationships would be fostered and developed between the school, local church, parish, and community
- Commitment to working with the family of the Diocesan schools to promote Christian education
- Should be able to demonstrate good knowledge, understanding, and awareness of pupils'/students' educational development; school leadership and management; curriculum and assessment including subjects and cross-curricular aspects, tracking and target setting
- Good knowledge of school improvement strategies and the application of ICT to teaching, learning, and management
- Good knowledge of local and national policies, priorities, and statutory frameworks
- Leadership skills ensure that all those involved in the school are committed to its
- Christian and Community ethos and aims
- Decision making and communication skills
- Self-management and interpersonal skills
- Personal impact and presence
- Ability to think analytically and flexibly to set targets with which to measure progress
- Commitment to and participation in the full life of the school
- Legally entitled to work in the UK



DESIRABLE SKILLS/QUALIFICATIONS

Understanding of the ethos and nature of an Anglican School and its links with the church

Apple Teacher Certificate

Middle Leader Qualification/Experience

An interest to co-lead the digital approach of the Trust

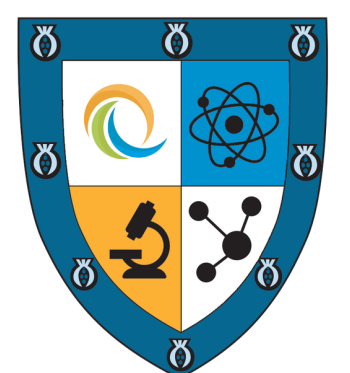
Coaching experience/qualifications

Master Level Degree

LEARNING

INNOVATION

OPPORTUNITY



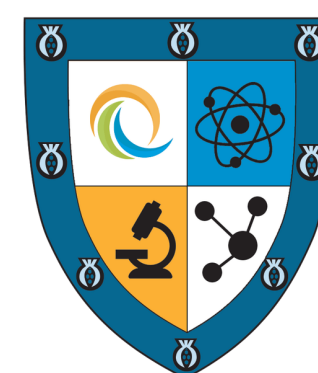
ASSISTANT PRINCIPAL PROTOCOLS

Strategic Role within the School's Senior Leadership Team

- Represent the views and interests of the Key Stage/Phase in the SLT and report on standards in the Key Stage/Phase
- Share responsibility for school self-evaluation, school improvement planning, staff deployment, and development across the school
- Lead a curriculum area(s) and monitor the work of all subject leaders to ensure continuity, progression, and accountability
- Take a lead role in mentoring within the school, supporting and developing good practice of other trained mentors within the school
- Lead on support across the Trust and within the Consortia
- Contribute to school activities such as parental workshops and links with the wider community
- Represent the school when the Director of Education/Principal is not available
- Proofread Key Stage/Phase reports
- Receive an overview of budget and spending within SLT meetings
- Contribute to, lead and develop strategic role across the Trust

Curriculum Development, Teaching, and Learning

- Be responsible for ensuring broad and balanced curriculum provision across the Key Stage/Phase, focused on high achievement
- Ensure at least good progress in mid-year, end of the year, and/or end of Key Stage assessments
- Ensure all teaching is good, much outstanding, and act as a role model to others
- Contribute effectively to the work of the wider team
- Liaise with other Assistant Principals to ensure continuity and progression across Key Stages/Phases
- Develop and enhance classroom practice in all curriculum areas across the Key Stage/Phase
- Ensure and rich, engaging, and stimulating environment for children and act as a role model to others demonstrating high standards and expectations
- Manage mid-year, end of the year, and end of Key Stage assessments
- Monitor and evaluate planning, teaching, learning, and assessment in the Key Stage/Phase and standards of pupil/student achievement and progress through drop-ins; book scrutiny; planning; interventions; data analysis – as per monitoring schedule
- Liaise with the Director of Education and Principal regarding assessment and target setting throughout the Key Stage/Phase
- Ensure school visits and extra-curricular activities and undertaken in the Key Stage/Phase. Deliver an extra-curricular activity each term
- Take ownership of/seek appropriate opportunities for CPD and use the outcomes to effectively improve pupils/students' outcomes



ASSISTANT PRINCIPAL PROTOCOLS

Pastoral Care

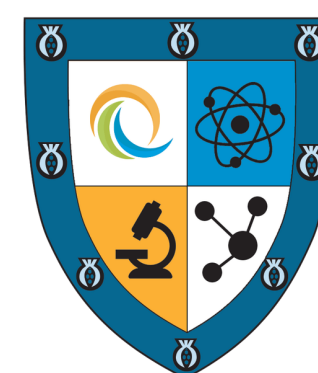
- Deliver both Key Stage/Phase and whole school collective worship/assembly
- Line manager responsibility for monitoring pupil's/student's welfare and standards of behaviour in the Key Stage/Phase, supporting and guiding staff on appropriate strategies, leading the positive behaviour management policy, meeting parents where necessary, and liaising with the Principal on complex issues
- On leadership days, overseeing lunchtime in the hall and before and after school on the playground
- Attendance at community events

Key Stage/Phase Leadership

- Lead by example, promoting outstanding classroom organisation and management
- Take part in appointment procedures and oversee the induction process within the Key Stage/Phase
- Organise and chair Key Stage/Phase meetings
- Termly data analysis meetings with Director of Education and Principal as SLT
- Act as a team leader in relation to Performance Management and the professional development of staff – 1-2 teachers plus Key Stage/Phase teaching assistants
- Autumn – Performance management meeting to set targets and observations
- Spring – Mid-year review meeting
- Summer – End of year performance management meeting
- Co-lead the digital delivery of the curriculum
- A commitment to developing student agency

Half-termly Key Stage/Phase monitoring cycle for Leadership time to include:

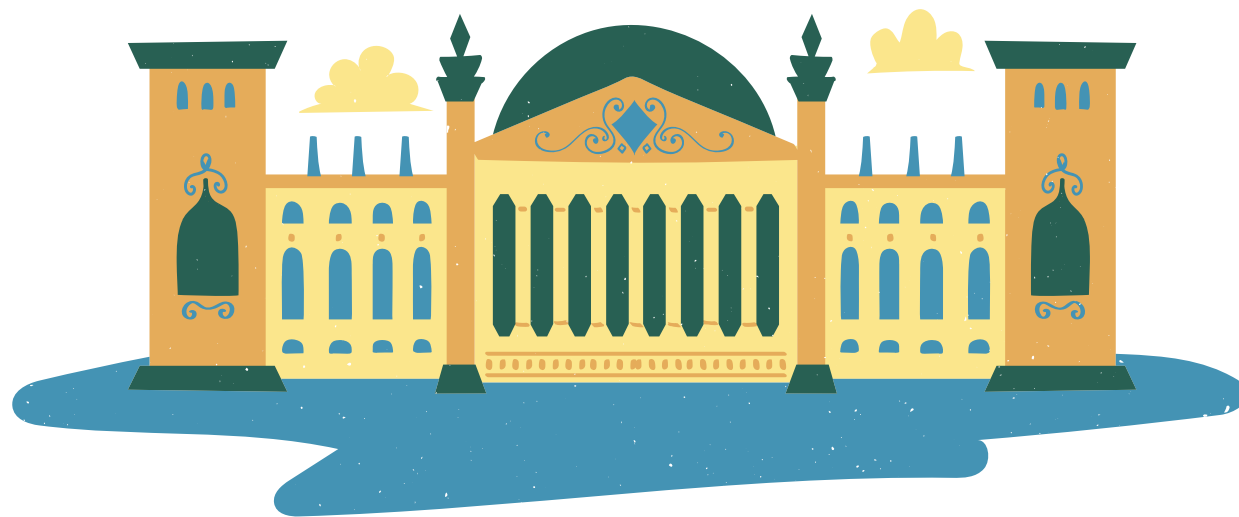
- Scrutinise planning with written feedback
- Drop-ins – no more than 20 minutes – consistent theme across Key Stage/Phase with written feedback
- Book scrutiny – three from each class – written feedback
- Drop-ins for teaching assistants – interventions
- Data analysis for progress
- Analysis of communication in planners
- Pupil/student voice, questionnaires, and analysis



BOOKING A VISIT

Visits are warmly welcome via appointment – please contact **the school office** on **01942 703465** to book a timeslot.

All visits will be arranged in accordance with ***COVID Health and Safety guidelines.***



This post is permanent and subject to **Enhanced Disclosure Procedures.**

The Board of Directors of **QUEST** is committed to safeguarding and promoting the welfare of all children.

Application packs and further details are available from the **QUEST** website at **www.QUESTrust.org.uk** or by contacting:

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