

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Associate Principal (Principal designate) – WMG Academy Coventry
<b>POST RESPONSIBLE TO:</b>	Executive Principal
<b>SALARY:</b>	Leadership Scale 22 to 25
<b>CLOSING DATE:</b>	Monday 19 <sup>th</sup> April 2021 at 9am
<b>INTERVIEW DATE:</b>	Thursday 22 <sup>nd</sup> and Friday 23 <sup>rd</sup> April 2021
<b>START DATE:</b>	1 <sup>st</sup> September 2021

### **JOB PURPOSE**

To be the operational leader for the WMG Academy for Young Engineers, working with the Executive Principal and other members of the Trust Leadership Team to provide the strategic leadership of WMG Academy for Young Engineers Coventry.

The Associate Principal will focus on learning and achievement, ensuring outstanding outcomes for learners and be responsible for the management and organisation of the Academy on a daily basis whilst maintaining and developing the ethos of 'business like, business led'.

Career progression, including promotion to the position of Principal, will be available to outstanding candidates.

### **DUTIES AND RESPONSIBILITIES**

- Work with the Executive Principal to ensure challenging and robust targets are set for learners and achieved by them;
- Track student achievement and evaluate the performance data in order to take appropriate action on issues arising, setting realistic deadlines where necessary and reviewing progress on the action taken;
- Ensure outstanding quality teaching and learning with appropriate differentiation to meet the needs of all learners;
- Provide all relevant bodies with robust information relating to the Academy's performance and development, taking into account each of their needs;
- Lead on all areas of assessment and on intervention and mentoring strategies;
- Ensure the quality assurance of self-evaluation, including the writing of the SEF in consultation with the Executive Principal and other senior leaders;
- Develop outstanding systems for assessment, recording and reporting achievements and progress which are interactive and which engage learners and their parents
- Closely monitor the different sub-groups of learners to ensure that none are disadvantaged, including the impact of pupil premium spending;
- Develop an employer led curriculum; projects, employer engagement and skills to be at the centre of the experience for learners;
- Work with the Student Forum, engage learners in the development and improvement of the Academy;

- Monitor standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge;
- Assist in the preparation and review of Academy policy documents;
- Ensure effective communication within the Academy community and its stakeholders;
- Deputise for the Executive Principal in cases of absence;
- Ensure effective relationships with a range of stakeholders; sponsors, parents, Governors and Trustees;
- Ensure continued compliance with Ofsted, Department for Education and local authority requirements.

### **Responsibilities of a Senior Leader**

Along with the Executive Principal, take responsibility for:-

- Directing and developing the WMG Academy strategically;
- Promoting and developing the 'business like, business lead' ethos of the Academy in accordance with its aims and curriculum policies;
- Taking a leading role in developing a learning culture with high expectations in relation to the specific responsibilities above;
- Anticipating, planning and making provision for future demands;
- Identifying the need for and leading the process of innovation, change and improvement in relation to the specific responsibilities above;
- Ensuring effective resource and financial management;
- Developing effective student voice through the Student Forum;
- Developing effective parental voice through the Parent Forum;
- Managing the Academy on a day to day basis;
- Promoting a culture of safeguarding through all practices in accordance with the 'Keeping Children Safe in Education', the 'Guidelines for Safer Working Practices' and all future national policy and guidance;
- Being accountable for and reporting to the Executive Principal and Governors on attainment, progress, attendance and behaviour;
- Leading on the Performance Management system for the WMG Academy;
- Assisting in the appointment of staff following 'Safer Recruitment Procedures' under the direction of the Executive Principal and Trust HR Partner.

**Any other reasonable duties commensurate with the level of this post and as directed by the Executive Principal to ensure the effective management and development of WMG Academy for Young Engineers Coventry and the wider WMG Academy Trust.**

**Person Specification for Associate Principal, Coventry**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b>	<b>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</b>
The post holder must be able to demonstrate:	
<b>TRAINING AND QUALIFICATIONS</b>	
Qualified Teacher Status	E
Degree (or equivalent)	E
Evidence of recent professional development	E
Higher Degree	D
<b>EXPERIENCE</b>	
Substantial experience of classroom teaching	E
Substantial experience in 14 – 19 education	E
Experience of working in a technical academy	D
Evidence of successful strategies used to raise pupil progression, achievement and attainment	E
Demonstrable understanding of effectively working in partnership with external stakeholders including employers, parents and governors.	E
Evidence of monitoring, evaluating and reviewing performance through a robust performance management system	E
Proven record of improving standards of teaching and learning in current role	E
Experience of encouraging and developing excellent classroom practice	E
Evidence of successful delivery against targets	E
Experience of school evaluation and development planning procedures	E
Proven practice in leading, motivating and supporting staff to achieve high standards for all students	E
Experience in the use of developing systems of using student data in planning, target setting and raising standards	E
Evidence of effective finance and resource management	E
Experience of Quality Assurance processes and monitoring and managing staff performance and development	E
Evidence of successfully operating at both strategic and operational level	D
Evidence of integrating and embedding specialisms, enhancing the outcomes for students	D
Evidence of success in leading a team initiative in education	D
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	
Knowledge of strategies to achieve effective learning, teaching and assessment including the use of ICT	E
Knowledge of the use of data to establish benchmarks and set targets for improvement	E
Knowledge of local and national policies, priorities and statutory frameworks	E
An understanding of management techniques required to operate a successful school	D
An understanding of how integrating and embedding specialisms enhances the outcomes for students	D

An understanding of the aims and objectives of the WMG Academy Trust and the wider University Technical College (UTC) movement	D
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	
A commitment to equality and diversity	E
Excellent oral and written communication and ICT skills	E
High standards of integrity and a positive role model for pupils and staff	E
An ability to analyse and interpret information to make informed decisions and exercise good judgement	E
An ability to evaluate quality and implement actions that lead to improvement	E
A range of leadership skills to develop productive relationships and high performing team work	E
An ability to challenge and motivate others to create a forward thinking organisation committed to Academy improvement	E
Excellent strategic and creative skills including the development of innovative curriculum experiences or pastoral and community involvement opportunities	E
Good self-management, to include time management, working under pressure and to deadlines	E
An ability to influence key stakeholders, particularly families and the wider local community	E
A willingness to 'get involved' and support colleagues at all levels within the organisation	E
Stamina, resilience, reliability and integrity	E

All offers are subject to clearance of references and enhanced DBS checks

## FURTHER PARTICULARS

*“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.”*

*The late Professor Lord Bhattacharyya, Chairman, WMG*

### **The WMG Academy for Young Engineers**

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

WMG Academy Coventry was rated 'Good' by Ofsted in 2017 and WMG Academy Solihull was rated 'Good' by Ofsted in 2019.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects maths, science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects, such as art, computer science and business studies. In addition, all Key Stage 4 students can follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway bespoke to their needs. Students can opt to study 3 A Level subjects, Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level or a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, Business, ICT and Science and students can mix qualifications to suit an

### **Our vision**

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

### **WMG Academy for Young Engineers Coventry**

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post-16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

### **WMG Academy for Young Engineers Solihull**

Opened in September 2016 the Solihull Academy boasts over £2M of specialist equipment and ICT. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

## **The Role**

The WMG Academy Trust is looking for an Associate Principal who has excellent teaching, leadership and management skills. The successful candidate will inspire and enthuse students with their passion, ensuring outstanding outcomes across the Academy.

We are looking for a different kind of school leader who wants to be at the cutting edge of teaching and learning, working differently alongside employer partners and a team of outstanding teachers, governors, parents and students. We are bringing the curriculum to life with an innovative approach using real life business problem-solving skills and embracing business-like learning behaviours.

The successful candidate will ensure that all learners are provided with an 'outstanding' education and move the Academy from Good to Outstanding. You will be expected to develop the Academy's education programs whilst providing a nurturing and supportive environment.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.

For more information, please contact Ethan Harries, Executive Assistant to the Executive Principal, by calling 0121 289 3556 or by emailing [e.harries@wmgacademy.org.uk](mailto:e.harries@wmgacademy.org.uk). The Executive Principal will be available to provide tours of the building for prospective candidates during the Easter break to comply with COVID-19 distancing requirements.