



Job Description and Person Specification

Title:	Assistant Principal: Director of Futures Faculty (Science and DT) - incorporating data for learning and timetabling
Reports to:	Principal
Start date:	January 2017
Salary:	Initially L5- L10 (Outer London) - subject to upwards revision as the secondary school grows from 700 (September 2016) to 1260 (circa 2020)

The Role

The Assistant Principal (Director of Futures and Data) will work with the Principal, Deputy Principal, other Assistant Principals and the Finance Director in the Senior Executive Team. Although the sharpest focus will be on data and the leadership of the faculty of Futures (Science and DT), (s)he will play a significant part in ensuring Avanti House School provides an outstanding education for *all* students; rooted in the inclusive and distinctive Avanti Schools ethos of *educational excellence, character development and spiritual insight*.

Avanti House is an all-through 4-19 school that opened in 2012. It comprises a two-form entry primary school and a six-form entry secondary. There are currently (March 2016) 240 children in Reception, Years 1, 2 and 3 in primary and around 500 in Years 7-10 in secondary; a total of around 740. When full, in around 2020, it will provide for 1680 students including 360 post-16.

Avanti House is part the growing family of Avanti schools. This Assistant Principal (Director of Futures and Data) position is a highly critical and very senior role, working alongside the sole Deputy Principal and a small team of Assistant Principals. The successful candidate to this new role will be a member of the Senior Executive Team and will be expected to play a key role in the growth and excellence of both the school and the family of schools within the Trust. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment. Specific responsibilities are likely to change over time as the senior team grows and changes and also as the sixth form grows and changes.

Avanti schools are Hindu-designated faith schools. However, the Assistant Principal (Director of Futures and Data) for Avanti House School will not originate from any specific faith background; applications are welcome from practitioners of any faith and from those of none. They will, however, be expected to be in full sympathy with the unique ethos and vision of the School.

The successful candidate will likely to have at least six years' successful experience as a secondary school teacher in a good or outstanding school or schools. (S)he will also have significant teaching experience and successful leadership of a science team.

Currently the secondary phase has students in years 7 –11. It is anticipated that the sixth form will open with between 90 and 140 students (internal and external). Although the secondary phase is currently, temporarily located in a site in Pinner, we have secured full planning permission for a new £20 million build on Whitchurch Fields in Stanmore, Harrow. The school will move there, once built, sometime in late 2017.



Key responsibilities:

Leadership and Management

- **Vision Implementation:** Working with the Principal as part of the senior executive team on the effective implementation and coordination of the vision, ethos and strategy for the school, within the context of the Avanti Schools Trust vision – taking a strategic lead on the development, leadership and management of science and data across the school.
- **Futures (Science and DT) Provision Leadership:** Develop and implement self-evaluation and developmental strategy across all policy strands: teaching, learning, achievement, behaviour, safety, quality assurance and leadership.
- **Learning Leader, Assessment and Tracking:** Take a strategic lead on pedagogical development, standards of teaching and learning, induction, transition and pastoral support across the faculty of Futures and also with the Principal on target setting, tracking, intervention and reporting to parents and other stakeholders.
- **Timetabling:** Undertake and complete the timetable
- **Lead on Data:** Undertake and complete whole school performance data analysis, working with the Principal; use school prior attainment data to monitor, evaluate and review the effectiveness of the learning outcomes and the curriculum. Ensure timely data provision which supports senior & middle leaders;
- **Deputising:** In the absence of both the Principal and Deputy Principal, on rotation, as a senior Assistant Principal, to deputise for the former as a senior leader
- **Stakeholder Engagement:** Maintain strong, positive and highly effective working relationships with parents/carers, the local and regional community, agencies and stakeholders, the secondary phase of Avanti House, other schools and the Governing Body.

Standards across the Phase

- **Outstanding Practitioner:** As a teacher would be expected lead from the front as an outstanding practitioner in your own right.
- **Safety, Risk Management and Safeguarding:** Putting the highest standards of safety and safeguarding above all else, you will lead on developing and administering systems and procedures that risk assess and risk manage effectively across all spheres of activity within post-16 provision.
- **Outstanding Teaching, Learning and Assessment/Reporting:** Working alongside the Deputy Principal and the Principal, to ensure the highest standards of teaching and learning across the faculty of Futures; to this end contributing to a highly effective programme of coaching, mentoring, classroom based research and development. Contributing to the self-evaluation of teaching and learning across the key stages, through scrutiny, monitoring, review and evaluation. Robust assessment and reporting regimes, drawing upon the current transformation of assessment in schools, will be introduced, monitored, evaluated and adapted by the successful candidate, working closely with the Deputy Principal and the rest of the senior executive team
- **Outstanding Outcomes:** in all subjects within the faculty to ensure the achievement of standards at Key Stages 4 and 5 reflect those that would be achieved by students working in the top 10% of schools with a similar intake



Person Specification (A Application, R References, I Interview)

Qualification Criteria

- **Essential:** Qualified to Bachelor degree level any subject (A)
- **Essential:** Qualified to teach and with a right to remain and work in the UK. (A)

Experience

- **Essential:** At least six years teaching experience in one or more good or outstanding schools – including some post-16 experience and in all of this demonstrably delivering high standards (A/R)
- **Essential:** Significant experience of leadership or management (A/R/I)
- *Desirable: Some experience of leadership or management within a post-16 phase*

Leadership

- **Essential:** Strong, compelling presence with excellent interpersonal, written and oral communication skills. (R/I/A)
- **Essential:** Genuine passion for lifelong learning (R/I)
- **Essential:** A belief in the unique potential of every student. (R/I)
- **Essential:** Able to self-start, work independently and collaboratively as part of a team- whether led or leading. (R/I)
- **Essential:** Effective and compelling management style that secures the buy-in of stakeholders and encourages confidence and creativity alongside high levels of personal and team organisation. (R/I)
- **Essential:** Shows initiative and takes personal responsibility for their own actions with the motivation to work very hard, long hours, embrace any activity that is in the interests of protecting and education children and to continually raise standards. Can initiate, complete and finish; be effectively strategic and where appropriate, innovative. (R)
- **Essential:** Resilience and motivation to lead the faculty through day-to-day challenges while maintaining a clear strategic vision and direction. Extremely positive and solutions-driven when faced with seemingly insurmountable challenges. (R/I)
- **Essential:** Commitment to the safeguarding and welfare of all students. (R/I)
- *Desirable: Training, skills and experience in coaching (A/R)*
- *Desirable: Good links already with Universities/Higher Education Providers*
- *Desirable: Demonstrable ability to lead, coach and motivate staff effectively (A/R)*

Knowledge, Skills, Vision and strategy

- **Essential:** A secure knowledge and understanding of the science curriculum including post-16 (changing) landscape in UK education (A/R/I)
- **Essential:** Vision aligned with the Avanti Schools Trust's emphasis on educational excellence coupled with *embedded* character development and spiritual insight; having high aspirations and high expectations of self and for others. Able to work within the framework of the Trust's Ethos Handbook. (I)
- **Essential:** Clear vision and understanding of how to implement and sustain a high quality teaching and learning within post-16 provision. (A/R/I)
- **Essential:** Excellent organisational skills and ability to delegate. (R/I)
- **Essential:** Excellent skills in the use and application of technology (R/I)
- **Essential:** Able to use of data to inform and diagnose weaknesses that need addressing. (R/I)



Selection Process

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have an Enhanced CRB check.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy or electronic) is **midnight on Friday 25th November 2016**

Applications can be downloaded at www.avanti.org.uk/avantihouse/

Completed applications should be signed and posted to the school FAO Ms. Justine Reilly (PA to the Principal) - secondary site, Beaulieu Drive, Pinner – address is on accompanying letter.

Alternatively the application may be emailed directly to mark.bennison@avanti.org.uk but it will be required to be signed by the shortlisted candidate on the day of interview

Applications submitted by post must reach the school by the closing date above and should be written for the attention of: **Mr M.A.Bennison – Principal**

It is anticipated that shortlisted candidates will be contacted by email, no later than **Monday (evening) 28th November 2016**

For shortlisted candidates interviews will take place on **Wednesday 30th November 2016** In addition to tasks and the selection panel interview, you will also be asked to deliver a presentation and to face both a student panel and lead a student council meeting.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.