

Penketh High School

POST TITLE – Assistant Principal Educational Research, Professional and Staff Development

Salary details L10 – L14

Full time

Penketh High School is an oversubscribed community facing school that is determined to support the academic and holistic development of pupils in order that they leave the school with a strong skillset and positive life chances. The culture of the school is underpinned by an academically rigorous curriculum, high expectations and standards and a broad enrichment offer that supports young people to build a broader skillset and passions for life.

The school is focused on providing the very best provision for pupils by supporting the professional development of staff, offering a comprehensive and focused CPD programme and encouraging staff to engage with external, nationally recognised professional qualifications.

In recent years, the school has adopted an evidence-based approach in supporting staff to develop their pedagogy through a comprehensive professional development programme. This work has focused on key educational priorities whilst also affording time for staff to address subject specific priorities with a view to ensuring that pupils experience the very best educational experiences and staff are able to continue to develop as professionals. The school are keen to support staff across different phases of their career and enable them to pursue opportunities to progress.

Ongoing professional development is the foundation of our provision and underpins the school's academic focus and commitment to ensuring that staff have the climate in which they can focus on honing their craft.

The work to date has had a significant impact in driving school improvement. We're keen build on this work and are seeking to appoint a talented and knowledgeable senior leader or aspiring senior leader who has a passion for pedagogy, the science of learning, professional development and supporting staff to continue to develop their practice to the benefit of our outstanding young people.

As an integral part of a dynamic, driven and committed leadership team you'll help support a talented, knowledgeable and dedicated staff. You'll take the strategic lead for evidence based professional development, development focused performance management, constructive and informative quality assurance, supporting IIT placements and overseeing the deployment of our early career teacher programme. In addition, you will work closely with the Vice Principal responsible for Curriculum and Assessment considering how further development can support improvement.

You will line manage a group of dedicated staff within the teaching and learning team, providing capacity for the strategic strands of the role to be undertaken effectively. You will also have the opportunity to support with the line management of some curriculum areas using your knowledge and experience to support individual subject areas to positively impact on practice in the classroom.

This is a rare opportunity to join a highly motivated senior leadership team who are committed to providing staff with the very best support and a climate to be successful. Your role will be integral in building on the successes of the school in recent years to ensure that our pupils have the very best opportunities and provision.

Penketh High School is a proud member of the Challenge Academy Trust (TCAT), sharing its mission to 'serve, challenge and empower the educational community.'

At the Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. We are committed to providing a workload that is fair and reasonable, a work environment where employee health and wellbeing are actively supported and promoted and a structured personal and professional development.

Join The Challenge Academy Trust and be part of a supportive community that values deep connections with students, parents and staff. Thrive in a role where teamwork, professional growth, and job satisfaction are paramount and enjoy the flexibility and diversity of our engaging activities. Join us to make a lasting impact on the lives of students.

Our staff offer also includes:

- Access to the Teachers' Pension Scheme.
- An Occupational Sick Pay Scheme (entitlements based on service).
- Access to TCAT+ our Reward & Wellbeing platform, including access to retailer discounts, a car lease scheme, discounted healthcare cash plan, cycle to work scheme and online resources to support physical, emotional, professional, financial and social wellbeing.
- Access to a comprehensive CPD framework through 'Education Connect', our professional development arm, and online resources from the National College'.

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

All details and an application form can be found at www.penkethhigh.org For any further details please contact HR on 01925 722298 or email hr@penkethhigh.org

Completed forms should be return to hr@penkethhigh.org by Friday 9th May 2025 at 12 noon.

Job Description

Job Title: Assistant Principal Educational Research, Professional and Staff Development

Responsible to: Principal

Level: Leadership L10 – L14

As a member of the Strategic Leadership Team, the post holder will take responsibility for strategic leadership and management for areas of whole school improvement and for supporting the Principal in ensuring effective management of people and resources.

The post holder will ensure that school prioritises high quality teaching and learning and that effective monitoring and evaluation are utilised so that all pupils are exposed to the very best practice that facilitates a comprehensive and well considered curriculum. The post holder will take a strategic lead for developing teaching and learning across the school, validating key documentation through rigorous quality assurance. They will lead, coordinate and facilitate the ECT framework across the school working closely with schools in the Trust.

It is crucial that the post holder is aware of and shares the best and most current educational thinking to inform the practice of other staff and the principles of the school. This should inform a focused professional development programme that draws on external and nationally recognised programmes to ensure the very best developmental opportunities.

The post holder will lead the Teaching and Learning team, ensuring that the school employ effective and constructive review processes, deliver key professional development sessions and coaching where necessary. Working closely with the Vice Principal responsible for Curriculum and Assessment they will provide line management for some curriculum leaders.

Whole school and trust wide strategies will be monitored to and evaluated to judge impact with results being shared to support further development of individuals and teams.

Taking a strategic lead for performance management across the school, the post holder will ensure that process for judging performance is rooted in a culture of professional development and support enabling individual staff to achieve their personal development goals and the school to achieve objectives in relation to the overarching whole school objectives.

Shaping the Future

Working closely with staff, pupils, parents and external agencies:

- Lead on developing teaching and learning and continuous professional development through building a strong awareness of local and national best practice.
- Lead others in creating an ethos within the faculty that supports whole school values and generates collaboration and pride in their quality of work.
- Lead others in developing a culture of improving teaching and learning and the quality of self-reflection in order to improve practice.
- Initiate school improvement and develop school improvement plans.

- Lead CPD and support faculty leaders in implementing change.
- Support Curriculum Leaders in ensuring best practice and a high degree of consistency.
- Work with leaders to shape policies relating to pedagogy, the delivery of the curriculum, the development of the curriculum and wider educational strategies such as the school's approach to literacy.
- Oversee the performance management process at school ensuring appropriate targets facilitate continued professional development within a culture of support and professional challenge.
- Lead, oversee and facilitate the ECT programme across school.
- Work closely with colleagues across TCAT to identify high quality practices which can be shared to inform teaching and learning across the trust.
- Identify external opportunities that staff can engage with to support further professional development, this includes external and nationally recognised qualifications.
- Oversee the performance management process, identifying the best staff to line manage individuals.
- Ensure that performance management is focused on targets that support the development of individuals and enable the school to deliver on priority areas.

Teaching and Learning

- Work closely with colleagues in the Senior Leadership Team to identify best practice and provide leadership, guidance and support for all middle leaders to plan, implement and evaluate our evidence-based practice.
- Ensure a culture of effective, professional collaboration in order to share good practice and ideas. Identify and develop opportunities for staff development.
- Monitor and record the quality of teaching and learning across the school, providing support for colleagues where necessary.
- Develop a programme of continuous professional development along with an annual plan for the training and development needs of staff.
- Analyse training and development needs identified in performance management and departmental action plan documents in order to respond to these adjusting training programs as appropriate.
- Offer support to individuals where a need is identified offering timely, cost effective and appropriate support.
- Work with the Senior Leadership Team, Directors of Learning and Curriculum Leaders to establish where teacher performance is impacting pupil outcomes formulating a support package where appropriate.
- Manage those staff with any Teaching and Learning responsibilities as part of their role and deploy effectively where there is a need across the school.
- Manage the budget associated with T&L and CPD ensuring appropriate and effective use.
- Monitor and research the most recent developments in pedagogical practices to ensure that staff are best informed in relation to their practices.
- Undertake evidence-based research on a school and trust level analysing the impact of improvement strategies.
- Maintain and expand the coaching opportunities available across the school.

Managing the Organisation

- Lead on CPD ensuring the development of teaching and learning across the school.
- Ensure mechanisms for monitoring the quality of teaching and learning are employed effectively across the school.
- Instil an ethos of high expectations and an ambition in teachers to deliver outstanding practice.
- Support school ethos, strategic objectives and policies to secure high expectation and aspiration in order to achieve excellent learning outcomes from our pupils.
- Action and refine the Quality Assurance timetable for undertaking subject reviews and producing key documentation.
- Employ whole school templates for documentation, modifying where necessary to meet the needs of the school.
- Monitor the production of and completion of key documentation at the strategic leadership level both within middle leadership and senior leadership teams.
- Validate documentation produced ensuring all documents are completed to a high standard to help inform school priorities and strategic decision making.
- Support the Directors of Learning and Curriculum Leaders to facilitate effective target setting, academic monitoring and intervention through use of data.
- Ensure effective communication of strategy and the quality of delivery through leadership of meetings, briefings and identified training.
- Identify resources and manage funding.
- Lead or co-ordinate school events that celebrate high standards and promote the school positively within the community.
- Monitor the production and collation of documentation at leadership level to validate the quality of documentation.
- Oversee and monitor the performance management cycle for staff.

Securing Accountability

- Contribute to the monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings.
- Monitor and evaluate the quality of data to ensure the validity and accuracy of judgements in relation to teacher performance.
- Evaluate support within departments where a need is apparent to improve aspects of teaching and learning.
- Monitor the impact of individual and whole school CPD.
- Monitor and evaluate the quality of documentation produced by both middle and senior leaders.
- Evaluate and support high quality outcomes through the line management of middle leaders and teams.
- Contribute to the relevant sections of the SEF and PAP.
- Ensure 'best value' in the effective deployment of resources.

Developing Others

- Identify and develop CPD opportunities for staff in relation to strategic responsibilities.
- Plan the CPD programme for all staff and lead CPD sessions linked to strategic responsibilities
- Oversee the ECT programme at school level.
- Manage the performance management process ensuring this is focused on supporting staff to develop and secure outcomes in line with national and local targets.
- Contribute to the effective deployment of staff.
- Oversee the school's coaching programme to help staff facilitate improvements.

To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job and as set out in the current School Teachers' Pay and Conditions Document (STPCD).

PERSON SPECIFICATION
ROLE: Assistant Principal

	Attributes	Essential	Desirable	How Assessed
Qualifications	Qualified Teacher Status	/		A/R
	Good Honours Degree		/	A
	Post Graduate Qualification and/or School Leadership Qualification		/	A
Experience	Successful and relevant teaching experience that shows a strong impact on learning	/		A/R/I
	Successful track record of middle leadership	/		A/R/I
	Successful leadership of an area of whole school leadership or management		/	A/R/I
	Successful contribution to the planning and delivery of CPD for colleagues	/		A/I
Professional Skills	The ability to inspire, motivate and manage a team of staff collaboratively towards shared goals	/		A/R/I
	The ability to inspire, motivate and develop pupils in their learning	/		A/R/I
	The ability to provide sharp analysis and evaluation from a range of data and other sources of evidence	/		I
	An ability to think and act strategically in shaping a vision and in planning and delivering whole school improvement	/		A/I
	High level of ICT literacy and confidence in utilizing ICT for both learning and the management of information	/		A/I/R
	A willingness and ability to engage in developing partnerships with external agencies	/		A/I/R
	A genuine interest in young people and a commitment to achievement for all	/		A/R/I
	A strong educational vision and commitment to open and collaborative Leadership	/		A/I
	A strong drive to achieve quality provision and high standards	/		A/R/I
	Excellent and confident communication, presentational and interpersonal skills	/		A/R/I
Personal Qualities	Ability to manage workload and demonstrate flexibility, resilience and perseverance in meeting challenges	/		A/R/I
	Total commitment to safeguarding children	/		RI
	A positive role model for staff and pupils with an ability to take a highly visible profile	/		R/I
	A very good record of attendance and punctuality	/		R
	KEY: A =Application; R = Reference; I = Interview			