



ASSISTANT PRINCIPAL CANDIDATE PACK



Central Region
Schools Trust

Founded by the RSA



Waseley Hills
High School



Introduction

Waseley Hills High School is a special place with a real sense of community, togetherness and purpose. The school community is made up of fantastic students, supportive parents and carers, and of course dedicated staff.

Our vision for the school is underpinned by three pillars: *Aspire, Invest and Respect*. By working together, with a common goal of students having the very best education and experience, we believe that our young people can flourish and become the best versions of themselves. We nurture every student's natural curiosity, providing them with life enriching opportunities to develop socially, academically and morally. Students at Waseley develop confidence, resilience, respect for others and a life-long love of learning. Our vision is for students to aspire to great things and become respectful members of the wider community.

Being part of the Central Region Schools Trust, we are able to both provide and draw on expertise from within our network to underpin our commitment to provide exceptional quality education for all of our students. We believe that students can achieve brilliant things irrespective of their starting points and we always have the highest expectations of every one of our students. We expect them to always wear their uniform smartly and with pride, to behave well and to model the school values by trying their absolute best in all activities they take part in. We aim to support every student by working in partnership with parents and carers, keeping them informed about the achievements of their children and asking them to keep us informed about what is happening at home.

Through developing a strong partnership between school and home we aim to ensure that students are fully supported to develop in a safe environment. Our vision is that this investment in our young people is what allows them to flourish.

However, we believe that is always further improvements to strive towards. We are committed to developing our practice, in partnership with our community, to ensure that every student can leave school having reached their potential and feeling happy. We value every child and live by the mantra of no child left behind as we support them through their journey at secondary school.

Tom Preston

Tom Preston
Principal





Advert

Assistant Principal Leadership Spine dependent on experience September 2026 start

An exciting opportunity has arisen for an ambitious and inspiring leader to join our dynamic secondary school as an Assistant Principal. We are seeking an exceptional practitioner with successful experience of departmental leadership in either Geography or History, who is ready to play a key role in shaping the next stage of our journey as a school. As an Ofsted 'Good' school, we are entering a transformational new chapter and, from 2027, will move into a fully rebuilt school featuring state-of-the-art facilities designed to enhance teaching, learning and student experience. The successful candidate will join a cohesive and forward-thinking Senior Leadership Team at a pivotal moment as we continue to move towards exemplary provision and outcomes for all students.

All teachers are subject to the Conditions of Employment set out in their contract of employment and the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The Trust and its schools comply with these requirements in order to make reasonable demands of teachers as a minimum but optionally offer an incredible wellbeing package including flexible working hours, free tea and coffee facilities, free eye tests, flu vaccination, cycle scheme and an employee assistance programme that offers a wide range of free support from emotional to financial and legal.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Online checks will be carried out on shortlisted candidates and an enhanced DBS will be required for the successful candidate. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

Please note that applications must be the creation of the candidate applying. While technology, including artificial intelligence, may be used to help the candidate select certain phraseology, if substantial use of AI is used, the application will be disregarded.

The completed form should be submitted by 11.59pm on Sunday 17th May 2026.



Job Description

The job description has generic key responsibilities and is designated to the Trust's secondary senior leadership. Some of the tasks designated for 'support' within the job description will be allocated to the individual to lead through Trust and SLT responsibility designation. All senior leaders accept responsibility for each and every child in our Trust, whilst of course taking daily responsibility for the school that they are working in as part of the senior team

On appointment the job description and tasks will be reviewed to reflect the successful candidate's strengths, the professional development of all Senior Leadership Team members and school priorities as defined in the Trust Strategic Plan and the School Improvement Plan. Further guidance on the specific actions required to carry out allocated responsibilities will be negotiated with the Principal.

Key Responsibilities of the Post:

- Carry out the duties of this post in line with the conditions of employment Central Region Schools Trust and the Trust and schools' policies
- Under the overall direction of the Principal, play a lead role:
- Leadership of the Humanities department and the leaders within that department (both History and Geography)
- In formulating the aims, objectives of the Trust schools and establishing the policies through which they are to be achieved
- In implementing for the curriculum for all learners
- Monitoring standard of progress towards exceptional achievement
- Proactively manage staff and resources
- Take full responsibility for the school as required as a result of absence of other Senior Leaders
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the schools

Shaping the Future of the Schools

- In partnership with the Principal, Governors and other senior leaders establish and implement an ambitious vision and ethos for the future of the schools
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Principal and other senior leaders manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others



- In partnership with the Principal and other senior leaders, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- In partnership with the Principal and other senior leaders support the aims and development of the Central Region Schools Trust Family of Academies

Leading Learning, Teaching and Assessment

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Support the strong implementation of school policy, including TEEP, to secure excellence in all areas of delivery
- Work with the Principal to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all learners
- Work in partnership with the Principal and other senior leaders in managing the school(s) through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Principal and other senior leaders, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Work with the Principal to develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure excellence, taking urgent actions as required to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of learners and staff in their own learning

Developing Self and Working with Others

- Support the development of collaborative approaches to learning within the school and beyond
- Support, with other senior leaders, the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as required
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Be an excellent role model for both staff and learners in terms of being reflective and demonstrating a desire to improve and learn



- Take responsibility and accountability for identified areas of leadership, including statistical analysis of groups, progress data and target setting
- Work with the Principal and other senior leaders to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff as required

Managing the Organisation

- Lead regular reviews of school systems as required to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal and cross-school communication
- Working with the Principal and other senior leaders, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior teams as required
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties as required

Securing Accountability

- Lead and support the staff and governance committee members in fulfilling their responsibilities with regard to school performance and standards
- Support the Principal and other senior leaders in reporting school performance as required
- Promote and protect the health, safety and welfare of learners and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the schools of the Trust

Strengthening Community

- Work with the Principal and other senior leaders in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Proactively support the aims of the RSA Family of Academies
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies



Specific Duties

The responsibilities of all members of the Senior Leadership Teams will be reviewed following this appointment. Specific duties will then be added to this job description. An indication of areas of particular experience and interest should be included in the application letter. We are keen to recruit a colleague with experience from any of the following (non-exhaustive list) areas:


- Pupil attendance, behaviour and welfare
- Assessment, data and reporting
- Curriculum and assessment
- Excellence in Teaching and Learning

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Person Specification

We are seeking to appoint a graduate who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up at interview.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> • Recent successful teaching experience in a relevant context • Successful management experience in Humanities subject areas • Significant CPD in areas defined within the job description • Successful leadership experience with a measurable positive impact in areas covered by the job description including Humanities subjects • Up to date knowledge of national and local policy, and the educational landscape 	<ul style="list-style-type: none"> • Pastoral experience and/or management. • Recent, relevant professional development (particularly in leadership/management/ pastoral) • Experience of contributing to whole school self-evaluation • Experience of, or understanding of, strategic leadership/management including human, financial and material resource planning 	<p>Application form, references, task, presentation and interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline.



Skills and Abilities

- Strong commitment to inclusive practices
- Strong knowledge of pastoral accountabilities
- Excellent classroom practitioner
- ICT literate
- Demonstrate ability to work effectively in a wide range of partnerships to achieve school improvement
- Excellent management, motivational and communication skills
- Ability to understand and interpret data to support student level intervention and whole school improvement structures
- Outstanding organisational skills
- Confident in understanding, analysing and making effective use of a wide range of data including Raise Online
- Awareness of current national developments in education
- Ability to think and work creatively and flexibly, with the ability to pay close attention to detail whilst under pressure of deadlines
- Ability to communicate a clear vision and empower others
- Confident in implementing quality assurance and providing constructive feedback

Knowledge of the Central Region Schools Trust Family of Academies

Knowledge of whole school self-evaluation

Application form, task, presentation, references and interview.



Personal Qualities



- Outstanding communicator
- Outstanding leader and team player
- Strong empathy for working with ALL students
- Outstanding interpersonal skills
- Sense of humour
- Potential for deputy headship/headship
- Stamina and a capacity for hard work
- Ability to be reflective and self-critical
- A commitment to the values of the Central Region Schools Trust
- Readiness to accept change
- Desire and ability to lead change
- Openness and willingness to learn
- Commitment to parental/community involvement
- Ability to relate to others at all levels
- Ability to manage time and priorities successfully
- A fundamental concern for the safety, security and well-being of all the students in the school
- Understand, uphold and put into practice the requirement to safeguard and promote the welfare of children in day to day dealings with them.

Lively personality

Outside-classroom interests

Application form, task, presentation, references and interview.



 <p>Personal Circumstances</p>	<p>Circumstances should not preclude reasonable attendance at evening meetings and weekend and other in-service commitments.</p> <p>Willingness to work across all the area covered by current Central Region Schools Trust Academies, including on short or long-term secondment if required</p> <p>Prepared to work long hours but with a well established work-life balance.</p> <p>Outstanding attendance and punctuality.</p>		
 <p>Education and qualifications</p>	<ul style="list-style-type: none"> • Honours degree or equivalent • Recent relevant in-service training • DfE recognised Qualified Teacher Status 	<ul style="list-style-type: none"> • Post graduate study or qualification • Further studies/qualifications within educational leadership 	<p>Application form, references and interview.</p>

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As part of our stringent recruitment process, all applicants undergo thorough child protection screening, encompassing checks with previous employers and an enhanced DBS disclosure, in strict alignment with the 'Keeping Children Safe in Education' guidelines, which also includes an online search for all shortlisted candidates. At Central Region Schools Trust, we stand as proud advocates for diversity and inclusivity across all our schools, serving as an equal-opportunities employer and we encourage applications from individuals of all backgrounds and communities.

Need more advice?
Please see our website
www.waseleyhillsschool.org.uk



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High School

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