



Etonbury Academy
Application Pack
Assistant Principal
Teaching & Learning





Welcome to Etonbury Academy

Our Vision



Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



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www.bestacademies.org.uk



INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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School Business Manager
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Tel: 01462 730391

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ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1150 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are delighted to achieve consistently high GCSE results and have just celebrated an outstanding set of A-Level results in our Sixth-Form.**

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

In our most recent Ofsted report (April 2025) inspectors said the following:

“Etonbury Academy is a welcoming and nurturing place to learn. Pupils enjoy coming to school and attend regularly. They value the warm, supportive relationships they build with staff. This helps them to feel safe, cared for and known as individuals. Pupils behave with great courtesy and respect. They hold doors open, listen carefully to each other in conversations and demonstrate consistently high levels of kindness towards others.”



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



HOW TO APPLY

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Assistant Principal - Teaching & Learning
Based at	Etonbury Academy
Salary/Grade Range	L10-L14
Liaising with:	Principal, Senior Leadership Team, Teaching/Support Staff, external agencies and parents.

PURPOSE OF ROLE:

The Assistant Principal will work closely with the Principal to build an exceptional school focused on excellent teaching & learning driven by the latest educational research. In addition, you will play an important role in the overall leadership and management of the academy.

You will assist the Principal in leading and managing the academy by contributing to the vision and strategic direction of the academy to ensure improvement.

Formulating and reviewing the Academy Improvement Plan and the aims and objectives of the academy by:

- Developing and reviewing the policies through which they will be achieved.
- Leading and managing staff resources.
- Monitoring and evaluating progress towards staff and pupil achievement.
- Assisting in the day-to-day running of the academy.
- Maintaining a high profile around the academy.
- Leading on delegated areas of responsibility.
- Contributing to the safeguarding and promotion of the welfare and personal well-being and care of students with regard to safeguarding procedures.

DUTIES AND RESPONSIBILITIES

Specific responsibilities and duties of the post:

- Support practices that improve provision across the Academy, in particular in relation to teaching and learning
- Embed the Academy vision for exemplary Teaching and Learning and contribute to the annual school evaluation and development planning
- Coach and/or mentor staff as required
- Commit to the professional development of self and others, contributing towards the annual overall SEF.



- Leading and developing relevant aspects of student and parental involvement in learning
- Develop practice in the planning and delivery of lessons and be able to demonstrate and share this practice.
- Recognise areas of best practice and promote with the teaching teams.
- Implement strategies which secure high quality of teaching and learning.
- Ensure a clear plan is in place for the staff around briefings and weekly meetings.
- Work with the Principal to ensure all aspects of weak teaching and learning are identified and colleagues are supported and challenged through a robust and rigorous process.
- Being a role model for good classroom practice.
- Contribute to the development of clear systems to establish and maintain a positive and purposeful climate for learning in classrooms and around the school
- Complete duties around the school, modelling best practice for all staff

Key Accountabilities, Strategic Direction and Development

- Contribute to a clear vision for an effective academy.
- Initiate and manage change and improvement to develop the academy and staff.
- Contribute to curriculum design and development ensuring that it meets the needs of our students, enables continuity of learning and effective progression of achievement, including all related policies.
- Advise and assist the Governing Board as required in the exercise of its functions, including attendance at meetings and preparation of reports.
- Contribute to the formulation, monitoring, evaluation and implementation of the Academy Improvement Plan.

Leadership and Management

- Ensure all students, make at least good progress and the proportion that exceeds this is above the national average.
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Line management of specified senior/middle leaders, offering support and challenge.
- Ensure that all whole academy targets are met. Establish clear expectations and constructive working relationships among staff.
- Initiate and manage change and improvement to develop the academy and its staff, ensuring positive staff participation and effective communication and procedures.
- Maintain high expectations of all staff and is prepared to challenge poor performance.
- Act as line manager and mentor to designated subject areas and Heads of Year, supporting as appropriate and aiding the development of key documentation and implementation of policy.
- Demonstrate high professional standards.
- Support and assist the Principal in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the academy.
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the academy in terms of achievement, teaching and learning, behaviour and safety.



General Duties:

- Teach as directed by the Principal
- Lead a duty team and a lunch duty team
- Attend and contribute to parents' evenings, school events, productions and performances.
- Monitor the work of the school via observations, learning walks and work samples.
- Contribute positively to SLT, and Governors' meetings; to lead specific items and presentations.
- Lead a department where necessary. Promote equal opportunities, high achievement and the academy's mission statement in all areas of the school.
- Improve and develop teaching and learning in all its aspects through the use of observation, feedback and advice.

Other

- Undertake other various responsibilities as directed by the Principal.
- The postholder must be flexible to ensure that the operational needs of the academy are met.
- Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

Please Note:

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Assistant Principal - Teaching & Learning

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ● Qualified Teacher Status ● Degree ● Professional Development in preparation for Senior leader 	<ul style="list-style-type: none"> ● Additional professional qualifications eg NPQSL
Leadership and Management Experience	<ul style="list-style-type: none"> ● Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level. ● Demonstrated the ability to work strategically and successfully at a senior leadership level, specifically with curriculum and timetable design. 	<ul style="list-style-type: none"> ● Experience as a Senior Leader or equivalent. ● Working successfully with other education partners and providers.
Teaching Experience	<ul style="list-style-type: none"> ● Demonstrated outstanding, sustained, and successful experience as a teacher in a secondary context. ● Substantial experience of teaching pupils at Key Stage 3,4 & 5 	
Shaping the Future	<ul style="list-style-type: none"> ● Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision. ● Promote high expectations for attainment and progress. ● Establish short, medium and long term plans to raise achievement across the school. ● Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning. 	
Leading Teaching and Learning	<ul style="list-style-type: none"> ● Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. ● Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being. 	
Developing Self and Working with Others	<ul style="list-style-type: none"> ● Understands the significance of interpersonal relationships and strategies for promoting individual and team development. ● Knows how to promote an open, fair and equitable culture. ● Has a clear understanding of the impact of change and different leadership styles on individuals and organisations. 	



Managing the organisation	<ul style="list-style-type: none"> • Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation. • Understands how to establish and sustain effective organisational structures, systems, policy and practice. • Knowledge of and commitment to the implementation of the safeguarding agenda. 	
Securing Accountability	<ul style="list-style-type: none"> • Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self-evaluation and performance management and have experience of these. • Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance. • Experience of holding individuals, teams and whole school to account for pupil learning outcomes. 	
Strengthening Community	<ul style="list-style-type: none"> • Understands the importance of listening to, reflecting and acting on community feedback. • Experience of strategies that encourage parents and carers to support their children's learning. • Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of pupils. 	
Personal Attributes	<ul style="list-style-type: none"> • Embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales. • Inspire, challenge, motivate and empower teams and individuals to achieve high goals. • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people. • Demonstrate personal and professional integrity, including modelling values and vision. • Think analytically and creatively and demonstrate initiative in solving problems. • Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others. • Demonstrate resilience and optimism. 	
Other	<ul style="list-style-type: none"> • Strong recommendation from all referees, including current employer 	

