

## Non-Teaching Assistant Principal – Ethos & Student Life Coventry

*Salary Non-Teaching GA Pay Band G45-55 (£40,097 - £49,584) dependent on qualifications & experience  
(This is a Full Time, All Year Round Post with standard annual leave)*

**Start Date: Summer 2018**

Grace Academy is a charitable organisation that has successfully opened three 11-19 Academies in the West Midlands. The vision of Grace Academy is to develop well-educated, considerate and caring citizens with a strong sense of values, who will succeed in and contribute to modern society. At the heart of all we do is a drive to provide an outstanding education for students which develops the whole person through our Christian ethos.

It is our Christian ethos that makes Grace Academy unique, shaping who we are as an organisation, and providing a clear road map for us all through our five shared values of grace, respect, integrity, potential and excellence. Our aim is for these shared values to be outworked through our Academy culture, embedded in our enhanced curriculum, role modelled by our staff and explored and demonstrated by all of our students. We believe this approach will help deliver an outstanding education for our students over the long term.

We are looking to appoint a highly skilled individual to work as part of the Academy Leadership Team and lead on embedding our values in the Academy culture and throughout the curriculum. The successful candidate will be instrumental in delivering our Cross Academy Ethos Plan as well as developing an SMSC school action plan that ensures our school curriculum is permeated with our academy values.

The successful candidate will be an experienced leader with a clear understanding of our Christian ethos and an ability to communicate with clarity, authenticity and passion. They will be highly organised, creative, flexible and professional, able to design and deliver a range of whole school high profile events and activities. They will have a proven track record of being able to motivate and engage staff, students and parents in an educational context. You will be working as part of the senior leadership team.

This unique post is based at our Grace Academy in Coventry and is a full time, all year round role. This is a non-teaching post. This role is proportionally funded by the Grace Academy charity. This is a full time, All Year Round Post with standard annual leave.

Informal enquiries may be made by contacting Dave Boden,  
(Ethos Strategic Lead) by email on [daveboden@graceacademy.org.uk](mailto:daveboden@graceacademy.org.uk)

Application forms are available on our website [www.graceacademy.org.uk](http://www.graceacademy.org.uk). A covering letter and application form should be sent to Dave Boden, Ethos Strategic Lead, Grace Academy, Coleshill, The Pavilion, Manor Drive, B46 1DL

**Closing date for applications is 5.00pm Wednesday 28<sup>th</sup> March**

*Grace Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position is subject to a satisfactory Enhanced DBS check.*

## Non-Teaching Assistant Principal, Ethos & Student Life Job Description

<b>Post Title</b>	<b>Non-Teaching Assistant Principal – Ethos and Student Life</b>
<b>Reporting to</b>	Ethos Strategic Lead (with Principal)
<b>Details</b>	Salary Non-Teaching GA Pay Band G45-55 (£40,097 - £49,584) dependent on qualifications & experience (This is a Full Time, All Year Round Post with standard annual leave)
<b>Location</b>	Grace Academy Coventry
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>▪ The Assistant Principal for Ethos and Student Life will lead on embedding the Academy Christian ethos in and beyond the curriculum working as a part of the Academy Leadership team.</li> <li>▪ The role is vital to support the strategic outworking the Grace Academy vision to develop well educated, caring and considerate citizens with a strong sense of values who will succeed in, and contribute to, modern society. It is about embedding the Grace Academy core values of Grace, Respect, Integrity, Potential and Excellence.</li> <li>▪ As well as being a full member of the Academy Leadership Team, this unique role functions as part of a wider cross academy ethos team who collaborate together to embed the Christian Ethos across our three academies.</li> <li>▪ The Assistant Principal will be instrumental in Grace Academy becoming an 'outstanding' school who will have a 'thoughtful and wide-ranging promotion of pupils' spiritual, moral, social and cultural development'. They will work with students to accept and engage with the fundamental British values; as well as help them develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.</li> <li>▪ The role will lead on the outworking of our Christian Ethos Framework which consists of intertwined themes of Developing Shared Values, Understanding Christian Perspectives and Building Healthy Relationships. This framework provides a learning journey for our students to help empower them to develop moral character and values, build self-confidence and make informed choices.</li> <li>▪ A key part of the role is to create and sustain meaningful partnerships with external organisations to help promote and embed the Christian ethos and positively impact student's lives.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>▪ To act as a member of the Academy Leadership Team working to improve student outcomes</li> <li>▪ To organise and deliver an enhanced curriculum of calendared events in line with the Ethos Framework including theme weeks, values days and additional opportunities to help embed the Christian Ethos with students. This includes leading and developing engaging and inclusive worship and Christian reflection opportunities through assemblies and tutor time. I facilitate and develop activities including after school clubs, holiday activity programmes, off-site trips and social action to enhance learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• To act as a conduit and champion for the outworking and embedding of the Academy values with students and staff.</li> <li>• To outwork the annually agreed cross academy ethos framework into the local Grace Academy context</li> <li>• To empower staff to provide outstanding SMSC and explore British Values through training, resources and planning.</li> <li>• To support the enhancement of relevant RE, Citizenship and PSHE curriculum within the local Grace Academy context</li> </ul>
<p><b>Specific Duties</b></p>	<ul style="list-style-type: none"> <li>• To lead on developing an SMSC Action Plan which outworks the Cross Academy Ethos Framework.</li> <li>• To collaborate with key staff to engage students with the Christian ethos through different curriculum areas such as art, music, sport and drama especially during key Christian calendar events and festivals</li> <li>• To coordinate the annual assembly programme to highlight Academy priorities, enhance the ethos and meet student needs</li> <li>• To ensure the effective delivery of tutor time SFL and resources</li> <li>• To promote an inclusive understanding of Christianity and Christian celebrations in the context of our diverse community</li> <li>• To collaborate across different Grace Academies to share best practice</li> <li>• To promote the Grace Academy ethos within Transition Activities to help maintain a high profile for Grace Academy in community</li> <li>• To develop effective student voice, student leadership and academy council</li> <li>• To ensure the visual environment of the academy consistently conveys the right messages to staff and students</li> <li>• To market and promote specific ethos events and activities</li> <li>• To engage relevant external organisations and partners with Grace Academy including facilitating links with the local community where appropriate</li> <li>• To ensure the Academy has a wide range of enrichment opportunities including holiday programmes on offer throughout the year</li> <li>• To prepare reports, surveys and audits that demonstrate the impact of the Christian Ethos on teaching and learning</li> <li>• To effectively manage multiple budgets in line with academy priorities</li> <li>• To coordinate local social action and an annual overseas opportunity for students</li> <li>• To lead on developing values in academy transition working with feeder primary schools</li> </ul>

<b>Other duties</b>	<ul style="list-style-type: none"> <li>▪ To line manage identified staff within the academy</li> <li>▪ To provide pastoral care, appropriate to the needs of students</li> <li>▪ To maintain high standards in accordance with overall Academy policies</li> <li>▪ To contribute to the overall effectiveness of the Academy Leadership</li> <li>▪ To carry out other reasonable duties as directed by the line manager and Principal</li> </ul>
<b>Qualifications and Key Skills</b>	<p><b>Skills, Knowledge and Attributes</b></p> <ul style="list-style-type: none"> <li>▪ Effective leadership skills developed from a proven track record</li> <li>▪ A clear understanding of the Christian Ethos and ability to communicate with clarity, authenticity and passion</li> <li>▪ Knowledge of and ability to engage young people with faith related issues</li> <li>▪ A personal commitment to modelling the core values of grace, respect, integrity, potential and excellence</li> <li>▪ An ability to motivate and engage staff, students and parents</li> <li>▪ Outstanding communication skills with multiple audiences</li> <li>▪ An ability to work with a wide range of young people in inclusive and engaging ways</li> <li>▪ Creativity and ability to develop ideas and manage them to execution</li> <li>▪ Ability to network with a range of organisations (public, private and voluntary)</li> <li>▪ Highly creative, flexible and adaptive</li> <li>▪ Professional in approach</li> <li>▪ Strong written and oral skills</li> <li>▪ Empathy, tact and pastoral care</li> <li>▪ Enthusiastic</li> <li>▪ Confident</li> <li>▪ Clear communicator and vision caster</li> <li>▪ Team player</li> <li>▪ Self-starter, well-organised &amp; able to manage time well without supervision</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Appropriate qualifications (to a degree level or above)</li> <li>▪ Experience of leadership in a senior role within an organisation working with young people, preferably an education setting</li> <li>▪ Experience of working with a variety of young people within and beyond an education context</li> <li>▪ Proven track record of engaging and empowering young people, staff, parents and other key stakeholders in the community</li> </ul>
<b>Enquiries</b>	<p>Informal enquiries may be made by contacting Dave Boden, (Ethos Strategic Lead) by email on <a href="mailto:daveboden@graceacademy.org.uk">daveboden@graceacademy.org.uk</a></p>