



George Eliot Academy

The best in everyone™

Part of United Learning

Candidate Briefing Pack

Associate Assistant Principal



Dear Applicant

Thank you for showing interest in this post and our school. We are seeking to appoint a highly motivated, enthusiastic, experienced Associate Assistant Principal with the ability to inspire and lead our Science department. This is an exciting opportunity for an experienced teacher to further develop both classroom and leadership skills.

We are looking for a Associate Assistant Principal to join us as soon as possible. You will be joining a well-led and motivated team, committed to continuous improvement. You must have high expectations of all stakeholders including a belief that exceptional progress can be made with strong teachers and dedicated pupils working together.

You will be supported by a strong leadership team as well as subject experts from the United Learning advisory team. The school will expect you to continually develop your staff whilst also supporting and developing your skill set in both teaching and leadership.

We believe in classrooms which are free from disruption and maximise learning time by using 'Teach Like a Champion' techniques to create purposeful classrooms. Every member of staff at our school plays a pivotal role in our 'Education with Character' programme, which is driven through teaching staff, middle leaders and senior staff. We welcome applications from those who would like to work flexibly.

George Eliot Academy is a rewarding and professionally stimulating place to work. We are a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our vision is “We aim for excellence and improved pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.”

If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

How to apply- See Application pack

Our offer:

- You will be working in an academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

You will be:

- An outstanding teacher with a track record of good and pupil outcomes
- Able to build effective working relationships with pupils and staff
- Able to provide stimulating and engaging experiences for our children, challenging them to achieve beyond their expectations and supporting them to become lifelong learners
- Willing and committed to developing and sharing outstanding teaching practice
- Able to work in partnership with children, parents, staff, governors and the wider community

Benefits of working for United Learning:

- Westfield Health Cash Plan – claim money back on the cost of dental, optical & physio services plus much more (eligibility after 6 months’ service)
- Free lunch for staff on duty
- Car lease scheme
- Childcare vouchers
- Gym membership

- Westfield Rewards – discounted shopping platform (eligibility after 6 months' service)
- Employee Assistance Programme, offering mental health and wellbeing support
- Cycle to work scheme
- Free tea and coffee

We thank you for your interest in this role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being, we encourage you to apply.

As a head of department, you have a unique opportunity to shape and support the successful futures of the pupils of George Eliot Academy.

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The group's aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary
Principal

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone' underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

'THE BEST FROM EVERYONE'

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

'POWERFUL KNOWLEDGE'

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

‘EDUCATION WITH CHARACTER’

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

‘LEADERSHIP IN EVERY ROLE’

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

‘CONTINUOUS IMPROVEMENT’

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and pupils alike.

Head of Department: Job Description

Reports to: Vice Principal- Outcome

Starting salary: United Learning Pay scale (£35,000-£51,000) plus TLR negotiable based on experience and upto £2000 travel allowance for candidate living further afield

Role Summary:

The Head of Department is responsible for providing vision and strategic leadership to ensure that all areas are managed effectively to the highest educational standards at National, local and school levels.

Key Tasks and Activities:

Impact on education

- Identify appropriate pupil targets for achievement and relevant interventions with a specific focus on disadvantaged pupils
- Monitor pupil standards and achievement against their targets
- Monitor planning, curriculum coverage and learning outcomes
- Lead evaluation strategies to contribute to overall school self-evaluation
- Plan and implement strategies for improvement in areas of identified need
- Ensure that relevant achievement targets are met

Leading and managing other staff members

- Maintain personal expertise and share this with others
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Lead professional development of subject staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise from United Learning
- Plan and implement strategies to improve teaching in areas of identified need
- Induct, support and monitor new staff

Accountability for leading, managing and developing the direction of the Department

- Develop and implement policies and practices for the subject which reflect the academy's commitment to high achievement, effective teaching and learning and embed the UL framework for teaching, learning and literacy
- Identify relevant school improvement issues
- Define and agree appropriate improvement targets
- Coordinate CPD needs and opportunities
- Analyse and interpret, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods



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- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which; contribute to whole-school aims, policies and practices
- Identify realistic and challenging targets for improvement in the subject
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- Attend meetings and training in addition to those required of all teachers as required by the TLR post
- Provide the senior leadership team with relevant subject, curriculum area or pupil performance information
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- To act on advice and guidance from the UL Subject Advisors.

Line Management responsibility

- Ensure that Performance Management arrangements are effectively discharged by other team leaders in the key stage or department
- Monitor and evaluate the contribution and impact of other staff to school improvement across key stages or departments
- Plan the deployment of staff expertise to achieve school improvement objectives
- Take initial responsibility for the pastoral care and welfare of the Science Team

General Accountabilities:

- Be responsible for your own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of George Eliot Academy and United Learning and its commitment to equal opportunities and safeguarding
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

This post is subject to an enhanced DBS disclosure. We take the safeguarding of pupils and staff seriously at George Eliot Academy. All staff are expected to support this ethos.

How to Apply

Please complete an online application form explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Monday 23 June 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

Further information

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Will Bridge at Academicis, our recruitment partner, on wbridge@academicis.co.uk or by phone on 07825 346535/ 01223 907979.

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** As soon as possible
- **Starting salary:** United Learning Pay scale (£35,000-£51,000) plus TLR negotiable based on experience and upto £2000 travel allowance for candidate living further afield

Benefits of working for United Learning:

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
<ul style="list-style-type: none"> • We pay an average of 5% above national scales – the best rates of pay in the sector • Cash towards medical treatment • Generous staff discount scheme 	<ul style="list-style-type: none"> • Three extra INSET days for planning • At least one personal day a year 	<ul style="list-style-type: none"> • Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing