

# Assistant Principal Application Pack

November 2025



Dear Candidate,

Thank you for considering Ocean Academy for the next step in your professional journey. Ocean Academy is a forward thinking, vibrant and exciting place to work, with a strong reputation in the local community. The Assistant Principal role at Ocean Academy will be hugely rewarding for the successful candidate and, as part of our committed team and supportive Trust ethos, will work creatively and constructively to provide the best education possible for all of our children.

We are a successful and diverse academy with a real energy and excitement about the future. We are passionate about excellence in education, giving pupils the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow. Through our values of Self Worth, Engagement and Purpose, we relentlessly strive to ensure that every child aspires to be the very best that they can be. We trust that learning and a positive attitude are strengthened through effectively developing our Power Skills of Collaboration, Character, Communication, Critical Thinking and Creativity.

We are looking for a brilliant Assistant Principal who has a track record as an outstanding teacher and who has a strong understanding of what highly effective teaching and learning looks like. Beyond this, we need someone who will help drive excellence in every aspect of academy life – from pupil outcomes and personal development to staff culture and community engagement. The Assistant Principal will join our Senior Leadership Team which has the highest expectations and provides leadership that drives exceptional standards in all areas, whilst being mindful of what this means in terms of the essence of 'team'.

Ocean Academy is a fantastic place to work, consistently demonstrating high levels of pupil engagement, excellent attendance, strong academic outcomes, and exemplary behaviour. The children, staff and parents are all proud of their academy and we look forward to introducing prospective candidates to them. Visits to our academy are welcomed and encouraged and we look forward to meeting you. Please contact the school office (details below) to arrange a suitable time.

Please contact below for more information or to arrange a tour of the school .

School Office : Mrs Jane Burry (Office Manager) 01202 606888 [office@ocean-aspirations.org](mailto:office@ocean-aspirations.org)

We would like to wish you the very best of luck and we look forward to meeting you. If you have any questions, please do not hesitate to contact us.

Kindest regards

**The Ocean Academy Team**

For more information please visit: <https://www.ocean-aspirations.org/> or [www.aspirationsacademies.org](http://www.aspirationsacademies.org)

# **Ocean Academy - What we can offer**

## **Highly skilled staff and an engaging curriculum**

Ocean Academy has high staff retention and through regular staff voice, the leadership team is aware of staff needs and workload priorities. Staff undertake regular CPD and therefore have the skill set to meet the needs of all of our children in an inclusive and nurturing way. Ocean Academy was the first academy in the Trust to achieve the Aspirations Lighthouse Standard for Curriculum and this is testament to the well designed, sequential and engaging curriculum on offer. We encourage ingenuity, creativity and risk taking and our curriculum is designed to promote the development of knowledge and skills over time so that learning remains constant and embedded into the long term memory.

## **Happy, resilient children**

Ocean Academy children are polite, well behaved and have a real thirst for learning. They believe in their ability to succeed, whilst not being afraid to make a mistake. They love coming to school and play a pivotal role in the leadership of the academy. They welcome leadership opportunities in daily life and are proud to hold specific leadership roles such as Eco Lead, School Council, Sports Lead, Librarian, Digital lead, CPTA, Anti-Bullying Ambassador and Maths Champion.

## **Modern facilities**

The facilities at Ocean Academy are modern and diverse and this allows us to promote learning now and for the 21st century. Our Creator Space allows us to take STEM teaching to the next level. We have secure connections with local secondary schools, universities and employers to ensure our education has purpose and a future context. Our extensive external grounds and play equipment promotes effective outdoor learning and active playtimes.

## **Supportive parents**

In our most recent parent voice survey, 100% of parents said they would recommend Ocean to other parents. They are incredibly positive about the education and care their child receives. Senior Leaders are available to parents at the beginning and end of the day (on the academy gate) and this allows any concern to be addressed quickly. We have a wonderful CPTA (Children, Parent, Teacher Association) who go above and beyond to raise funds.

## **The Aspirations Learning Institute**

The Aspirations Trust is a passionate advocate for continuous professional development and offers a large range of development opportunities from Level 3 TA to coaching qualifications to NPQs and beyond. The journey to excellence for our staff is accessible and high quality. We actively encourage those who want to become teachers to learn and grow with us and offer various funded pathways to a career in teaching.

## **The Aspirations Academies Trust**

We are part of a thriving forward thinking trust that believes in and invests in its workforce. We are one of 16 academies across the UK, with 4 academies in our South Coast Region alongside a secondary academy; Magna Academy, a Primary Academy; Jewell Academy and an 'all through' academy; Livingstone Academy. Ocean is governed by a Regional Board that challenge and support in a coherent and purposeful way.

## Assistant Principal Job Description

<b>Post Title</b>	Assistant Principal (Full Time, Permanent)
<b>Salary/Grade:</b>	L2-L6
<b>Start Date:</b>	January 2026 or ASAP
<b>Academy:</b>	Ocean Academy Poole
<b>Closing Date:</b>	Friday 14 November 2025 at 9.00 am
<b>Interview Date:</b>	Wednesday 19 November 2025
<b>Disclosure Level:</b>	Enhanced

\*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis, as part of the Appraisal system to clarify individual responsibilities within the academy and Trust structure and to ensure the character of the post as identified below is relevant.

### PROFESSIONAL DUTIES:

*All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current 'School Teachers Pay and Conditions' Document.*

This is a senior post within the academy's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder may be called on to deputise for the Principal or Vice Principal in the event of their absence.

To ensure the development of the aims and objectives of the academy and the needs of individual pupils.

- With a teaching commitment of up to 80% teaching (as required) and being able to cover for absent teachers on occasion. To be reserve class teacher in the event of an unplanned long term absence
- To lead in a core area of responsibility
- To lead on key initiatives
- Promote the whole academy curriculum targets and action plans throughout the designated phase group and report to the Principal on a termly basis on progress and impact on children's learning
- Carry out monitoring and act as quality assurance for planning, marking, presentation standards, and learning environments

## MAIN EXPECTATIONS OF THE ROLE

- 1) You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.
- 2) You are required to carry out such professional duties which form part of the School Teachers' Pay and Conditions Document which the Principal may reasonably ask you to undertake e.g. subject coordination or area of management responsibility across the whole academy.

## LEADERSHIP

- Assume shared responsibility for the management of the academy in the short term absence of the Principal and Vice Principal
- Play a lead role in upholding the aims and ethos of the academy, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Participate in the academy improvement planning process, taking account of the agreed priorities of the academy and how these link with national and local initiatives
- Support the Principal and other staff in the review, implementation, development and monitoring of whole academy policies which promote the academy's values, aims and objectives, working to a high standard in implementing agreed policies, priorities and expectations, and in doing so set a good example to other colleagues
- Establish good relationships with all stakeholders, encourage good working practices and support and lead teachers, by promoting a culture of team work, in which views of all members of the academy community are valued and taken into account
- Work alongside the Principal to secure improvement through Performance Management; take responsibility for the performance management of identified staff. Line manage Year Team Leaders to secure effective learning for all pupils. Support staff in understanding their own accountability, and develop approaches to its review and evaluation
- Provide support for colleagues in improving their classroom practice
- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community
- Be available for parents and pupils to discuss their academic work and social concerns. Ensure that any parental complaints/concerns are responded to appropriately and channel them as appropriate to the Principal

## KEY TEACHING AND LEARNING

- Take a lead as an exemplary teacher and as a leader, to achieve whole academy high standards of pupil attainment, behaviour and motivation through effective teaching. Set high expectations for your own performance and that of others. Support the professional development of colleagues through example, coaching, peer support and target setting
- Play a key role in setting appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement; including statutory procedures and targets for individuals and groups throughout the key stage, supporting the process of teaching and learning in accordance with agreed policies and guidelines
- To organise / lead inset as required
- Carry out regular monitoring to ensure high standards of teaching and learning lead to good outcomes. Provide feedback to staff, SLT and the principal

## OTHER DUTIES AND RESPONSIBILITIES

List other duties that the Principal may from time to time ask the post holder to perform:

- Carry out Performance Management reviews on an agreed number of members of staff.
- Support with selection and recruitment of staff.
- Attend PTA functions on occasion by agreement.

- Share responsibility with the Principal for maintaining communications with all staff via the established systems.

**IN ADDITION, UNDER LEADERSHIP OF THE PRINCIPAL, THE ASSISTANT PRINCIPAL IS TO:**

Develop links with the Aspirations Academies Trust, neighbouring schools, and other LA and external agencies Participate in Aspirations Academies Trust initiatives appropriate to the needs of the academy.  
Undertake other duties considered to be reasonable.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

	Essential Criteria	Desirable Criteria
<b>Qualifications / Vocational Training / Competences</b>	<ul style="list-style-type: none"> <li>• Educated to at least Degree standard</li> <li>• Holds Qualified Teacher Status</li> <li>• Evidence of relevant professional development associated with leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Aspiration to undertake further significant qualifications in leadership</li> </ul> <p>Hold the NPQSL qualification</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of having led, or made a significant contribution to, the success of a school through its leadership, pupil outcomes and ethos</li> <li>• Experience of leading a subject or year group / phase within a school</li> <li>• Experience of supporting staff to optimise attainment and progress of pupils: raising standards</li> <li>• Experience of systematic and rigorous year group evaluation</li> <li>• Significant experience of supporting staff to develop and improve effective teaching and learning</li> <li>• Success with working with parents and the local community</li> </ul>	<p>Experience of managing a budget.</p> <p>Experience of working in KS2.</p>
<b>Teaching and Learning</b>	<p>Outstanding classroom practitioner.</p> <ul style="list-style-type: none"> <li>• Thorough understanding of assessment systems, progress tracking methods and analysis to raise standards</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring and evaluating teaching</li> <li>• Willingness to be part of out of hours activities which enhance teaching and learning and the promotion of the school</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding the role of Assistant Principal and readiness to take on all aspects of the role to secure the organizational and strategic growth of the school</li> <li>• Understanding of current developments in primary education</li> <li>• Thorough understanding of how assessment for learning drives improvement</li> <li>• Thorough knowledge of statutory requirements, including safeguarding equality and inclusion</li> <li>• Commitment to safeguarding</li> <li>• Willingness to drive a broad and balanced</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul> <p>An appreciation and understanding of a Growth Mindset approach</p>

	<p>curriculum across the school</p> <ul style="list-style-type: none"> <li>• Thorough understanding of all aspects of teaching and learning across KS2</li> </ul>	
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• An understanding of different leadership styles and a willingness to undertake self - development and learning to enhance this</li> <li>• Ability to lead, coach, inspire and challenge staff within a tight accountability and appraisal framework</li> <li>• Strong organisational skills and the ability to delegate to others and hold them to account for outcomes</li> <li>• Ability to work closely with the Principal and SLT in all aspects of school leadership and development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading Performance Management/Appraisal reviews</li> <li>• Skilful management and understanding of how to inspire and secure strong relationships with other stakeholders</li> <li>• Experience of leading a year group / phase</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Well developed inter-personal skills</li> <li>• Ability to provide strong management</li> <li>• Determined to find a way to secure outstanding learning and progress for every child</li> <li>• Outstanding communication skills, with a range of audiences and have a high level of written and spoken English</li> <li>• High expectations of staff and pupil behaviour</li> <li>• Proven ability to deal successfully with situations that make and include conflict resolution</li> <li>• Ability to work as part of a team as well as lead a team</li> <li>• Proactive and able to use own initiative, to work independently, to organise own workload and supervise the work of others and to demonstrate and lead initiatives</li> <li>• Willingness to be involved in the life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• </li> <li>• </li> <li>• </li> </ul> <p>Ability to use new and emerging technologies to secure impact Excellent critical thinking skills and intellectual curiosity Willingness to be involved in extra-curricular activities</p>



# Safe Recruitment Procedure

Aspirations and Ocean Academy Poole are committed to safeguarding and promoting the welfare of all children, young people and staff. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Shortlisting

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form. Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application. Observations for longlisted candidates may take place before a shortlist is drawn up.

## Visits

Visits to the academy prior to the application are encouraged where seniors leaders will be happy to answer any questions you may have about the academy or the role. We are happy to try and accommodate specific dates for you if possible prior to the closing date. Please contact Jane Burry (Office Manager) [jburry@ocean-aspirations.org](mailto:jburry@ocean-aspirations.org) or 01202 606888 to confirm an appointment.

## Interview

Those shortlisted will take part in an interview with questions relating to the job description and person specification. There will also be a presentation and specific tasks relevant to the role. This information will be forwarded to those successfully shortlisted and invited to interview.

## Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all cases before an offer of appointment is confirmed.

## How to apply

Please follow the link to complete the online application form.

<https://www.schrole.com/job/assistant-principal-eeac6973-0c43-4662-b209-cd8299044998>

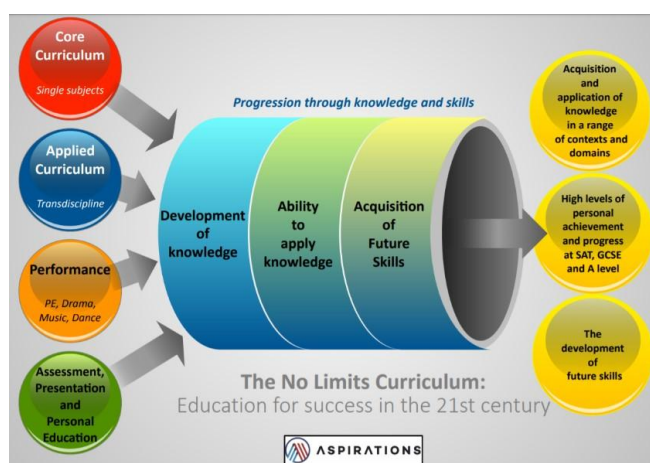
## Aspirations Academies Trust

*Having the ability to dream about the future while being inspired in the present to reach those dreams.*

The Aspirations Academies Trust is a successful sponsor of primary, secondary and 'all through' academies (3-18 years) in England and is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves in an ever changing world. The Trust is now in its eleventh year of operation and we operate 16 academies in four distinct regions: South Central, South West, South Coast and West London.

The drivers for change are encompassed in the Guiding Principles of **Self Worth, Engagement and Purpose**. Our children need to be engaged in their learning, understand the purpose and subsequently have a high level of self-worth that will bring resilience throughout their school life and beyond.

The vision and values of Aspirations is that there is equality of opportunity for all and this is defined in our NO LIMITS curriculum model. We recognize that as well as knowledge, students need to develop their ability and skills to apply and repurpose knowledge in order to thrive in a rapidly changing world. In applying knowledge to real-world contexts and allowing young learners to take the lead in using this knowledge to find solutions and answers, learning is deepened and purposeful. We value ingenuity, creativity and risk-taking so that development in core and transdisciplinary learning is unified.



At whatever stage a child joins an

Aspirations Academy, the aim is to provide each individual child with the best possible life chance. This is done through the achievement of the highest level of qualifications to meet their needs, the development of skills essential to success in the interconnected and highly competitive world of employment, as well as encouraging the highest aspirations.

