



Candidate Briefing Pack

Assistant Principal



Chief Executive Introduction



Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

Our Trust is responsible for nearly 30 academies of all phases and types. They are tightly organised geographically which makes support, collaboration and teamwork straightforward. We educate more than 16,000 students, employing over 2,500 talented staff and responsible for an annual budget of over £100m. The Trust comprises four 'clusters' of academies: North West Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school and brand-new apprenticeship provider.

We are now recruiting to appoint an exceptional leader to the role of Assistant Principal at Longfield Academy. The role of Assistant Principal is a pivotal role in the school's future journey as our appointed leader will continue to build and evolve our unique and inspirational place of learning at Longfield Academy. The successful candidate will work closely with the Principal and other senior leaders across the Trust to maintain and further develop a strong network of effective academies across North West Kent.

Our ideal candidate will be an existing Assistant Principal with considerable experience of leading whole school programmes for teaching and learning, science and/or English and with a track record of raising academic standards. We are looking for an exceptionally talented leader who will use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE

CHIEF EXECUTIVE

Leigh Academies Trust

Vacancy



Position:	Assistant Principal
Responsible to:	Head of College (Vice Principal)
Basis:	Permanent, full-time
Commencement:	September 2021
Salary:	Highly competitive + performance bonus

Longfield Academy

We are looking for an exceptional candidate to join us as an **Assistant Principal**. Linked to one of our three colleges, the successful candidate will work alongside the Vice Principal/ Head of College to support the academic and pastoral development of its students. The Assistant Principal also holds a whole academy responsibility, this can be discussed and agreed on appointment, but experience in leading teaching and learning, Science and/ English would be desirable but not essential.

We are looking for an individual who can confidently establish and develop excellent relationships with all stakeholders. They will be a highly effective and inspirational teacher and leader, with strong behaviour management and experience of leading highly successful teams at a secondary level. We expect all of our students to be challenged, to be inspired and to achieve beyond expectation.

As a community we believe in working collaboratively and sharing good practice. If you want to be part of a team which embraces innovation and creativity then we are interested to hear from you.

What we are offering:

- A competitive salary commensurate with the profile of the post
- Bespoke CPD with mentoring and coaching opportunities
- The opportunity to work laterally across a number of Leigh Academies Trust schools to benchmark best practice and to be involved in teaching and learning innovation

We'd like to hear from candidates who are:

- An excellent teacher who is passionate about learning and has strong subject knowledge
- Collaborative, able to build strong professional relationships
- Able to motivate and inspire students and staff to achieve their full potential
- Energetic and have a can-do attitude
- Confident and has strong career aspirations
- Committed to safeguarding and the happiness and wellbeing of everyone at the Academy
- Prepared to be involved in leading co-curricular activities either within or outside of their teaching subject

JOB DESCRIPTION



Role: Assistant Principal
Responsible to: Head of College/Principal

Job Purpose

To ensure outcomes for students are exceptionally high in relation to their starting points, showing high rates of progress in all areas of their studies and personal development. To assist the Head of College in leading the College within the Academy, creating a thirst for learning where expectations are aspirational, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values and building strong relationships with families and other stakeholders. To promote a culture where students are tolerant, empathetic, and have the determination to succeed. To effectively promote the educational vision associated with the Leigh Academies Trust.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. They may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal and Head of College may from time to time ask the post-holder to perform.

In addition to standard leadership expectations, the main focus of the role will be:

- The monitoring and supporting of college students to maximise progress, ensuring that all groups are challenged and supported to make progress.
- To be a full and active member of the appropriate college leadership.
- To line manage and hold account the designated college Behaviour Support Mentor
- To line manage and hold account allocated faculties where appropriate.
- To undertake specific whole Academy responsibilities that will lead to the progress of students and the safe, efficient, smooth running of the Academy as outlined in the Academy Responsibilities document (revised annually).

Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.

- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised academy activities elsewhere.
- To contribute to the effective running of the academy

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

Recruitment and hiring during COVID-19: Despite the challenges we face, recruitment and hiring will continue for all Leigh Academies Trust vacancies with as little disruption as possible over the coming weeks and months. This is for all senior, teaching and support staff appointments. Applications will still be reviewed and interviews conducted in a timely manner, although interview activities will vary. If you have any queries or concerns, please get in touch with the LAT Talent Team - talent@latrust.org.uk.

Based on the quality and quantity of applications received, Leigh Academies Trust reserves the right to close this vacancy sooner than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

Application Process

The closing date for applications is Friday 30 April 2021 at 12 noon. Interviews and associated activities are scheduled to take place on **Monday 14 May 2021**. If you have any queries on any aspect of the application process or need additional information, please contact the LAT Talent Team on 01634 412 240 or talent@latrust.org.uk.