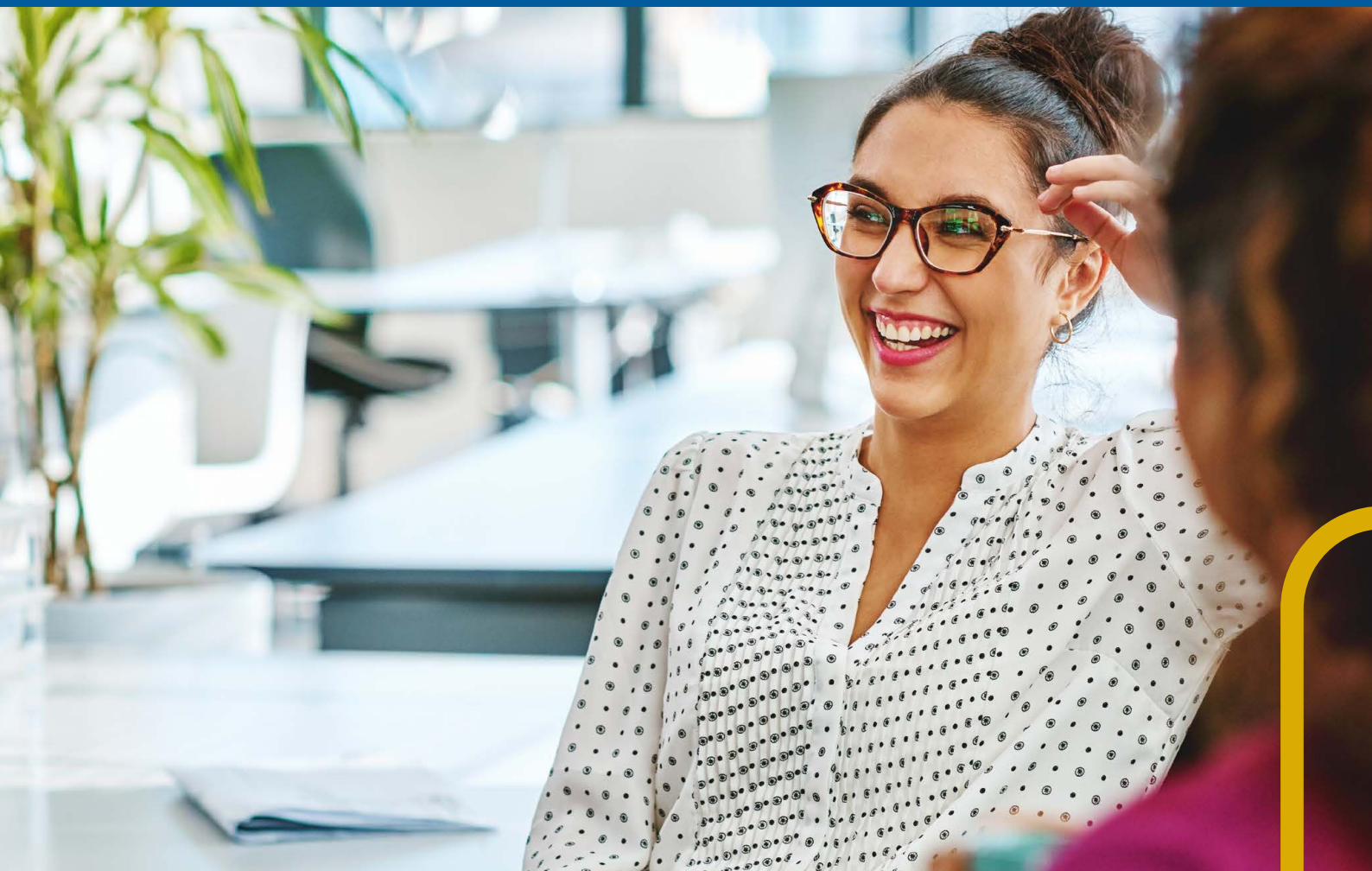


# Assistant Head of College (Assistant Principal)

Longfield Academy



More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 30 academies across Kent, Medway and South-East London.



**LEIGH**  
Academies Trust

## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



# Welcome

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.

As of 1st September 2022, our Trust comprises 30 geographically organised academies (14 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 3,000 talented staff. The Trust is establishing four 'clusters' of academies: North 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 hub and is an accredited apprenticeship provider. Our future plans are found in our [Vision 2030 document](#) available on our website.

We are now recruiting to appoint an exceptional leader to the role of Assistant Head of College (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 behaviour and standards 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.

**Dr Felix Donkor**

Principal  
Longfield Academy



# Longfield Academy

At Longfield Academy we pride ourselves on everyone in our community showing respect, care, and achievement. We have high expectations and expect our students to do their best at all times. Throughout the academy, staff are hardworking and committed to ensuring that our students thrive, feel safe and make good progress. We have a strong focus on students developing personal skills and being prepared for life in addition to achieving well in public examinations. Thus, every student at Longfield Academy is given the support and opportunity to 'Achieve Beyond Expectations'.

Ofsted recognises our academy as Good with an Outstanding sixth-form. Our last inspection noted that our curriculum enables students to pursue their interests and prepares them well for their next steps. Students are prepared well for life in modern Britain. They have a clear understanding of fundamental British values through lessons, assemblies and tutor-time activities. The academy is well supported by the Leigh Academies Trust (LAT). As a result, we benefit from several opportunities to develop and retain high quality leaders and teachers.

We are now looking to strengthen our provision as the academy grows into being outstanding throughout. This is a fantastic opportunity for an experienced and highly effective practitioner who will support within their college, subject area and across the academy as a whole. It is an excellent opportunity for someone who is ambitious and wants to grow their leadership skills. Our ideal candidate will be a Teacher of English who has an excellent track record of achieving great results both as a classroom teacher and as a leader of English departments. Experience of pastoral and/or behaviour leadership is desirable but not essential.

Working as part of a trust gives excellent opportunities for working collaboratively with other schools within the Leigh Academies Trust.

I look forward to receiving your application in the hope that you will join us in our quest towards 'Achieving Beyond Expectations'.

# Vacancy

We are looking for an exceptional candidate to join us as an Assistant Head of College (Assistant Principal). Linked to one of our three colleges, the successful candidate will work alongside the Head of College (Vice Principal) 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. Experience in raising academic standards in English is 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

For our successful candidate, being a member of staff at Longfield Academy and the wider Trust means you'll receive access to a great range of employment benefits from day one. [Click here to view the current benefits package](#), and be mindful that the list is always growing.

|                |   |
|----------------|---|
| Position       | Assistant Head of College (Assistant Principal)   |
| Location       | Longfield Academy                                 |
| Responsible to | Head of College (Assistant Vice Principal)        |
| Basis          | Permanent, Full-Time                              |
| Commencement   | Easter 2023                                       |
| Salary         | Leadership pay scale commensurate with experience |

# Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates will be keen to visit the academy before making a formal application, you can arrange this by contacting Christine Goodwin (Office Manager) - [christine.goodwin@longfieldacademy.org](mailto:christine.goodwin@longfieldacademy.org). Visits will be hosted by a member of SLT. Please ensure you offer Mrs Goodwin a range of dates when you are available in your initial email to ensure we can coordinate a visit that works for both you and the Academy.

Candidates wishing to have an initial conversation with the SLT about this role can also arrange for a telephone call. Those wishing to do so should also contact Mrs Goodwin (as above) in the first instance.

To submit an application in full, please do so online via the following link;

[Assistant Head of College \(Assistant Principal\) \(Longfield Academy\) - Online Application](#)

If you have any queries on any aspect of the application process or need additional information please contact **Holly Neve** (Recruitment Coordinator) on **01634 412 263** or [holly.neve@latrust.org.uk](mailto:holly.neve@latrust.org.uk).

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.

**Closing date for applications**

Monday 12th December 2022, midday

**Interviews and assessment activities**

Friday 16th December 2022





# 2

## Job Profile

**Role: Assistant Head of College (Assistant Principal) - Longfield Academy**

**Reporting to: Head of College (Vice Principal)**

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

### 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 Student 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

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

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/business unit at the reasonable discretion of the Principal/Director. 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.

# 3

## Person Specification

We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

- passion for continuous personal and social improvement by self and others;
- professional integrity and respect for the opinions and circumstances of others;
- personal impact and presence with all stakeholders;
- leadership ability to inspire and motivate staff and students;
- excellent interpersonal and communication skills;
- passion for raising secondary achievement and solid understanding of what constitutes an outstanding school;
- significant leadership and management experience in a similar role;
- creative and innovative skills in finding new solutions;
- strong relationships with governors, parents and other stakeholders;
- willingness to share knowledge and work collaboratively with other academies and trust executives;
- abundant enthusiasm and energy;
- ability to think reflectively and adapt well to change;
- resilience and the ability to remain calm and consistent under pressure;
- reliability and ability to meet deadlines;
- sense of humour;
- effective organisational skills;
- excellent personal ICT skills.

*The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.*



The background is a solid blue color. There are decorative lines in yellow and white. A yellow line starts from the left edge, goes right, then curves down and right, then up and right, then down and right, ending on the right edge. A white line starts from the left edge, goes right, then curves down and right, then up and right, then down and right, ending on the right edge. The text is centered in the middle of the page.

“Achieve Beyond  
Expectations”

# 4

## Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

### Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another.

### Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- Access to a range of benefits and discounts that are sourced specifically for our staff.

### Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Gold' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns.

### Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free/discounted gym access
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting.
- Work laptop is provided



# An overview of the Trust you'd be joining

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve rapid educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to Academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. Today, we encompass more than 20,000 students between the ages of 2 months and 19 in 30 primary, secondary and special academies including one all-through academy and one grammar school.

## Leigh Academies Trust – Our Values:

- We care – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education
- We keep getting better – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

## Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions
- Innovative approaches to teacher recruitment and retention
- Fast track development of leaders for internal promotion opportunities
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning
- Close collaboration between senior leaders across the Trust
- Integration of primary and secondary approaches into all-through education
- Adequate scale to design and test new delivery models as government policies, rules and measures change
- High quality strategic governance with wide business and professional experience

**Our Mission:**  
**Education for a better world**

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