

Assistant Head of College (Assistant Principal) Stationers' Crown Woods Academy



Not just a job. Not just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 31 academies across Kent, Medway and South-East London.



Simon Beamish

BA (Hons) MSc PGCE NPQH NLE

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 2021, our Trust will comprise 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 2,500 talented staff. The Trust is establishing 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 hub and is an accredited apprenticeship provider.

We are now recruiting to appoint an exceptional practitioner to the role of **Assistant Head of College (Assistant Principal)** at Stationers' Crown Woods Academy. The role of an 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 the academy. The successful candidate will work closely with the Vice Principals and Principals and other leaders across the Trust to maintain and further develop a strong network of effective academies across the SE London cluster.

Our ideal candidate will be an existing leader with experience of supporting the running of a large secondary school. 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.

Our successful candidate will receive encouragement, support and guidance to develop your own career within the Trust. This is a career defining opportunity and we look forward to hearing from senior leaders who are ready for the next step.

Vacancy

We are looking for an exceptional candidate to join us as an Assistant Principal. The successful candidate will work alongside the Principal and Vice Principal, to support the academic and pastoral development of its students.

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. Prospective Assistant Principals will be experienced middle leaders who have worked in roles such as Heads of Departments or equivalent.

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.

For our successful candidate, being a member of staff at Stationers' Crown Woods 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.

We wish to hear from you if you are committed to changing our education world and are:

- An excellent leader who is passionate about learning and has strong subject knowledge within their own subject
- 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.

Position	Assistant Head of College (Assistant Principal)
Location	Stationers' Crown Woods Academy
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	January 2023, or, October 2022 dependent on availability
Salary	Leadership 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 Julie Russell on julie.russell@scwa.org.uk. Visits will be hosted by the Principal, Subreena Kazmi. Social distancing and other Covid-secure safety measures will be observed at all times following latest government guidelines. Please ensure you offer 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 Principal.

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

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role. This can be submitted on Jobtrain via the following link;

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

If you have any queries on any aspect of the application process or need additional information, please contact Elene Redelinghuys (LAT Talent Team) at elene.redelinghuys@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 w/c 12th September 2022

Interview date w/c 26th September 2022

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Job Description

Role: Assistant Head of College (Assistant Principal) - Stationers' Crown Woods Academy
Reporting to: 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 Vice Principal with the leadership across 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 Vice Principal 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 allocated Learning Areas.
- To undertake specific whole academy responsibilities that will lead to the progress of students and the safe, efficient, smooth running of the academy.

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.

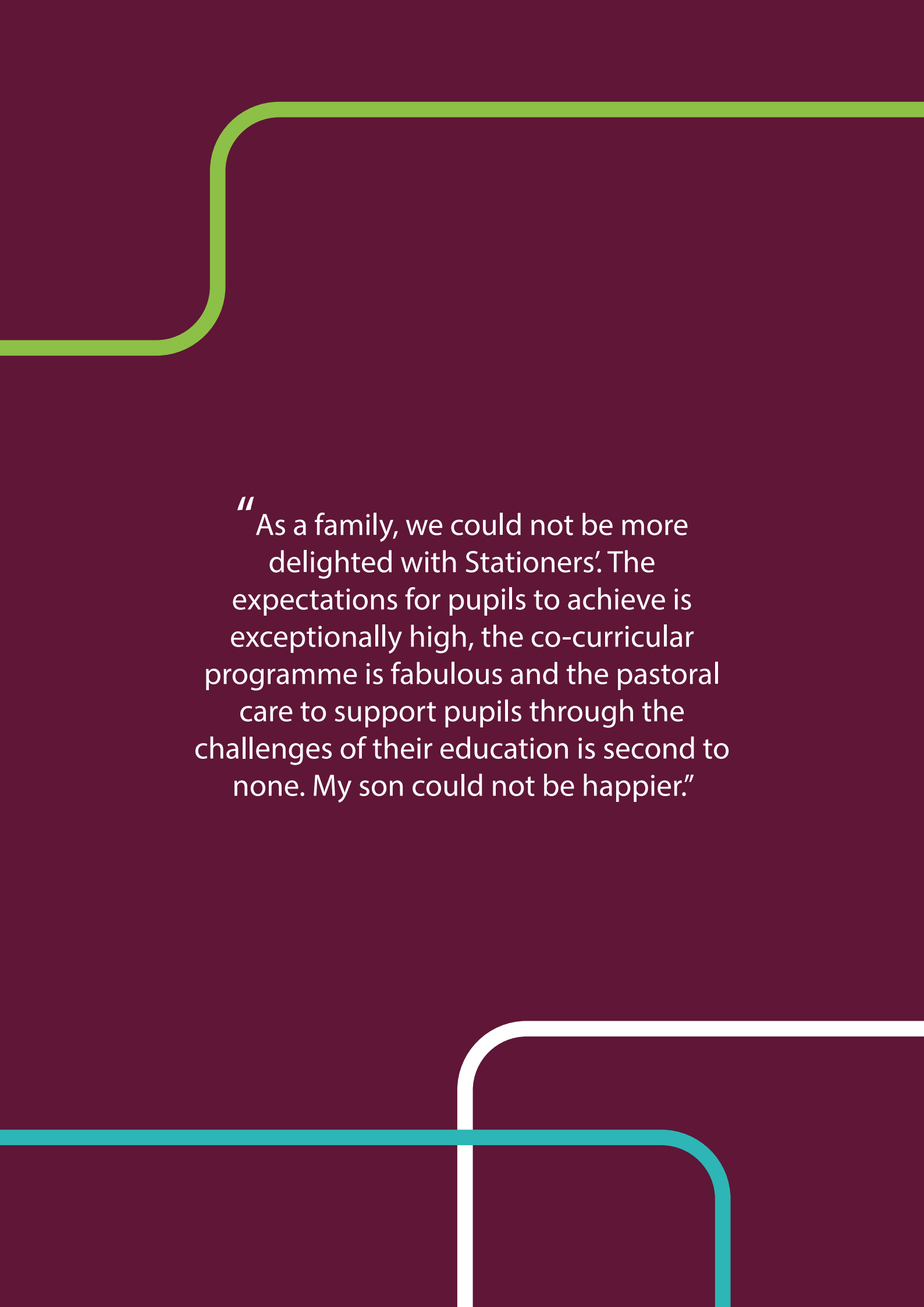
Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

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/Academies 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.



“As a family, we could not be more delighted with Stationers’. The expectations for pupils to achieve is exceptionally high, the co-curricular programme is fabulous and the pastoral care to support pupils through the challenges of their education is second to none. My son could not be happier.”

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Person Specification

As a Trust 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.

For the role of Assistant Principal, we would expect candidates to demonstrate:

- 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.



Leigh Academies Trust

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve 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. It now encompasses over 20,000 students, between the ages of 3 and 19, in 31 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

Leigh Academies Trust – Our Mission: Shaping Lives, Transforming Communities

Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, 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 in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our ‘can-do’ attitude towards 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 ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

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