

Assistant Head of College (Assistant Principal) Ebbsfleet 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

Welcome

Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive
Leigh Academies Trust



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 Ebbsfleet 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 Ebbsfleet 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 Kent.

Ebbsfleet Academy is proud to be a community school. As such we can cater specifically for the

learning styles and social needs of our learners. Our curriculum allows students to develop socially, behaviourally and academically at their own pace and in their own unique ways. This reflects positively in our results. Exam results are only one measure of success.

We foster students' wider interests and skills through a varied programme of extra-curricular activities and student leadership opportunities, all of which are essential to nurturing potential outside the classroom. We have high expectations of everyone in our school. Our provision includes extension for the most able, as well as targeted support and intervention, to ensure all students achieve to the best of their ability and that they leave Ebbsfleet Academy equipped with the skills needed to excel in today's world. By working in partnership with all stakeholders, especially parents and carers, we have created a dynamic and innovative learning environment.

As a proud member of Leigh Academies Trust, our leaders also benefit from wider collaboration across a community of highly successful leaders, with continued investment in staff a core value of the Trust and our academy.

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.

A handwritten signature in black ink that reads "Simon Beamish". The signature is fluid and cursive, with a large initial 'S'.

Simon Beamish, Chief Executive

Gurjit Kaur Shergill

Principal
Ebbsfleet Academy



Ebbsfleet Academy

Ebbsfleet Academy is a dynamic and successful 11-18 Academy serving the local community. We have students of all abilities and from a wide variety of backgrounds, all of whom contribute to the richness of our school population.

At Ebbsfleet Academy our aim is to get the best out of every student; excellence in teaching and learning is therefore at the heart of our work. Our vision is based on three core values: 'Be Ready, Work Hard, Be Nice'. In working towards instilling these values in our students, we strive to provide a safe, healthy and stimulating environment for all.

Our curriculum is based around the needs of our students and consists of a rich blend of academic and vocational qualifications, all supported by fantastic learning resources including outstanding sports facilities, as well as modern, generously equipped classrooms, workshops and laboratories. All areas are served by excellent ICT facilities. Working together, in partnership with all stakeholders but especially parents and carers, we are creating a dynamic and innovative learning institution.

Our ambition is to ensure that all of our students achieve their potential, develop as courteous, confident and capable young people and leave with an education that has fully equipped them to go on to university or the career of their choice.

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Vacancy

We are looking for an exceptional candidate to join us as an Assistant Head of College (Assistant Principal). 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 raising academic standards in sixth form, KS4 and KS5 in Science and Maths 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.

Position	Assistant Head of College (Assistant Principal)
Location	Ebbsfleet Academy
Responsible to	Head of College (Vice Principal)
Basis	Permanent, Full-Time
Commencement	January 2023
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 Karen Hugill on karen.hugill@ebbsfleetacademy.org.uk. Visits will be offered throughout October 2022 and will be hosted by the Principal, Gurjit Kaur Shergill. 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 Karen Hugill (as above) in the first instance.

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

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

Closing date for applications	Friday 7th October 2022, noon
Shortlisting date	Friday 7th October 2022, afternoon
Interviews and assessment activities	Thursday 13th October 2022

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.

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.



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Job Profile

Role: Assistant Principal - Ebbsfleet Academy
Reporting to: Head of College/Principal

Core 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:

- To lead the EA6 (6th Form) provision as part of the small school model.
- 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 leaders.
- 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.

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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

The background is a solid blue color. A thick yellow line starts from the left edge, moves horizontally, then curves 90 degrees down, then horizontally again, and finally curves 90 degrees right. A thick white line starts from the right edge, moves horizontally, then curves 90 degrees down, then horizontally again, and finally curves 90 degrees left. The text is centered in the middle of the page.

Our ambition is to ensure
all our students achieve
their potential & develop as
courteous, confident and
capable young people.

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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;

Culture

- 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

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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, 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 30 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

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.

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

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