



## **Assistant Principal - Behaviour and Attendance Job Application Pack**

### **Teaching**

**Full Time, Permanent,  
Salary: Teaching Grade L12 to L16**

### **Support**

**Full Time, Permanent, Term Time Only + 2 weeks,  
Salary: Grade 15, Points 49-54, £57,938 to £63,755 per annum FTE  
Actual Support Salary: £52,834 to £58,139 per annum**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Welcome from the Principal



Philip Rowson, Principal, provides leadership to the Trust's successful and passionate Bluecoat Wollaton Academy.

Bluecoat Wollaton Academy offers a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Wollaton Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in each other and in God and it is this belief that ensures Bluecoat Wollaton Academy continues to offer the best educational experiences possible for our students, our staff and our community.

Visits to the school are welcomed.

*P. Rowson*

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.

Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.



Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach. It is also (January 2020) a 'World Class School' given in recognition of both its outcomes and student leadership opportunities with less than 60 secondary schools in the country having obtained this quality mark.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each

Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Visitors frequently comment on how the children are polite and keen to learn at Wollaton and they are explicitly taught about kindness and the need to “Work hard; show respect” which is part of the culture. This wider ethos is yielding excellent outcomes and the academy has accelerated its progress rapidly to be among the top performing schools in the country and the highest in the city.

New staff will also find a staff body who are drawn together for a common purpose and who are exceptionally welcoming and supportive to ensure that workload and well-being are considered when implementing ideas. The strong teams in place in the school are well supported by the leadership of the school.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy is committed to ensuring equal opportunities for all.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe. Belong. Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



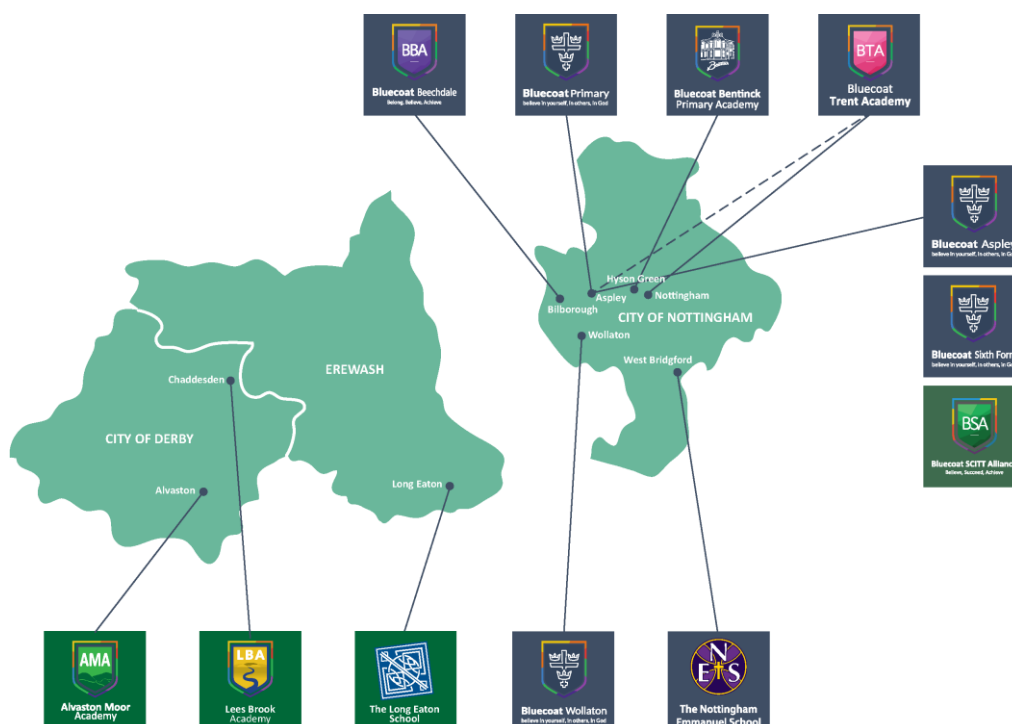
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## The Vacancy

Bluecoat Wollaton Academy is seeking to appoint an Assistant Principal responsible for Behaviour and Attendance.

This role presents an exciting opportunity for somebody to join our team and support our progress by leading and shaping the pastoral development of the school. The post holder will lead on pastoral care, behaviour management, attendance and child protection across the whole school supported by an experienced SLT. Strong leadership and strategic vision should be accompanied by pastoral experience. You will have a strong team of year leaders and support from a 'Targeted Support Lead' to help work with additional agencies and keep standards unapologetically high.

The post holder will ensure that all children in the school excel, regardless of their starting point. The successful candidate will be committed to facilitating the ambition of the children we serve and ensuring that all children are provided with the opportunity to exceed their own expectations. This is a genuinely exciting opportunity for an ambitious pastoral leader who is keen to further develop their skills. You will be relentless in ensuring that behaviour is exceptional and consistent so that teachers thrive in a culture where they are free to teach.

Some key areas of the role are:

- To lead on the school's Behaviour Policy and its implementation, ensuring consistent and fair approaches to managing behaviour; encouraging high standards of behaviour from students, built on rules and routines that are understood by staff, students and parents and which are clearly demonstrated by all adults in school. Modelling and training staff to deliver this standard.
- To ensure that systems are in place to enable accurate recording of attendance and absence within the academy and that strategies are in place to challenge and address absence and persistent absence in the promotion of safeguarding which will also guarantee that student progress and attainment are unhindered by poor attendance.
- The successful candidate will possess the ability to role model expected behaviours of our students and implement Trust policies in order to manage behaviour effectively.

The role will be based at the Trust's Bluecoat Wollaton Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about Bluecoat Wollaton Academy and the vacancy, please visit [www.bluecoatwollaton.co.uk/vacancies](http://www.bluecoatwollaton.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am Monday 30<sup>th</sup> September 2024**

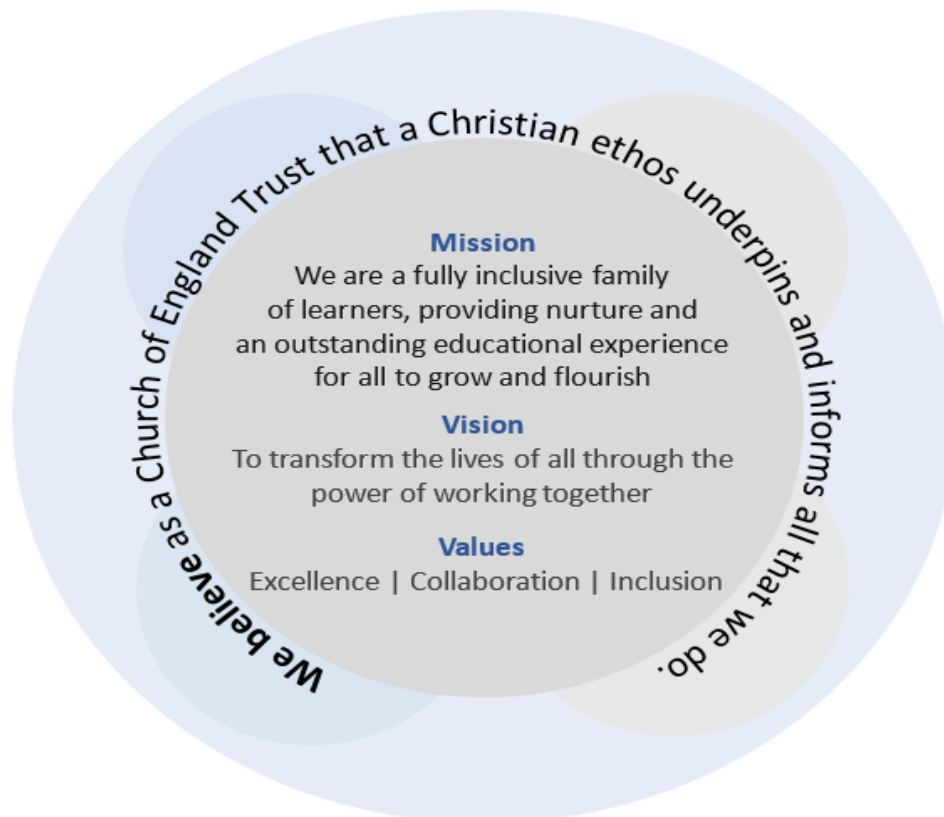
**Interview Dates: TBC**

**Start Date: January 2025**

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



***Working Together, Transforming Lives***

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches



## Job Description

**POST TITLE: Assistant Principal**

**RESPONSIBLE TO: Principal**

### Introduction

In addition to the information in 'The Vacancy' Section above, the Assistant Principal will be committed to creating an environment where outstanding learning and teaching takes place within a nurturing and supportive ethos. The Assistant Principal will assist with the driving of rigorous academic and pastoral expectations at the Academy. These will be delivered alongside commitment to inclusive education, providing each student with life opportunities to develop skills and character qualities so that they emerge into the world as well-rounded, autonomous and, above all, respectful.

At the Academy we expect the Senior Leadership Team to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Responsibility for their own professional and leadership development.

### Main Responsibilities

(Please also see 'The Vacancy' Section in this document previously for a summary of roles)

As Assistant Principal you are responsible to the Principal for:

1. Lead, manage and have strategic oversight of the implementation of the school's pastoral systems, ensuring continuous development and improvement in practices and outcomes.
2. Ensure that the vision, ethos and values relating to the expectations around student behaviour, attitudes and personal development is clearly communicated to all staff, students and parents, and reinforced regularly
3. Lead on strategic plans to improvement attendance with measurable outcomes.
4. Maintain strategic oversight of student disciplinary processes and ensure thorough and accurate reporting.
5. Monitor the standard of pastoral care, behaviour for learning, practices of staff and students and discuss progress and areas for improvement.
6. Ensuring performance management is rigorously applied and used to maintain high standards of professionalism and developing this appraisal process with others in the Trust.
7. Ensuring that all data is relevant, useful and being used by all teaching staff to raise standards.
8. Ensuring that spending for disadvantaged students is supporting their progress and closing gaps so that they are not left behind.
9. Ensure school policies/practices are clear, relevant and up to date regarding pupil behaviour, attitudes and attendance. Ensure that these are regularly reviewed and implemented consistently across the school.
10. Maintain strategic oversight of the link between the school and parents through various mechanisms including student and parent voice.
11. To promote strong standards of behaviour in the school and secure consistency in expected routines.

12. Promote a culture and practices that enables all pupils to access the curriculum.
13. Have ambitious expectations for all pupils with SEN and other needs.
14. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
15. The implementation of whole Academy policy and practice.
16. Undertaking professional duties and administrative tasks as reasonably delegated by the Principal.
17. Participating in whole Academy planning and policy making.
18. Leading significant monitoring, review and evaluation roles.
19. Leading significant Academy development and improvement projects.
20. Attending and contributing to Governors' meetings (Academy Advisory Boards), for example through the preparation of papers and presentation of issues for consideration.

The Assistant Principal will also have a shared responsibility as defined within the Senior Leadership Team for:

21. Staff support in matters of student behaviour and discipline.
22. Participating in and supporting staff duty rotas.
23. Taking Acts of Worship / assemblies.

The Assistant Principal will work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.

24. Develop and maintain contact with all specialist support services as appropriate.
25. Promote the positive involvement of parents/carers in school life.
26. Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
27. Strengthen partnership and community working.
28. Forge constructive relationships and strengthen partnerships, both in school and beyond, working with colleagues in other schools, parents, carers, the community and external agencies.

### General Notes

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

### Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust. You will work to Wollaton's values of 'Faith', 'hope' and 'love'.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

### Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

## Personal Specification – Assistant Principal

	<u>Essential</u>	<u>Desirable</u>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of recent professional development</li> <li>• Successful leadership and management experience in a school</li> <li>• Experience of managing significant change effectively</li> <li>• Experience of leading on child protection and safeguarding within a school</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Proven and consistent track record of school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in more than one school.</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of current educational developments and a clear grasp of issues relating to education.</li> <li>• Knowledge of behaviour leadership at whole school level</li> <li>• Comprehensive knowledge of up-to-date guidance and support regarding behaviour strategies.</li> <li>• Skills and knowledge to deal with student safety and behaviour.</li> <li>• A clear working knowledge of how to manage innovation and change.</li> <li>• Proven ability to analyse data, evaluate performance and plan for improvement.</li> <li>• Demonstrable knowledge of a range of effective behaviour management strategies.</li> <li>• An understanding of the need to utilise school resources effectively, with an awareness of best value principles.</li> <li>• Experience of Performance Management for support and/or teaching staff.</li> <li>• Effective communication and interpersonal skills and to build effective working relationships</li> <li>• Be creative and have highly developed problem solving, negotiation and decision-making skills and the ability to produce practical and innovative solutions</li> <li>• Excellent time management and organisation skills, including working under pressure and to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management of collaborative activities between academies/school and other organisations</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• An ability to work in collaborative partnership with the full range of people, other school/academies and organisations associated with the Academy - staff, parents, governors, community, business, Diocese, Trust and LA.</li> <li>• Ability to set high and clear expectations and hold others to account for their performance, delivering clear messages to ensure (at least) good pupil progress including an ability to lead, manage and support teams.</li> <li>• Well-developed social and communication skills.</li> <li>• Tact, sensitivity, integrity, good judgement.</li> <li>• Confidence, independence and flexibility.</li> <li>• A commitment to the well-being of staff.</li> <li>• A commitment to and ability to lead Academy improvement and manage change.</li> </ul>	

	<ul style="list-style-type: none"> <li>• An ability to lead and manage school standards.</li> <li>• Confident with data and IT.</li> <li>• Good organisational skills with the ability to prioritise work and meet deadlines.</li> <li>• Ability to lead school based INSET and parent information meetings.</li> <li>• Demonstrable coaching/mentoring skills to support the development of other staff.</li> <li>• A commitment to equal opportunities.</li> <li>• The ability to give and receive effective feedback and act to improve personal performance.</li> <li>• Stamina, motivation and dedication.</li> <li>• High Expectations and Aspirations.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> <li>• Build positive and respectful relationships across the school community</li> <li>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct</li> <li>• Serve in the best interests of the school's pupils</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• A commitment to inclusive comprehensive education and a belief that education and hard work can transform lives.</li> <li>• Exemplify and promote the ethos and values of the school and the eight ways these are lived out at Bluecoat Wollaton.</li> <li>• An empathy for children from a wide variety of social and cultural backgrounds, but someone who doesn't tolerate low expectations.</li> <li>• Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.</li> <li>• Be committed to and in strong support of the important Christian values of the Trust's religious foundation, no matter your own faith background.</li> <li>• A commitment to and ability to lead Academy improvement and manage change.</li> <li>• Commitment. A willingness to work hard, with enthusiasm and vision.</li> <li>• Demonstrates creativity, flexibility, enthusiasm and a keenness to embrace new ideas and challenges.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> </ul>	