



## **Job Application Pack Assistant Principal Teaching & Learning**

Required From: 10<sup>th</sup> January 2022

Hours of Work: Full Time, Permanent

Salary: L12-16

£55,337 - £61,165 per annum (subject to pending pay award)

## 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 are excited to be opening 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 Community School, Alvaston Moor 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.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. 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. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



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



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

### 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.

### 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 Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



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.

## Lees Brook Community School



## Lees Brook Community School

Lead Believe Create Succeed

Lees Brook Community School (LBCS) 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.

## Alvaston Moor Academy

Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. 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.



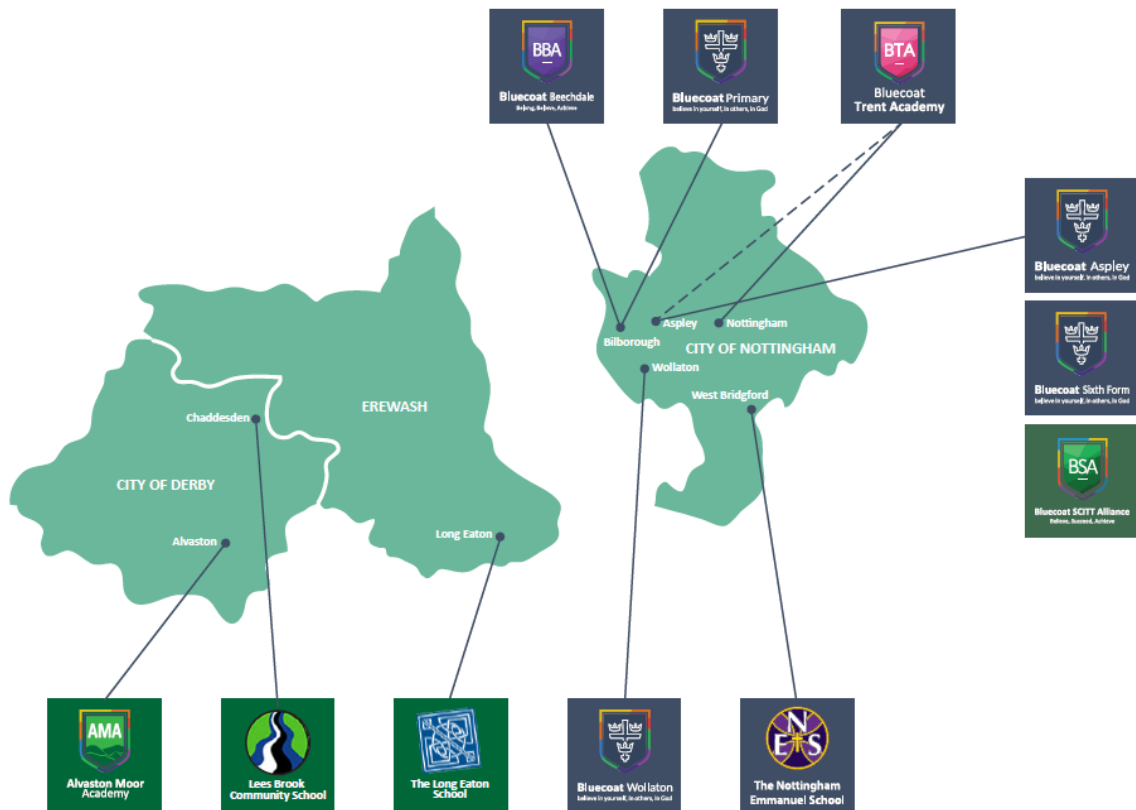
## The Long Eaton School

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



## Welcome from the Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **'Good'** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. The Ofsted inspection team made the following observations:

*"All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper."*

*"Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations."*

*"Extra-curricular opportunities are extensive and exemplary."*

*"The school has a clear behaviour policy, which sets high standards for pupils' conduct."*

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.

As Principal, I am passionately committed to excellence for all. I believe that all students have three fundamental rights when they come to school: The right to feel happy, the right to feel safe, and the right to learn. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. A similar commitment to increasing the cultural capital of our students is vital.

## The Vacancy

Bluecoat Beechdale Academy is looking to appoint an Assistant Principal with responsibility for teaching and learning. The successful applicant will be joining an established and experienced senior leadership team, and will work alongside this team to support the Principal in achieving the five-year strategic vision of the school. This will include producing part of the SEF and leading on an aspect of the academy improvement plan. They will work hard to ensure that all children in the school excel from whatever their starting point, and will be fully committed to going above and beyond to ensure our students receive the very best in terms of opportunity, education and care.



Some key areas which will form part of this role include leading on academy wide pedagogy, T&L framework, quality first teaching, lesson planning, homework, staff CPL, new staff induction and support, RQTs and ECTs, coaching & mentoring and student voice & leadership.

Training can be provided for areas where candidates are less strong currently and we are also keen to hear from great leaders who, as yet, have specialised in other areas but feel that they can identify with the plans for and purpose of the school.

Whilst employed predominantly at our Bluecoat Beechdale Academy, there may be a requirement for the post holder to work across any of the sites within the Trust in accordance with the needs of the organisation

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's Bluecoat Beechdale 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 Beechdale Academy and the vacancy, please visit [www.bluecoatbeechdale.co.uk/vacancies](http://www.bluecoatbeechdale.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 4<sup>th</sup> October 2021

**Interview Date:** Week commencing 11<sup>th</sup> October 2021

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) or telephone 0115 913 5211.

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 the HR Department within two weeks of the deadline, 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)



## Job Description

## ASSISTANT PRINCIPAL

<b>GRADE:</b>	LEADERSHIP RANGE L12 – L16
<b>MAIN PURPOSE:</b>	<p>Provide strategic leadership and direction, with focus on Teaching and Learning across the Academy</p> <p>Teaching</p> <p>Promoting the highest standards of Teaching and Learning in order to promote a high standard of achievement in the Academy, and to create a positive atmosphere conducive to learning</p>
<b>RESPONSIBLE TO:</b>	Principal/Chief Executive Officer
<b>RELATIONSHIPS WITH:</b>	<p>Heads of Department</p> <p>Directors and Deputy Directors of Learning</p> <p>Year Leaders/Student Services Leaders</p> <p>Local community and educational providers</p> <p>SENCo / Teaching Assistants</p> <p>Support Staff</p> <p>Other teachers</p> <p>Parents</p> <p>Stakeholders</p>

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans.
5. To develop and implement own professional development and skills.
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness.
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team.
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## INTRODUCTION

The Assistant Principal will work with the Academy Principal and other members of the Senior Leadership Team to provide the strategic direction of the Academy and overall Trust. The post holder will have responsibility for Academy-wide teaching and learning. The role will support the development of expertise and potential in all staff as well as students.

The Assistant Principal has a duty to promote high quality in all aspects of the work of their team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

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. Their own professional and leadership development.

## MAIN RESPONSIBILITIES

### Teaching and Learning

1. Develop a classroom environment and teaching practice which secures effective learning across the breadth of the Academy and provide a professional model, clearly demonstrating effective teaching, classroom organisation, learning environment and high standards of achievement, behaviour and discipline;
2. Monitor the quality of teaching and student's achievements including the analysis of performance data.
3. Plan, deliver and monitor the impact of continual professional learning.
4. Embed and develop the academy wide teaching and learning framework.
5. Embed a homework policy which reinforces learning.
6. Ensure high quality induction for new staff and Early Careers Teachers.
7. Develop a culture of coaching and mentoring to improve practice.
8. Develop and embed Student Leadership across the academy.

### Strategic Leadership

1. To promote strong standards of behaviour in the school and secure consistency in expected routines.
2. The implementation of whole Academy policy and practice.
3. Contributing to whole Academy and wider community development.
4. Undertaking professional duties and administrative tasks as reasonably delegated by the Principal.
5. Participating in whole Academy planning and policy making.
6. Leading significant monitoring, review and evaluation roles.
7. Leading significant Academy development and improvement projects.
8. Attending and leading senior staff and other Academy committees and meetings within the Trust to share ideas and best practice for all schools.

9. Attending and contributing to meetings of the Governors' committees and full Governors meetings, for example through the preparation of papers and presentation of issues for consideration.
10. Line management of some subject teams.
11. Support staff in matters of student behaviour and discipline.
12. Participating in and supporting staff duty rotas.
13. Taking assemblies.
14. Organising and contributing to community events and activities.
15. Develop positive working relationships with and between all staff and provide and sustain motivation.
16. Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
17. Contribute to the implementation of the Trust's Appraisal policy.
18. Support staff with matters of student behaviour and discipline.
19. Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

## 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.
- 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.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Personal Specification – Assistant Principal		
	<u>Essential</u>	<u>Desirable</u>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant academic and teaching qualifications.</li> <li>• A good honours Degree.</li> <li>• An experienced teacher with prior successful educational leadership at middle or senior leadership level.</li> <li>• Evidence of a commitment to personal professional development over the last two years.</li> <li>• Demonstrable impact of improving teaching and learning at departmental or whole school level.</li> </ul>	<ul style="list-style-type: none"> <li>• Be working towards or have achieved the NPQH or other relevant educational management qualification</li> <li>• Previous senior leadership experience</li> <li>• Has led measurable improvement projects within or outside their school or academy</li> <li>• Experience of working with school governors, other agencies, parents and the community</li> <li>• Acting as an SLE or equivalent.</li> <li>• Ofsted trained</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 in general including the use of assessment packages (e.g. SIMS, Go4Schools, ASP).</li> <li>• A clear working knowledge of how to lead curriculum development and manage innovation and change.</li> <li>• Proven ability to analyse data, evaluate performance and plan for improvement.</li> <li>• A clear understanding of strategies for improving the quality of teaching and learning.</li> <li>• Demonstrable knowledge of a range of effective classroom and 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.</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 - Interpersonal</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> </ul>	

<b>Skills and Abilities – Other</b>	<ul style="list-style-type: none"> <li>• A commitment to and ability to lead Academy improvement and manage change.</li> <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> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• A commitment to inclusive comprehensive education.</li> <li>• An empathy for children from a wide variety of social and cultural backgrounds.</li> <li>• Be committed to and in strong support of the important Christian values of the Trust's religious foundation, no matter you own faith background.</li> <li>• Be committed to federated approaches to Academy organisation and collaborative work with other educational, business and community organisations.</li> <li>• A commitment to and ability to lead Academy improvement and manage change.</li> <li>• A willingness to work hard, with enthusiasm and vision.</li> <li>• Demonstrates creativity, enthusiasm and a keenness to embrace new ideas and challenges.</li> </ul>	