

# **APPLICATION INFORMATION PACK ASSISTANT PRINCIPAL**

**March 2021**

# ASSISTANT PRINCIPAL

L11-L15

Required for September 2021

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Branston Community Academy is an 11-18 inclusive school of 1100 students (including 190 Sixth Form students) approximately 4 miles from the historic city of Lincoln and is at the heart of the community it serves. Student outcomes are excellent and high levels of academic progress has been sustained for many years.

We are seeking to appoint an outstanding teacher with:

- A record of excellent examination results
- Successful experience in middle management
- Creative, innovative ideas to maximise students' potential
- Team leading skills which enable support and challenge
- Potential for further promotion

The successful candidate will have key responsibilities within the Senior Leadership Team. For further information about the role, the academy and application details, please visit our website: [www.branstonca.lincs.sch.uk](http://www.branstonca.lincs.sch.uk) or call the school on 01522 880400.

Our latest Ofsted report can be found here: <https://branstonca.lincs.sch.uk/latest-ofsted/>

**Closing Date: Noon on Friday 23<sup>rd</sup> April 2021**

Interviews to be held in the week commencing 10<sup>th</sup> May 2021.

*We are committed to safeguarding and protecting the welfare of children and young people and expect all staff, governors and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.*

March 2021

Dear Candidate

Thank you for your interest in the position of Assistant Principal at Branston Community Academy.

This post represents a rare opportunity for a dynamic, empathetic leader to join a high-achieving 'outstanding' school with community at its heart. From September 2021 there will be 4 Vice Principals and 1 Assistant Principal.

The Senior Leadership Team (SLT) work exceptionally closely. This has been noted in several independent inspections/observations. All members of the SLT take responsibility for academy-wide issues especially Quality Assurance, which includes the review and performance management of particular department/pastoral teams. All are involved in lesson observation and in the individual performance management of a number of Heads of Department/Pastoral Leaders. All are expected to contribute to and carry 'cabinet responsibility' for academy-wide policy decisions.

The team working is facilitated by a weekly SLT meeting (usually Thursdays from around 4.00 – 7.00 pm) during which all matters of policy are openly discussed in a 'forum of equals'.

Supporting staff and students to be their very best is our core purpose along with maintaining a human approach and compassion; 'Standards with a smile' is our motto and 'Kindness or nothing' our one school rule.

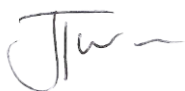
Standards of achievement, attainment and behaviour are high and the senior team are a visible presence in the school. Specific Senior Leadership responsibility for this post will be agreed based on the strengths of the successful candidate. You will be joining a school where professional development is key and a full induction programme is offered.

Much is asked of members of our community whilst recognising the need for a healthy work-life balance. All members of the SLT retain a teaching role, that of Assistant Principal being currently a 50% timetable. Candidates should state what subject they teach and to what examination level. An excellent classroom presence and role model standard teaching skills are required. You will therefore, need to have a very good track record at Head of Department (or equivalent) level and have demonstrated the ability to relate effectively to others, both as a colleague and as a team leader.

We are proud of what we have achieved, of our students and of our staff but we are not complacent and recognise that 21<sup>st</sup> century education poses many challenges for all of us. We are looking to further enhance the capacity at Branston to meet these challenges head on and continue on our journey. We welcome your application if you feel you have the qualities and experience to develop the professional capabilities of staff and enhance the educational experience of our students.

Due to the current COVID pandemic we are not able to offer visits to the school prior to application, but we are happy to discuss any questions you have. Please contact Helen Marriott, PA to the Principal, in the first instance if you require any further information.

Yours faithfully



MRS J TURNER  
Principal

## PERSON SPECIFICATION: ASSISTANT PRINCIPAL - L11-15

CRITERIA	Essential	Desirable
<b>Qualifications</b>		
Degree	Y	
Teaching Qualification	Y	
Higher Qualification in education and/or management		Y
<b>Experience</b>		
At least Three years successful middle management experience in a large 11-18 secondary school	Y	
Experience of successful teaching KS3/4/5 with a proven track record of positive value added	Y	
Evidence of Commitment to own professional development	Y	
<b>Shaping the future</b>		
Capacity to recognise and build on the considerable successes of Branston Community Academy and help formulate a vision for innovation and improvement and translate into actions	Y	
Comprehensive knowledge of current and anticipated educational developments including how collaborative partnerships such as the Lincolnshire Teaching Alliance can assist in raising standards		Y
Capacity to lead and implement continuous improvement	Y	
Being pivotal in a school to achieve improved Ofsted judgements or maintaining positive judgements within your area of responsibility		Y
<b>Student Achievement</b>		
Student-centred educational philosophy with a commitment to making a positive difference to every student	Y	
Ability to develop a teaching and learning culture which results in outstanding classroom practice	Y	
Successfully established high expectations and setting and monitoring of challenging targets for students and staff	Y	
Committed to a high-quality enrichment and extra-curricular provision	Y	
Able to secure high standards of behaviour, attendance and punctuality	Y	
<b>Developing self and working with others</b>	Essential	Desirable
At all times shows respect to others	Y	
Able to make decisions and delegate appropriately	Y	
Commitment to the encouragement, empowerment and training of staff	Y	
Experience of developing the professional competence and confidence of staff	Y	

Commitment to working collaboratively with other schools and stakeholders	Y	
<b>Managing the Organisation</b>		
Capacity to build and manage high performance teams	Y	
Ability to use strong and effective management systems underpinned by clear communication	Y	
Ability to produce and implement appropriate improvement plans and policies	Y	
Secure in accessing, analysing and interpreting a range of data	Y	
Awareness of the importance of complying with health and safety regulations	Y	
Ability to solve problems	Y	
<b>Securing accountability</b>		
Demonstrate the capacity to sustain the ongoing improvement of results across the school and for all groups particularly SEND and disadvantaged students		y
Evidence of using performance management processes to secure improved outcomes for students		y
Experience of demonstrating robust evidence of progress and improvement	Y	
<b>Personal qualities and attributes</b>	<b>Essential</b>	<b>Desirable</b>
Passionate about education with a clear commitment to inclusion and 'achievement' for all	Y	
The ability to identify and establish the principles of an outstanding/exceptional school	Y	
A highly effective communicator	Y	
Firm and fair leadership style with interpersonal awareness and concern for impact	Y	
Ability to lead from the front and inspire others	Y	
Ability to work within and contribute to a cohesive and proactive team	y	
Has a sense of humour, a calm manner and retains an optimistic approach	Y	
Personal Integrity and an awareness of confidentiality	y	
Resilience, stamina ,dynamism and enthusiasm	Y	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Sound understanding of statutory safeguarding requirements	Y	

# JOB DESCRIPTION

<b>Job Title:</b>	Assistant Principal – Director of Student Progression
<b>Grade</b>	Leadership Scale: L11 to L15
<b>Reports to</b>	Principal
<b>Main Responsibilities</b>	Specific area of responsibilities will be decided after appointment in discussion with the successful candidate. Candidates should indicate in their letter of application which area of Senior Leadership they see as their strengths, e.g. Teaching, Learning and Assessment, Professional Development of staff, Behaviour and development of Pastoral system, Community, Intervention and Support, Curriculum, data and timetable, Student Voice

## General Duties:

As a member of the leadership team to have a shared responsibility to:

- Promote, uphold and embed the ethos of the school and a culture that all can achieve
- Contribute to the smooth day to day running of the school
- Support Professional Development in the academy – plan and deliver successful CPD sessions
- Support staff regarding issues of student discipline
- Line manage allocated departments/teams
- Lead, participate in and support staff in duties
- Deliver assemblies
- Participate in Performance Management reviews
- Lead and manage whole school self-evaluation
- Produce, implement and evaluate the academy development plan
- Quality assure all aspects of the Academy provision
- Represent the school and actively make links with external agencies
- Attend, contribute to and when required, lead meetings at all levels including departmental, whole school and governor
- Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community
- Promote and support extra-curriculum provision and the broader life of the school and the community
- Assist with and when appropriate, lead the organisation and administration of the day to day, termly and annual routines of the school and special occasions
- Contribute to the review and writing of school policies
- Lead across the academy on their specific areas of responsibility

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required.



## Facilities

Branston Community Academy is an all ability 11-18 school, with an onsite community Library, Gym, Swimming Pool and Nursery. We are proud of our inclusive curriculum and offer a variety of traditional academic and vocational subjects and qualifications.

We have invested considerably in facilities for staff and students. Each department has a suite of specialist rooms, which are well equipped with computer and network access, and in addition, there are 5 specialist computer rooms. Laptops or IPads are available for each department. Departments also have access to office and storage space.

There is a start of the art Concert Hall where regular performances of musicals and shows are held. The Music department has its own specialist suite combining tuition in traditional instruments with extensive use of computers and key boards and a thirty place Music Technology room. Technology suites are equipped with rapid prototyping technology used in all key stages. Sports facilities are excellent; our staff and students benefit from a mirrored gymnasium, a sports hall, swimming pool, cricket nets, tennis and netball courts and a large sports field. In addition, staff and older students have concessionary access to Heron's Gym – a modern, fully fitted community gym.

Many staff make use of Branston Community Day Nursery, an oversubscribed and very popular childcare provision.



# Lincoln

A beautiful, fast developing city in the heart of the East Midlands. Lincoln is recognised as one of the world's great historic cities with its medieval castle and one of the finest cathedrals in Europe, attracting hundreds of thousands of visitors each year from all over the world.

Lincoln is also officially one of the happiest places to live and work in the UK, according to an independent study. 83% of professionals in Lincoln said they have good work-life balance. Branston is 4 miles from the city centre which has fantastic cultural offer with plenty of historical sites, museums and galleries, as well as golf clubs, parks, cycling routes, and the natural coast nearby with seaside resorts to enjoy.

Lincolnshire is often named in the top 20 hottest holiday spots. Lincoln's famous cobbled Steep Hill was named one of the prettiest streets in Britain by the Daily Telegraph, having previously been named Britain's best street by the academy of urbanism. In addition to the historic quarter of the city, the Brayford Pool area offers a variety of restaurants, cafes and pubs situated next to the picturesque marina in the heart of the thriving city centre, just a few minutes' walk from the High Street where there is a wealth of shops, restaurants and entertainment opportunities.

Lincoln is well connected with easy access to Nottingham, Leicester, Hull, Sheffield, Leeds and the A1. There are regular train services to London from Lincoln station and from Newark Northgate which is on the main London to Edinburgh line. In addition, the Lincolnshire Wolds and the delights of the East coast are both easily accessible.

The establishment of the University of Lincoln has led to many more cultural and entertainment opportunities over the last twenty years. There are live music venues as well as numerous organisations, pubs and clubs.

Housing is affordable with the average house price being £274,691 compared to the national average of £316,487. Some of our staff choose to live in the beautiful Lincolnshire wolds or nearby Market towns of Sleaford or Horncastle.



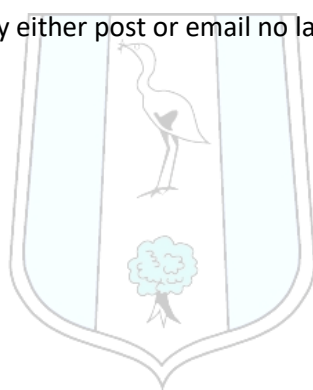


## How to Apply

To apply, candidates should submit the following:

- Completed Application Form, which must be completed in full. We regret we cannot accept CVs.
- Supporting Statement (letter of application) of no more than two sides of A4.

All completed applications should be received by either post or email no later than **noon on Friday 23<sup>rd</sup> April 2021.**



**BRANSTON**  
**COMMUNITY ACADEMY**