

Lightcliffe Academy

Recruitment Application Pack

Assistant Principal

Ref: MAR20242496

A young woman with braided hair, wearing a school uniform consisting of a grey sweater, a white collared shirt, and a blue and white striped tie, is smiling warmly. The background is a bulletin board covered with various colorful papers, photos, and drawings. The entire image has a soft, blue-tinted overlay.

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Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Lightcliffe Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



Helen Pratten & Catherine Garrett
Co-Chief Executive Officers

Welcome

Dear Colleague,

Thank you for your interest in this role at Lightcliffe Academy.

In this pack you will find information that will inspire you to join our team, including details of the role and an insight into our ethos, approach and the high aspirations we have for ourselves and our students.

Lightcliffe Academy has recently moved into the next phase of its improvement journey. As a member of Abbey Multi Academy Trust we aim to provide the best possible environment for staff, students and the community we serve. Together we are both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence to achieve rapid change.

The academy has a dedicated and talented team who are committed to achieving the very best for our students. We are working hard to further unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have solid foundations in place that will take us to "good" at next inspection, which will be an incredibly rewarding experience for everyone involved. All staff will benefit from a bespoke CPD offer as well as opportunities to work closely with colleagues in the Abbey Multi Academy Trust. Most importantly, our students will flourish and have a wealth of opportunities available to them.

If you are seeking a truly distinctive role within a unique environment, please arrange to visit us to see first-hand what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you.

Paul Cooper
Executive Principal

Jo Hackett
Head of School

The focus on character curriculum at Lightcliffe, and the opportunities available to me outside of the curriculum, have really helped me grow in confidence

Student



Position: Assistant Principal
Nature of contract: Permanent
FTE salary: L14 – L18, £65,010 - £71,729
Working hours: 1.0 FTE

Are you passionate about providing a high-quality, inclusive education? Are you looking to join a dedicated Academy Trust that genuinely invests in and develops their staff? Then apply today to join **Lightcliffe Academy**.

This is an exciting time for Lightcliffe Academy as it moves into the next phase of its improvement journey.

As a new member of staff, we will nurture, challenge and support you. The post offers an opportunity to join an experienced team where creativity, innovation and the ability to work collaboratively is valued.

We are looking for:

- A highly motivated and committed leader who will work collaboratively to contribute to the on-going development of the academy.
- A leader who will drive the ethos and culture of the academy.
- An inspirational leader and role model to colleagues and students.
- A leader with high expectations for all who is able to encourage and enthuse students to achieve their full potential.
- A team-player who can develop positive relationships with young people, families and colleagues.

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos,
- Enthusiastic, well-motivated colleagues,
- A 24/7, confidential employee assistance programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers,
- Free secure onsite parking,
- Membership of a pension scheme,

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

In Partnership to Educate, Nurture and Empower

For more information about us or our academies visit www.abbeymat.co.uk.

Find out about more about Lightcliffe Academy by visiting www.lightcliffeacademy.co.uk. The academy safeguarding and child protection policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere are warmly welcomed and encouraged. These can be arranged by contacting Stephanie Hardaker via shardaker@lightcliffeacademy.co.uk. If you have questions about the recruitment process, please email recruitment@abbeytrust.org.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.

We promote diversity and want a workforce which reflects our communities.

How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: 9am on Friday 17 May 2024

Interview date: Wednesday 22 May 2024

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.

Job title:	Assistant Principal
Salary scale:	L14 - L18
Working hours:	1.0 FTE
Reporting to:	Head of School / Executive Principal

Overall purpose of the post:

As a member of the Academy's Senior Leadership Team to play a major role under the overall direction of the Head of School and Vice Principal in the management and strategic leadership of the Academy.

To support the provision of a particular strategic focus in accordance with the Academy's mission 'In partnership to educate, nurture and empower' and the policies determined by the Governing Body, CEO, Executive Principal and Head of School.

Key responsibilities:

- To provide strategic leadership, clear direction and effective management of the Academy as a whole.
- To contribute to the development and implementation of school policies in order to secure high levels of progress and effective teaching and learning.
- To take a role in the collaborative school improvement planning process and take a lead on delivering identified priorities
- To support the development of a strategic plan with the Head of School, Vice Principal, Governing Body and other stakeholders.
- To support with implementation of the Academy's improvement and development plans, policies and procedures through which the Academy's objectives can be achieved.
- To monitor the impact of and uphold consistency in the implementation of improvement and development plans, policies and procedures.
- To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
- To play a key role in establishing a first class learning environment where well-being and positive relationships are at the core.
- To promote a culture of high expectations ensuring all students thrive, achieve success, become engaged in their own learning and are encouraged to develop both educationally and personally.
- To provide an excellent role model for colleagues and students conveying high professional standards of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Academy.
- To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.
- To support the agreed aims and expectations of the Academy.
- To contribute to and uphold the Academy's policies on behaviour, discipline and bullying.

- To assist in the leadership, implementation and review of the Academy's Self Evaluation Framework.
- To deputise for the Principal, Vice Principal or other members of the Senior Leadership Team as necessary.
- To ensure equality of opportunity for all.

Responsible for:

Taking a strategic lead in key aspects of school life which will be determined in consultation with the Head of School and supporting achievement for students and support for the roles of the Extended Leadership Team.

It is expected that members of the Senior Leadership Team (SLT) will play an active role in ensuring the highest standards are set and maintained at all times in every aspect of school provision.

Specific responsibilities for the role will be agreed once appointments have been made. The main areas of responsibility will reflect the skills of the successful candidate and will be agreed upon appointment.

Key Tasks:

Educate

Teaching & Learning

- To provide strategic support for the development and assessment of Teaching and Learning in accordance with the focus of the role
- To assist in monitoring the quality of teaching and learning and student achievement in order to set and meet aspirational targets.
- To monitor the quality of provision through formal and informal processes including lesson observations.
- To ensure outstanding teaching and learning and encourage innovation.

Achievement / Progress

- To undertake tracking and strategic analysis of designated data.
- To analyse progress data with relevant leaders, plan for and lead designated raising achievement interventions and strategies.
- To support and contribute to the process of writing, implementing, evaluating, and reviewing the annual Academy Development Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning.
- Empower

Nurture

- To comply with the Academy's Child Safeguarding procedures and to report concerns to the Designated Child Protection Officer.
- To ensure that the curriculum supports the Academy's mission to nurture students.
- To contribute to high standards of student care, well-being, safeguarding, behaviour and attendance.

Empower

Staff

- To contribute to monitoring and leading departments/areas in developing their Self Evaluation.
- Support subject leaders in creating a rich learning focused curriculum which provides opportunities for students to develop as effective and self-motivated learners.
- To manage the budgets for specific areas of the Academy's activity as determined by the Head of School.
- To regularly review own practice, set personal SMART targets and take responsibility for own development and encourage colleagues to be similarly active in their personal and continuous professional development.
- To participate in continuous professional development training.
- To act as a Performance Manager and assist in supporting and monitoring curriculum and pastoral areas.
- To contribute to and lead on continuous professional development activities for colleagues and evaluate outcomes.
- To support the development of leadership across the Academy.
- To contribute positively and sensitively to the needs of colleagues.

Students

- To support the development and progress of students across the Academy.
- Help establish and maintain productive relationships with, and the effective involvement of parents and carers in their children's education.

Partnership

- To take a strategic role in developing community links.
- To work with the Head of School and Vice Principal to initiate and develop external relationships in support of the Academy.
- To work to promote the positive image of the Academy in the wider community.

General Duties

- To safeguard and promote the welfare of young people.
- To undertake any professional duties reasonably delegated by the Head of School.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.
- To undertake a teaching role as required.
- To assist with recruitment and selection process, appointments and induction.
- To carry out supervisory duties in accordance with published schedules.
- To attend and advise meetings with colleagues, parents/carers and the Governing Body.
- To liaise with outside agencies and take responsibility for official statistics and returns as appropriate.
- To organise, attend and contribute to Academy events and functions.
- To contribute to the PHSCE programme as required.

Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required,
- Support and promote the health and wellbeing of all colleagues and children,
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person,
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures,
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.

Qualifications		Essential			Desirable		
1	Qualified teacher status for England (or equivalent)	A	R				
2	Relevant degree (or equivalent)	A	R				
3	Completion of, or working towards, additional professional qualifications				A	R	
Professional knowledge, skills and experience		Essential			Desirable		
1	Excellent oral and written communication skills with an ability to negotiate at all levels	A	R	I			
2	Evidence of high expectations which inspire, motivate and challenge every student	A	R	I			
3	Evidence of track record of results that exceed expectations	A	R	I			
4	Demonstration of in-depth subject and curriculum knowledge	A	R	I			
5	Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress	A	R	I			
6	Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning	A	R	I			
7	Ability to ensure that a culture of safeguarding exists across the academy	A	R	I			
8	Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change	A	R	I			
9	Good financial management skills	A	R	I			
10	Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	A	R	I			
11	Ability to develop strategies and systems to raise student attendance	A	R	I			
12	Awareness and understanding of the wider educational context and national accountability frameworks	A	R	I			
13	Consistently good and outstanding teacher	A	R	I			
14	Confident in use of ICT to support learning	A	R	I			
15	Knowledge and understanding of the OFSTED statutory inspection framework	A	I				
16	Successful working relationships with students, staff, parents/carers, Governing Body and the wider community	A	R	I			
17	Experience of school improvement planning	A	R	I			
18	Experience of effectively implementing strategies to improve attendance				A	R	I
19	Experience of external examination processes	A	R	I			
20	Experience of monitoring classroom performance across school/Academy	A		I			
21	Track record of successful leadership which has improved, at strategic level, the quality of classroom practice and teachers' performance and thereby the provision for and outcome of students	A	R	I			
22	Successful experience in leading and managing change and innovation	A	R	I			
Professional attributes, qualities and values		Essential			Desirable		
1	An inspirational strategic leader, passionate about teaching and learning, pastoral care and student development	A	R	I			
2	Track record of making a positive contribution to the wider life of the Academy and community	A	R				
3	Developed effective professional relationships with all		R	I			
4	Ability to reflect critically, and respond to, performance and feedback	A	R	I			

5	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
6	Ability to articulate, communicate and support the ethos and values of Lightcliffe Academy			I			
7	Enabling the highest levels of student achievement through translating vision, ethos and values into practice			I			
8	Enthusiasm to take the Academy forward through a process of change, development and ongoing improvement			I			
9	Commitment to leadership by example	A		I			
10	Excellent interpersonal, written and oral communication skills	A	R	I			
11	High level of emotional intelligence and self-awareness		R	I			
12	Resourceful and creative		R	I			
13	Excellent time manager		R	I			
14	Personal resilience						
15	Inspire, challenge, motivate staff and pupils towards a shared vision		R	I			
16	Foster an open, fair and equitable culture, managing conflict where necessary		R	I			
17	Prioritise, plan and organise self and others across the wide range of responsibilities		R	I			
18	Think creatively in order to anticipate and problem solve		R	I			
Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			

The criteria will be evidenced as indicated

'A' refers to the candidate's application form and letter,

'I' to interview, and

'R' to reference

Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

Lightcliffe Academy

Stoney Lane
Lightcliffe
Halifax
HX3 87TL

Tel: 01422 201 028

Website: www.lightcliffeacademy.co.uk

Email: contactus@lightcliffeacademy.co.uk

Abbey Multi Academy Trust

C/O Chapter House
Abbey Grange C of E Academy
Butcher Hill
Leeds
LS16 5EA

Website: www.abbeymat.co.uk

Email: enquires@abbeytrust.org

Registered Company Number: 07705552

