



**Pendle**  
Education Trust

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**ASSISTANT PRINCIPAL**  
**APPLICATION**  
**PACK**

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# INTRODUCTION

## WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family. Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

**Castercliff Primary Academy**

**Casterton Primary Academy**

**Colne Primet Academy**

**Pendle Primary Academy**

**West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 280 people across our academies - all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities.

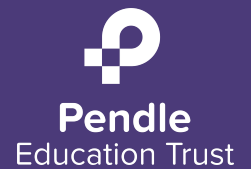
We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other finance managers working in education.

We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

# JOIN US

## COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



**#PROUDTOBEPRIMET**



**Mrs Julia Pilkington**  
**Principal**

# VACANCY

## ASSISTANT PRINCIPAL



**Pendle**  
Education Trust

**Salary**

**Leadership Scale 10-14**

**Role Details**

**Full-time, but part-time applications are welcome**

**Required**

**September 2025, or sooner subject to notice periods**

**Closing Date**

**9am on Friday 2nd May**

**Interview Date**

**Thursday 8th May**



**#PROUDTOBEPRIMET**

# JOB DESCRIPTION

## Assistant Principal

### Pay Scale L10-14

The precise portfolio of responsibilities in this role will be tailored to suit your own experience and expertise, but the core of this role is ensuring that students achieve the best educational results that they can get.

The successful candidate for this role will lead on and implement strategies to support raising student achievement across the academy and ensure excellent outcomes in line with ambitious targets. In particular, the role will make effective use of summative assessment data to ensure that the correct support and challenge is place for all students succeed and have the highest aspirations. Leading on the achievement of all students, this role will have particular focus on the outcomes for students with SEND and those eligible for Pupil Premium. In this key role, you will ensure our students are Proud to be Primet, demonstrating Progress and being Motivated to achieve. This role will also work with Curriculum Leaders, including line management of some curriculum areas, to support Middle Leaders in ensuring our Primet Pedagogy and appropriate interventions are used effectively to enable all students to achieve well.

### Reporting to the Deputy Principal

#### Role Specific Responsibilities:

- Lead the strategic overview of our KS4 curriculum, ensuring it meets the needs of our students and school community and enables all students to achieve their best.
- Lead and coordinate internal and external assessments; and the effective analysis and use of this assessment data to identify those students needing additional support and evaluate the quality of the education offered by the school.
- Championing high aspirations for disadvantaged students, and raising attainment of all key sub-groups; working with other Senior Leaders in aligning the support and interventions from pastoral, SEND and curriculum.
- Leading on raising the aspirations of all students and their parents/carers, developing the involvement of parents/carers with their child's academic progress including through independent study.
- Contribute to school self-evaluation, leading on the monitoring and evaluation of student achievement; ensuring strategic actions are reflected in the Academy Development and Improvement Plan (ADIP).

# JOB DESCRIPTION

## Leadership Responsibilities

- To provide outstanding leadership and promote the vision, values and ethos of the Academy throughout normal daily practice and at internal and external events.
- To ensure a continuous and consistent focus on students' achievement and progress; and value and support students to achieve their full potential.
- Having high expectations of behaviour and academic achievement for all students; and effectively manage the behaviour of students using positive behaviour strategies.
- Ensure all Safeguarding systems and practices across school are effective, and be responsible for promoting and safeguarding the welfare of all pupils.
- Inspire, motivate and influence staff to reach the highest standards in all respects; and to be a role model for all staff and students and be a visible, supportive and challenging leader.
- To monitor, evaluate and review academy practice and promote and implement successful improvement strategies, ensuring assessment, reporting and recording and teaching and learning policies are regularly updated and adhered to.
- To report to the Principal and other Senior Leaders on standards at the Academy with recommendations, as necessary, on strategies required to address any areas of concern or inconsistency.
- Oversee aspects of the school CPD calendar, identifying areas of priority and designing appropriate training.
- To be responsible for following health and safety requirements in line with School policies and procedures.
- To participate proactively in training and development including qualification development required in the job role.

## Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety. Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal considers appropriate.

# PERSON SPECIFICATION

## Qualifications and Attainments

Education to degree level – **Essential**

Teaching qualification – **Essential**

Higher degree – **Desirable**

Professional qualification in a relevant area – **Desirable**

## Knowledge

A thorough knowledge and understanding of the major aspects of secondary provision and the issues which impact the sector – **Essential**

Knowledge of new Government legislation and curriculum requirements – **Essential**

A sound understanding of equality and diversity – **Essential**

## Experience

Successful experience of leadership in a secondary school setting – **Essential**

Experience of responsibility for developing, monitoring and evaluating an aspect of school provision – **Essential**

Experience of monitoring and analysing data at an academy-level to drive improvement – **Essential**

Experience of leading, managing, coaching and mentoring staff Skills and Abilities – **Essential**

To be flexible and able to take both a proactive and responsive approach to change – **Essential**

To be a good communicator and be able to present to a wide range of audiences – **essential**

To promote equality of opportunity throughout all aspects of Academy life – **Essential**

To lead others with energy, enthusiasm and tenacity to command respect and to provide an environment where others feel valued and motivated – **Essential**

## Attitudes and Beliefs

Commitment to excellence – **Essential**

Commitment to inclusivity, equality and diversity – **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential – **Essential**

Commitment and passion for excellence in teaching and learning for children at all levels – **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff – **Essential**

Commitment to quality and to continuous personal and Academy improvement – **Essential**

Commitment to high professional and personal standards of work and conduct – **Essential**

Commitment to the values of Pendle Education – **Essential**

# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website [careers.pendleeducationtrust.co.uk](https://careers.pendleeducationtrust.co.uk)

## Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.







**Pendle**  
Education Trust

**Pendle Education Trust**  
**Nelson and Colne College**  
**Scotland Road**  
**Nelson**  
**BB9 7YT**

**Email**

**hr@pendleeducationtrust.co.uk**

**Company Registration Number**

**08263591**

**Place of Registration**

**England and Wales**