



Pendle
Education Trust

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ASSISTANT PRINCIPAL
APPLICATION
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www.pendleeducationtrust.co.uk

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 due to be completed in 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.



Mrs Julia Pilkington
Principal

#PROUDTOBEPRIMET



VACANCY

ASSISTANT PRINCIPAL

Salary	Leadership Scale 10-14
Role Details	Full Time, but Part Time applications are welcome
Required	Easter 2025
Closing Date	9am on Monday 27th January 2025
Interview Date	Friday 31st January



JOB DESCRIPTION

Assistant Principal

Pay Scale L10-14

The purpose of this role is to plan and implement strategies to support the learning culture across the academy. In particular, the role will focus on developing students' positive attitudes to learning, ensuring that the correct support and routines are in place to ensure all students succeed and have the highest aspirations. In this key role, you will ensure our students are Proud to be Primet and show the Primet values at all times. Through this, the role also leads on raising aspirations and widening opportunities for all students.

Reporting to the Senior Deputy Principal

Role Specific Responsibilities:

- Lead the strategic overview of our positive student learning culture, ensuring consistency of our routines and systems so students are ready to learn, and demonstrate a positive Attitude to Learning.
- Championing inclusion across the academy, celebrating our diverse school community, and ensuring all key sub-groups can succeed; working with other Senior Leaders in aligning the support and interventions from pastoral, SEND and curriculum.
- Leading on raising the aspirations and opportunities for success of all students, within and beyond the classroom.
- Contribute to school self-evaluation, leading on the monitoring and evaluation of the Pupil Premium Strategy; ensuring its objectives are reflected in the Academy Development and Improvement Plan (ADIP).
- Lead and coordinate student leadership and student voice opportunities, enabling students to develop and demonstrate leadership skills and have input and ownership of their academy.

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.

JOB DESCRIPTION

- 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

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 or alternatively a copy is available on request.





Pendle
Education Trust

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Company Registration Number

08263591

Place of Registration

England and Wales