



Pendle
Education Trust

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**ASSISTANT PRINCIPAL
(ENGLISH AND
LITERACY)**

**APPLICATION
PACK**

INTRODUCTION



Pendle
Education Trust

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 350 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.

Pendle Education Trust implements National Teachers' Pay Standards and the same annual leave; pension arrangements; sick pay entitlement, etc. apply. 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

WEST CRAVEN HIGH SCHOOL



West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy 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.

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 for this role.

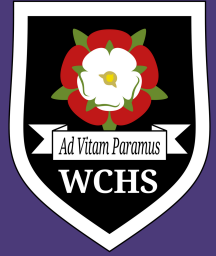


#ASPIRE

Mr John Bates
Principal

VACANCY

ASSISTANT PRINCIPAL (ENGLISH AND LITERACY)



Salary	L11 - 14
Closing Date	9am on Monday 1 st December
Interview Date	Thursday 4th December
Start Date	As soon as possible subject to notice period



#ASPIRE

ABOUT THIS ROLE

ASSISTANT PRINCIPAL (ENGLISH AND LITERACY)



Purpose of the role:

We are looking to appoint an impactful, innovative, tenacious and committed Assistant Principal (English and Literacy), to ensure effective strategic and operational leadership of this core curriculum area and key skills.

Key Responsibilities:

- Promote English and all aspects of literacy skills and their importance, and the value they bring across the school
- Promote the academy and the progress and achievements in English and literacy, working collaboratively with other partners, looking outwards as well as within, to maximise the benefits and positive impact on students, staff and the whole community
- Conduct quality assurance to establish a good understanding of how English within the curriculum area and literacy across the curriculum, are being delivered and the impact they are having on student progress and achievement, ensuring effective monitoring, review and evaluation
- Contribute to the whole academy priority development planning and ensure curriculum area planning reflects this and is impactful
- Make sure there is an effective system of assessment and that data is used effectively to ensure all students make progress and any gaps in learning are quickly addressed
- Contribute to progress and impact reports for internal and external tracking and assurance including trust leaders and governance
- Support teachers to make accurate assessments, facilitate and manage internal and external moderation
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting students into appropriate classes
- Line manage the librarian and the development of the library as a valuable resource and experience for all students
- Deploy resources effectively, human and other including budgets for English, the library and whole academy literacy development
- 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 establish innovative and effective working relationships within the Academy, to ensure the highest possible standards.
- To ensure regular reporting to and effective links with the governors and parents/carers of students and other key stakeholders regarding quality of education, attainment, achievement and progress of students, and ensure that all reporting meets with statutory requirements.

ABOUT THIS ROLE

Key Responsibilities:

- To ensure effective intervention is in place for all students in order to address key development aims for the Academy and maximise the achievement and progress of students.
- To ensure effective and efficient management, organisation and deployment of learning resources, including information and communications technology.
- To contribute to the recruitment of staff in the Academy as requested by the Principal.
- To create and promote positive strategies for ensuring equality of opportunity for all and ensure the fair and equal treatment of all staff, students, parents/carers and stakeholders.
- Oversee the design, planning and implementation of the curriculum content and SOLs across the curriculum area ensuring it is well sequenced, promotes student progress and is regularly and effectively reviewed
- Work with SLT, Inclusion Leader, wider leadership to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- Ensure high standards of teaching and learning and student attitudes towards their learning within the curriculum area and beyond

Trust Responsibilities:

- Assist in the task of ensuring that management, finances, organisation and administration of the Academy support its vision and aims and are appropriate to the Academy's present and likely future resources.
- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in the 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.
- Work flexibly including, where necessary, evenings and weekends.
- Any other duties that the Principal/Director of Education 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 sustaining the delivery of high quality teaching and learning - **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 - **Essential**

Skills and Abilities

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 Trust - **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 2025, 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 the Join Our Family section of our website www.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

Pendle Education Trust
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Company Registration Number

08263591

Place of Registration

England and Wales