



Houlton School
Assistant Principal



Job Description and Person Specification
L11-L15

Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration and excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**' I am the founding Principal of the academy, so make no apologies for the passion, commitment and high expectations I have for everyone and everything at our very special school.

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are,** the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum.**

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.



Michael McCulley
Principal

About the Role

Thank you for your interest in the position of **Assistant Principal** at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Houlton School has an exciting opportunity to join our successful school. You will join a passionate team of leaders and staff who are committed to providing a World Class experience for all our pupils. You will be an excellent practitioner and leader who has the ability to inspire, motivate, challenge and support pupils to ensure that they make excellent progress. It is very important to us at Houlton School that all of our staff feel valued, listened to and mentored well so that they have opportunities to develop. As part of the Leadership Team, you will take on an important role, ensuring pupils experience a World Class provision. We are keen to hear from colleagues who feel they have the passion and drive to be a senior leader and will match the portfolio of responsibility attached to the role to the successful candidate.

Who should apply?

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate professional with knowledge and experience of supporting children and young people, please apply now to be considered for an interview.

Our aim is to enable all pupils to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all pupils and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

This post would not be suitable for Early Career teachers.

Why work for Houlton?

- A caring school on a 20-acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.

- You'll be working within a community of passionate, committed colleagues who genuinely support each other.
- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	Assistant Principal
Contract	FT Permanent L11 – L15 £63,815.00 FTE – £70,293.00 FTE
Start Date	January 2026 (or sooner if available)
Responsible to:	Vice Principal
Key relationships/Liaison with:	Staff Pupils Parents
Job purpose:	To support leadership team in providing world class provision for all with a specific mandate for leading an area of whole school responsibility.
MAIN ROLE AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To work with the Vice Principal to develop and lead the strategic direction of the school; the specific remit will be matched to the skills of the successful candidate and the needs of the academy. • To teach pupils according to their educational needs, including the setting and marking of work. • To assess, record and report on the attendance, progress, development and attainment of pupils • and to keep such records as are required by academy and curriculum team policy. • To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. • To ensure that Literacy is reflected in the teaching/learning experience of pupils. • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for pupils which meets internal and external quality standards. • To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus. • To maintain discipline in accordance with the academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of pupils as requested by external examination bodies, 	

- curriculum team and academy procedures.
- To share and support the school's responsibility to provide and monitor opportunities for
- personal and academic growth.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To actively use SIMS, CPOMS and Edulink to ensure that incidents and actions are meticulously logged.
- To attend meetings and reviews as necessary, contacting parents as required.
- To use restorative practices to support relationships.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To maintain records in relation to consequences and rewards and use data accordingly.
- To understand and apply school policies in relation to health, safety welfare and Child Protection.
- Ensure that all duties and services provided are in accordance with academy's Equal Opportunities Policy.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To line manage colleagues as directed.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To promote a positive image of Houlton School through dealings with outside bodies.

Management of Resources

- To manage a budget as directed by the Principal.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, team and the pupils.

Pupil Achievement

- To make use of assessment data at team level to set appropriate subject targets and to track and monitor the progress of pupils.
- To implement the School Rewards, Feedback and Reporting policies, to monitor their implementation and to give feedback to pupils.
- To promote co-curriculum activities beyond the taught day which give pupils the opportunity to take responsibility and to extend their learning.

Staff, Performance Management and Professional Development

- We are committed to ongoing CPD and offer a variety of formal and informal support to all staff no matter what their role.

Premises and Administration

- To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Post holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

- To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Assistant Principal
Responsible to: Vice Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • QTS • Responsibility in a secondary setting at least at middle leadership level 	<ul style="list-style-type: none"> • Further relevant qualifications / CPD e.g. NPQ or SSAT middle / senior leadership programmes
Experience	<ul style="list-style-type: none"> • Middle or senior leadership position of responsibility • Teaching to KS3/KS4 • Experience of leading a team • Demonstrable experience of building relationships with young people 	<ul style="list-style-type: none"> • Ability to teach KS5 in subject specialism • Experience of whole school leadership
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Ability to build strong relationships with pupils, staff and parents • Evidence of understanding young people's emotional and educational needs • Excellent numeracy and literacy skills • Effective verbal and written communication skills • A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook • Good time management skills • Ability to handle sensitive and confidential information and issues appropriately. • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Experience of whole school leadership • Experience working in safeguarding • Knowledge of responsive and adaptive teaching • Experience of using data systems at a whole school level • Experience of SEND

	<ul style="list-style-type: none"> • Ability to take responsibility and work with autonomy within set boundaries • To establish good working relationships at all levels – pupils, teachers, senior management, board of trustees etc • Ability to self-evaluate learning needs and actively seek CPD • Able to monitor and evaluate teaching, learning and academy policy. • Able to identify the necessary resources which ensure high quality teaching and learning. 	
Personal Qualities	<ul style="list-style-type: none"> • Calm • Confident • Flexible • Reliable • Professional and confident 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

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| • Position advertised: | 23 May 2025 |
| • Closing date: | 09 June 2025 (9am) |
| • Final shortlisting: | 10 June 2025 |
| • Final panel process: | TBC |