



**Outcomes Focused, Child Centred**



**Assistant Principal  
Recruitment Pack**

## Contents

Welcome from the Chief Executive	03
Welcome from the Principal	04
Introduction to Kearsley Academy	05
Northern Education Trust	06
The Application Process	08
Where to Find Us	09
Job Advert	10
Job Description	11
Person Specification	14

## Welcome from the Chief Executive

On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.

We are unwavering in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

# Welcome from the Principal

## Welcome to Kearsley Academy!

Thank you for taking the time to look through our recruitment pack for a Assistant Principal at Kearsley Academy. I'd like to take this opportunity to explain the role, the candidate we are looking for, and why Kearsley Academy is an aspirational and inspirational work place.

Kearsley Academy has undergone a fantastic transformation over the last four years, and strong, stable senior leadership has resulted in an Academy that truly is 'Outcomes Focused, Child Centred'.

From the moment our day begins, our staff are highly visible, greeting students at the gates and front door, engaging our students with 'intervention by interaction' (retrieval practice questions on their core syllabus) to ensure that high expectations are in place the moment students enter our Academy. Students' behaviour is good at Kearsley Academy, and our highly visible Senior Leadership Team and pastoral team are supporting on corridors and classrooms at all times. Our expectations are high and students are not permitted to waste any time – we use timed phased learning for all we do with random name generators and we have a team of highly skilled non-teaching pastoral leaders to ensure that classroom time is spent learning, and not talking about uniform standards, jewellery, make up, behaviour or anything else that 'just gets in the way'.

Our focus on outcomes is unparalleled, as we understand that life chances are paramount. Our outcomes for our 2019 cohort are far above national average, and students from previous cohorts are embarking on aspirational course, such as a degree in Physics at Oxford University!

We are looking for a team member to be responsible for supporting the Senior Leadership Team of the Academy, providing proactive support to the Principal/Vice Principals/Academy Councils to ensure that the Leadership and Management of the Academy operates at the most effective level possible. More information about the role is included in the job description and person specification.

If you feel you are ready to embark on a new role in an Academy where hearing rounds of applause of commonplace, children and staff are happy, supported and fulfilled, with a collegiate spirit of working together to ensure the highest possible standards in all that we do, then please put in your application. I feel that Kearsley Academy is a unique opportunity, and very hard to not instantly fall in love with. I encourage you to put in your application and be inspired!

If you wish to have an informal conversation with me, or wish to book in for a tour, please do get in touch. I'd be more than happy to offer this.

**Mr Andrew Newton**

Principal, Kearsley Academy

# Introduction to Kearsley Academy

## Context of the Academy

Kearsley Academy has made significant improvements since joining Northern Education Trust (NET) in 2010. This is borne out by year on year improved results and builds upon the strengths identified in the inspection in February 2019. Outcomes in years 7 to 11 have seen rapid and sustained improvement – the Academy has been named as the 16<sup>th</sup> most improved school nationally over the years 2017 – 2019 for the dramatic rise in outcomes in English and mathematics 4+. There is an unrelenting focus and drive on improving outcomes. The Academy's vision of being 'Outcomes focused, child centred' is fully integrated into all aspects of Academy Life.

Kearsley Academy has received numerous local and national accolades in recent years, including:

- Top twenty Most Improved School Nationally (2017 - 2018 and 2018 - 2019)
- Bolton Secondary School of the Year Award (2019)
- Bolton Secondary School Student of the Year Award (2020)
- National Award Winners: Outstanding Progress (Secondary) Award (2020-2021)
- Featured on BBC National News for our view on GCSE announcement (2020-2021)

Kearsley Academy is a smaller than average 11 – 16 school. There are 694 students currently on roll, but this is rapidly growing with an increase from 114 students leaving year 11 in 2021 to 126 students joining the Academy in year 7 the same year. Students' ability on entry is in line with national average. Across the Academy as a whole 44% are Ever 6 FSM, the current national average is 27.7%. The Academy is in quintile 3 (average) for deprivation. As the Academy population has grown, the number of students living in areas of income deprived families has decreased, although the academy continues to serve children from extremely deprived households within the local area. Students are predominantly white British, although the makeup of diversity within the Academy is changing rapidly. Bolton Local Authority now experiences a large number of International New Arrivals to the local area and the number of EAL students is increasing in turn (12% compared to 17% nationally). SEND support students are in line with the national average at 11.4% (national average is 10.8%). The Academy is above the National Average in terms of percentage of students who require an EHC plan at 3% of students (the National Average is 1.7%).

# Northern Education Trust

## Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

### The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

# Northern Education Trust

## NORTHERN Model for School Improvement

**N**o Exceptions and no excuses / Aspiration & compliance / The 80/20 model

**O**utstanding leadership / Outcomes focused / Vision and values – with integrity

**R**elentless focus on standards / RAG and STEPS

**T**eaching and learning / Quality in the classroom

**H**igh expectations / Behaviour policy, staff performance

**E**nrichment / Curriculum and beyond

**R**ecruitment, retention and staff development

**N**etwork development and system leadership

## The Application Process

The Trust seeks highly motivated and professional individuals to work for us. You must have a passion and commitment to improving the life chances of our students. Vacant posts are advertised on our website and a Trust application form must be submitted for these posts.

We are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and well-being of our students.

On receiving the applications for the post, once the closing date has passed the applications are reviewed and shortlisting takes place.

Successful candidates will then be contacted to attend for an interview. Dependent on the position applied for will determine this process. For teaching applicants there will be a requirement to be observed teaching a lesson and then interviewed by a panel of three academy staff.

Non-teaching applicants will be required to complete a task and then interviewed by a panel of three academy staff.

After interview the successful candidate will be contacted, start date confirmed and a conditional offer letter sent out, subject to our safer recruitment practice.



## Where to Find Us



### Directions to Kearsley Academy

From the M60, either direction exit at junction 15, take the M61 exit to Preston/Wigan/Bolton. Keep right at the fork to stay on M61, follow signs for A666. Take the A6053/A666 exit towards Farnworth/Kearsley. At the roundabout, take the 3<sup>rd</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

From the M61, exit at junction 3, take the A6053/A666 exit to Farnworth/Kearsley. At the roundabout, take the 3<sup>rd</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

From Bolton via St Peter's Way A666, take the exit signposted for Kearsley/Preston/M61. At the roundabout take the 1<sup>st</sup> exit onto Bolton Rd/A666. Exit the roundabout onto Bolton Rd/A666. Go straight through the traffic lights then take the first right onto Pilkington Rd. At the end turn right onto Springfield Rd. Entry to Kearsley Academy is the second turning on the right, for access press the buzzer for reception.

### Contact Details

Kearsley Academy  
Springfield Road  
Kearsley  
BL4 8HY

Phone: 01204 332555

Email: [kearsley.enquiries@northerneducationtrust.org](mailto:kearsley.enquiries@northerneducationtrust.org)

Web: <https://ka.northerneducationtrust.org>

## Job Advert

Northern Education Trust Kearsley Academy is seeking to appoint an Assistant Principal

**Contract Type:** Permanent

**Salary Range:** L8 – L12 (£52,659 - £58,105)

**Working Type:** Full Time

**Base:** Kearsley Academy, Springfield Road, Kearsley, Bolton BL4 8HY

**Start Date:** January 2023

Please note: the post holder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the rehabilitation of offender's act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**Northern Education Trust (NET) is a charitable education Trust with a good track record for school improvement. The Trust sponsors 22 academies; 12 secondary and 10 primaries across the North of England in eleven Local Authority regions.**

Our Assistant Principal will be responsible for supporting the Senior Leadership Team of the Academy, providing proactive support to the Principal/Vice Principals/Academy Councils to ensure that the Leadership and Management of the Academy operates at the most effective level possible. More information about the role is included in the job description and person specification.

Kearsley Academy is part of Northern Education Trust, a nationally recognised and trusted academy sponsor with vast experience of school improvement, and specialised experience in all aspects of education. Trustees are committed to working with local authorities, other agencies and industry to improve the lives and life chances of young people. We want to give our students the opportunity to be economically self-reliant and have the ability to choose their own pathways to success.

We are a rapidly growing school, with a genuinely inspirational and aspirational culture and in recent years we have won numerous local and national awards:

- Top twenty Most Improved School Nationally (2017-2018 and 2018-2019)
- Bolton Secondary School of the Year Award (2019)
- Bolton Secondary School Student of the Year Award (2019)
- National Award Winners: Outstanding Progress (Secondary) Award (2020-2021)
- Featured on BBC National News for our view on GCSE announcement (2020-2021)
- Rated GOOD by Ofsted March 2022

We can offer you an excellent opportunity for career progression both within the Academy and the Trust as well as a supportive professional environment with an ambitious leadership team and a clear vision for the Academy.

In order to apply for this position, please visit: <https://northerneducation.octo-firstclass.co.uk/candidates/account/login/141438?aisId=12&rmId=3350&src=3>

For more information, please contact [m.field@northerneducationtrust.org](mailto:m.field@northerneducationtrust.org)

Please note that we do not accept CV's - applicants must submit a Northern Education Trust application form.

**Closing date: 10<sup>th</sup> October 2022**

*Due to the nature of the role, should suitable candidates apply, we reserve the right to recruit and close for further applications.*

**Interviews: 13<sup>th</sup> October 2022**

*The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclose and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils.*

## Job Description

<b>Job Title:</b>	Assistant Principal		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Vice Principal	<b>Grade:</b>	L8 – L12
<b>Service responsibility:</b>		<b>Salary:</b>	£52,659 - £58,105
<b>Additional:</b>	Travel may be required across NET sites.	<b>Term:</b>	

### JOB PURPOSE

- To support the Senior Leadership Team of the Academy, working to two 'Deeps' areas as assigned by the Academy Principal
- To provide proactive support to the Principal/Vice Principals/Academy Councils to ensure that the Leadership and Management of the Academy operates at the most effective level possible

### JOB SUMMARY

To contribute to the work of the Senior Leadership Team in accordance with the requirements set out by Principal. In particular, you will be required to play an active part to:

1. Ensure the Academy achieves the objectives/targets set out in the Academy Development Plan
2. Embed all elements of the 'Deeps' within the day-to-day workings of the Academy
3. Promote the 'Every Child Matters' agenda across the work of the Academy
4. Constantly promote the personal development of all staff and participate in the work of the Academy to achieve this
5. Participate in development, management activities and research
6. Contribute to the initiation and development of innovative practice
7. Promote equal opportunities at all levels of Academy activity

### Develop and sustain DEEP LEADERSHIP across the Academy through:

1. Be accountable for student progression for allocated classes
2. Be responsible for effective classroom management
3. Co-ordinate class work with any classroom assistant support
4. Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development
5. Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development
6. Contribute to the self-evaluation systems in the Academy
7. Develop policies for departmental handbooks
8. Aid in co-ordinating events and experiences which support the Academy to raise standards

### Develop and sustain DEEP LEARNING across the Academy through:

1. Work to student targets and ensure that progress is tracked through a range of strategies
2. Take account and review Academy contextual factors and prior attainment when planning and teaching lessons

3. Reflect on the success of teaching strategies, individual lessons and SoW in meeting the needs of students
4. Apply current guidelines on effective learning and teaching
5. Take part in coaching and mentoring programmes to support colleagues and develop own practice
6. Apply and expand teaching repertoire and feedback to colleagues on effectiveness
7. Strive to deliver outstanding lessons
8. Deliver interactive lessons with students
9. Provide good quality assessment using formative and summative methods in conjunction with the Academy's AfL policy
10. Record test results and ongoing teacher assessments, keep portfolios of evidence

**Develop and sustain DEEP EXPERIENCE across the Academy through:**

1. Have responsibility for developing and implementing SoW
2. Be responsible for identifying and reporting issues and developing solutions
3. Be responsible for the day to day delivery within subject area, including assessment and reporting process
4. Develop communications and training with staff in Department/methodology
5. Develop use of ICT within the curriculum
6. Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders and use opportunities for co-construction of the curriculum
7. Take responsibility for planning and execution of Immersion Days
8. Adapt lessons and identify next steps in response to evaluation of student progress
9. Set effective homework and extension work to encourage and enliven student learning
10. Ensure differentiation and personalisation of learning for all students
11. Be aware of the KS2 curriculum and the standards of progression and attainment for KS3 students
12. Co-ordinate displays with regards to events, opportunities and work which promote the Department/Academy

**Develop and sustain DEEP SUPPORT across the Academy through:**

1. To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer
2. Take responsibility for upholding standards of behaviour and classroom management within the classroom and the Academy's environment
3. Through the role, develop systems which address the social health of students to raise standards
4. Promote the consistent and fair use of the Expectations for Learning system within the classroom and the Academy environment
5. Be the first line of contact for parents and carers concerns with regards to their child's performance and well-being
6. Perform the duties of a Vertical Mentor Tutor if required, including the provision of information, advice and guidance for students

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

## Person Specification

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	PGCE or Equivalent	E	✓	
2.	Degree	E	✓	
3.	Leadership/Management Qualification/Course	D	✓	
<b>EXPERIENCE</b>				
4.	Up to date knowledge of educational theory and practice	E	✓	✓
5.	Strong understanding of government guidelines on safeguarding	E	✓	✓
6.	Understanding of 'The Deeps'	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	Experience of Leadership	E	✓	
8.	Experience of project management	E	✓	
9.	Ability to work to tight deadlines	E	✓	✓
10.	Ability to be innovative and progressive	E	✓	✓
11.	Ability to lead and work constructively with teams	E	✓	✓
12.	Experience of carrying out management investigations	D	✓	✓
<b>PERSONAL QUALITIES</b>				
13.	Pleasant and friendly manner	E	✓	✓
14.	Polite and punctual	E	✓	✓
15.	Reliable	E	✓	✓
16.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.



**Chief Executive: Mr R Tarn**

Northern Education Trust  
c/o Thorp Academy  
Main Road  
Ryton  
NE40 3AH

**Phone:** 0191 406 6383

**Email:** [public.enquiries@northerneducationtrust.org](mailto:public.enquiries@northerneducationtrust.org)

**Web:** [www.northerneducationtrust.org](http://www.northerneducationtrust.org)