



United Learning
The best in everyone™

Briefing Pack for Applicants

Assistant Principal

November 2024

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Section 1 – Post Advertisement



Sheffield Park Academy

The best in everyone™

Part of United Learning

Job title: Assistant Principal
Location: Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Salary: Highly competitive United Learning Leadership Pay Range plus a Golden Hello/R&R payment
Contract: Permanent, Full-Time
Start date: Easter 2025 or sooner for the right candidate.

Sheffield Park Academy is seeking to appoint an Assistant Principal. The responsibilities of the post-holder will be negotiated based upon the successful candidate's experience. This is an exciting opportunity to join a rapidly improving school; candidates must be highly ambitious and career driven with a desire to become a Principal in the future; Sheffield Park Academy will support candidates with these aspirations.

The ideal candidate will positively and actively support our mission to become an 'Outstanding' school. Our core values are ambition, knowledge and determination and we are seeking an individual who not only shares but exemplifies these principles.

Sheffield Park Academy is an 11-19 school with a thriving Sixth Form and is part of the United Learning group. As part of United Learning our aim is to bring out 'the Best in Everyone' and we are committed to providing an environment where both students and staff have every opportunity to thrive, ensuring their potential is nurtured and developed to the fullest extent. Our school has motivated, determined students with a high percentage going on to attend Russell Group universities.

This role requires a focussed individual who is organised and passionate about making a difference for our school and the local community. The successful candidate will be a highly efficient individual with outstanding attention to detail. This role offers both challenges and great rewards within a supportive and welcoming school environment.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each school, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Perkbox benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

Please refer to the job description and person specification for further details.

To apply, please click the 'Apply online' button at the top of the advert on our website using the following link to our vacancies page: [Vacancies Page](#) and complete our online application form. Please note that CVs are not accepted.

The closing date for this post is midnight, Sunday 10 November 2024. Interviews will take place soon after the closing date.

If you have any queries regarding this role please email hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better and provide excellent career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We also invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of three Secondary Academies: Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Park Academy



Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with an overview.

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group.

If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Brendan Hesketh
Principal
Sheffield Park Academy

Section 5 – Job Description



Job Description

Post title	Assistant Principal
Salary	United Learning Leadership Pay Scale
Responsible to	Vice Principal
Responsible for	Designated Middle Leaders and Heads of Department.
Role purpose	<p>To assist the Principal and Senior Leadership Team in the leadership, management and organisation of the academy in order to achieve high standards.</p> <p>The role undertaken will depend upon the expertise of the post-holder within the context of the Senior Leadership Team and academy improvement priorities.</p>
Relevant qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Degree or equivalent academic qualifications• Evidence of further/higher study

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The role of Assistant Principal is crucial in ensuring the creation of an environment in which students and staff can learn and thrive together. As a member of the Senior Leadership Team the Assistant Principal is expected to work alongside Senior Leaders in defining and articulating the vision and shared values for the academy and implement these through planning and good communication, ensuring the views and opinions of stakeholders are sought as appropriate.

The academy's aim is to ensure that leadership is developed at all levels with creativity, autonomy and innovation positively encouraged. It is expected that the post-holder demonstrates leadership as well as management skills by working with individuals and teams to develop policy and practice which will achieve positive outcomes.

Key Responsibilities

This serves as guidance only and is not definitive.

Main duties

As part of the Senior Leadership Team and in addition to the requirements of a subject teacher, areas of responsibility and key tasks are as follows.

- Alongside the Principal, take responsibility for:
 - The strategic direction and development for the academy.
 - Promoting and celebrating the ethos of the academy in accordance with its aims and curriculum policies.
 - Taking a leading role in developing a learning culture with high expectations for student progress.
 - Anticipating, planning and making provision for future demands.
 - Day to day management of the academy.

Line management responsibility

- Alongside members of the Senior Leadership Team to have line management responsibility involving:
 - Monitoring standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge.
 - Ensuring the implementation of academy policies.
 - Working closely in a coaching role with the staff being line managed in planning for and implementing improvement.
 - Taking a full and active role in the academy's Performance Management system.

Other Senior Leadership Responsibilities

- To lead staff by example, being highly visible and promoting good order throughout the academy.
- Developing a shared expectation of outstanding Teaching and Learning.
- Creating and supporting an aspirational and innovative culture of learning in the academy.
- Creating a climate for learning and a system of monitoring and intervention that enables all students to thrive.
- Assist in the appointment of staff following Safer Recruitment Procedures.
- Assist in the preparation and review of Policy documents.

- Ensure effective communication within the academy community.
- To deputise for the Principal/Vice Principal in cases of absence.
- Take assemblies as required.
- Take responsibility for personal professional development.

Accountability

- Advise and report to the Local Governing Body as required.
- Work in accordance with statutory policy.
- Liaise with officers, inspectors and other outside agencies as required.
- Support the Senior Leadership Team in development good working relationships between the academy and local community.
- Contribute to the process and completion of any self-evaluation processes.
- Be accountable for the delivery of key strategic objectives as determined in negotiation with the Principal and Senior leadership Team in its entirety.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academy at events as appropriate.
- To support and promote the academy and United Learning's ethos, playing a part in strengthening relationships between academies within the cluster and between the academy and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academy and Trust.

- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Principal and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to undertake in the organisation. However, it should be noted that whilst every effort has been made to outline all duties and responsibilities, a document such as this does not permit every item to be specified in detail. Broad headings have therefore been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the postholder. Elements of this job description and changes to it may be negotiated at the request of either the postholder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Assistant Principal		
Salary	United Learning Leadership Pay Scale		
Education and Qualifications	Essential	Desirable	
Qualified Teacher Status (QTS).	X		
Degree or equivalent academic qualifications.	X		
Evidence of further/higher study.	X		
National Professional Qualification (NPQ) for Senior Leadership (NPQSL).		X	
Experience	Essential	Desirable	
Raising student achievement.	X		
Excellent teaching at Secondary (essential) and Sixth Form (desirable) level.	X		
Successful team leadership.	X		
Inspiring staff and students and establishing successful relationships.	X		
The ability and experience to develop a vision and put this into practice.	X		
Leading initiatives and projects at a Department and/or whole-school level.	X		
Establishing and maintaining high standards and expectations.	X		
Appropriate professional development.	X		
Good knowledge, expertise and use of a range of data to drive improvement.	X		
Leading raising achievement at a strategic level.		X	
Knowledge and Skills	Essential	Desirable	
Excellent skills in staff management and ability to undertake the support and supervision of staff.	X		
Ability to mentor and coach staff in order to develop and improve professional practice.	X		
Knowledge and understanding of current educational issues.	X		
Understand issues that may form barriers to learning and be able to initiate appropriate action to overcome underachievement.	X		
Excellent ICT skills.	X		
Good organisational ability and time management skills.	X		
Ability to manage students firmly, fairly and effectively and to develop strong relationships.	X		
Excellent written and oral communication skills and the ability to communicate across a wide range of audiences.	X		
A willingness to go the 'extra distance'; being committed to give time and support when and how needed to improve the life chances of students.	X		
Implement strategies for raising achievement and achieving excellence for students, in particular, disadvantaged students.	X		

Use performance data effectively to ascertain areas for improvement.	X	
Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every student.	X	
Set and achieve ambitious, challenging goals and targets.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
High expectations of self.	X	
The ability to act on advice and be open to coaching.	X	
A commitment to extra-curricular activities.	X	
A continued interest in developments in teaching and learning.	X	
The ability to motivate others.	X	
The ability to establish effective working relationships with individuals, groups and organisations.	X	
The ability to remain calm and diffuse situations.	X	
The demonstration of a concern for excellence in one's professional work and the achievement of students.	X	
A commitment to support the school's aims, vision and ethos.	X	
Adaptability and resilience, with the ability to cope professionally with periods of work pressure with a sense of proportion.	X	
Energy and commitment to professional responsibilities and to the betterment of all students.	X	
A willingness to contribute to the wider life of the school.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. References will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Sheffield Park Academy

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Park Academy

The best in everyone™

Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

Website: www.sheffieldpark-academy.org

Email: info@sheffieldparkacademy.org

Telephone: 0114 2392661

Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.