

The Littlehampton Academy

Applicant Information Pack



Assistant Principal

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From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following the first 'good' Ofsted grading for the academy in March 2022.

The Littlehampton Academy has a long-standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us. Our mission is encapsulated in the Woodard Academy Trust motto: **'opening minds, raising expectations, transforming lives'**.

Staff at The Littlehampton Academy, in all roles, in all teams and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

Teaching and learning is at the heart of everything we do at The Littlehampton Academy. We believe that learning takes place both inside and outside the classroom and we will always go "the extra mile" to allow our students to be successful.

As a member of the TLA team, you will have constant opportunities to develop and grow professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via personnel@tla.woodard.co.uk

Introduction to the Woodard Academies Trust

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust - staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

The Littlehampton Academy

The Littlehampton Academy is a large academy designated in 2022 by Ofsted as "Good" in all categories and with a strong sense of ambition, inclusivity and support alongside an ethos of being determined to constantly improve and evolve as a school . We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

Why is The Littlehampton Academy a great place to work?

- An improving school with high expectations and high standards and a strong ethos of inclusivity and support
- Staff who are completely committed to the academy and its students, who work in strong teams, provide support and advice to colleagues, and create a workplace with very positive staff morale and can- do attitudes
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students
- Strong leadership: a recent Challenge Partners review reported that senior leaders "have set a culture of aspiration, no excuses, and a can-do attitude that sees challenges as opportunities, with the achievement and well-being of students at the heart of all they do."
- A school with a strong sense of community, very committed governance and support from the trust
- A clear, simple, constantly improving behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential and earn rewards across all areas of the curriculum
- A strong emphasis on literacy across the curriculum with clear strategies for reading and oracy
- An excellent on-going CPD programme which is highly rated by staff, and regular career development opportunities including internal roles and progression
- Eight INSET days per year, dedicated to developing teaching and learning and other aspects of professional development
- A dedicated HR team with staff well-being at the heart of all processes
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students and have a life- long impact on the lives of our community

Benefits

- Pay scales in line with the School Teachers Pay and Conditions Document
- A contributory pension scheme - Teachers Pension Scheme
- Occupational Sick Pay in line with local authorities
- Eight INSET days per year, dedicated to developing teaching and learning and other aspects of professional development
- Wellbeing support through comprehensive HR provision, the academy well-being team and free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

Ofsted Report

Inspection of The Littlehampton Academy
Fitzalan Road, Littlehampton, West Sussex BN17 6FE

Inspection dates: 1 and 2 February 2022

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|------------------------------|-------------|
| Overall effectiveness | Good |
|------------------------------|-------------|

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|---------------------------|----------------------|
| The quality of education | Good |
| Behaviour and attitudes | Good |
| Personal development | Good |
| Leadership and management | Good |
| Sixth-form provision | Good |
| Previous inspection grade | Requires improvement |

What is it like to attend this school?

Pupils study a broad and rich curriculum with a wide range of subjects. The curriculum matches the school's intentions and is taught by knowledgeable teachers. The accredited careers programme supports pupils' high aspirations. Sixth-form students receive valuable support and guidance on apprenticeships, employment and university.

Relationships between pupils and teachers are strong and based on mutual respect. The school aims to provide a caring and diverse educational environment where all pupils are known and nurtured. The school's chapel provides a haven for staff and pupils where everyone is welcome, everyone is included and everyone is respected. Pupils speak highly of the support for their welfare and well-being.

The values of 'Respect, Explore, Aspire and Persevere' are emphasised across the school. Pupils agree with these values, but say that some pupils are unkind and make offhand comments that are not nice. These are not always picked up by teachers. Pupils appreciate the presence of staff around the school. They speak positively about improvements in behaviour over time.

The full Ofsted report can be found on the Academy website: [here](#)

About the Role

For September 2025, the Littlehampton Academy is seeking a highly skilled, committed and inspirational leader to enhance our leadership team. This role will suit those keen to work in an environment offering opportunities to make a significant impact on the development of both students and staff, as we continue our mission to become an exceptional school.

You will be working with a team of dedicated staff in a very motivating, forward-thinking environment initially developing further our **Behaviour and Culture** Strategies. Our school is committed to providing excellent CPD at all levels, including weekly teaching and learning development for all and progression programmes for each career stage, from ECT to leadership.

Closing Date: midday Thursday 15 May 2025. *We reserve the right to close the vacancy before the closing date so please apply early.*

About You

We are seeking an enthusiastic, self-motivated, dedicated and reflective colleague who is looking for a challenge and who will have both the resilience and the commitment to their own development which will allow them to thrive in this key role.

The successful candidate will

- Believe passionately that all children can achieve, no matter their starting point, background or needs
- Have the highest expectations and standards
- Be able to enthuse students with a passion for their subject and inspire them to give of their best
- Be flexible and resilient, with an unrelenting "can do" attitude
- Plan strategically using analytical thinking
- Be able to inspire colleagues and build teams
- Be able to support and challenge both staff and students whilst maintaining good relationships
- Be committed to personal and professional development

The Littlehampton Academy

Job Description - Leadership



Assistant Principal

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| Reporting to | Vice Principal |
| Salary | Five-point range on the Leadership Scale (L14-L18) |
| Direct Reports | Appropriate member of senior leadership team |

Role Context

The Academy Senior Leadership Team currently comprises the Principal, a Senior Vice Principal, two Vice Principals, an Assistant Vice Principal and four Assistant Principals. Members of the SLT are responsible for whole academy improvement priorities as directed by the Principal.

Role Purpose

Members of the SLT are responsible for the strategic direction of whole-academy priorities as identified in the Academy Improvement Plan each year. These responsibilities are subject to change at the discretion of the Principal but will include initially further development of the **behaviour and culture** strategies across the academy:

To support students to achieve their very best through analysis of needs, progress and achievement, and through planning, implementation and evaluation of strategies to ensure continuous academy improvement in the area of **behaviour and culture** in the first instance.

To model the highest standards of commitment and service by contributing to all aspects of TLA life and by working with staff to ensure colleagues are able to provide the very best for all our students.

To support the development of both staff and students in fulfilling the WAT motto: "Opening minds, raising expectations, transforming lives".

Main Duties and Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.

Leadership and Management

All members of the Senior Leadership Team share a responsibility to:

- contribute to the strategic leadership of the academy

- assist the Principal in the general management and development of the academy
- model the highest quality teaching, effective use of resources, and high standards of learning and achievement for all students
- ensure continuous improvement in teaching and learning in order to secure student progress
- promote a climate of aspiration and high achievement
- be a highly visible presence around the Academy, ensuring the highest standards of behaviour
- plan, implement and review elements of the Academy Improvement Plan, leading on agreed responsibilities
- line manage, support and monitor the work of other managers, sharing in staff development and performance management
- contribute to the academy self-evaluation and present a coherent and accurate account of the academy's performance to a range of audiences
- provide information, advice and support to the Academy Council
- contribute to the day-to-day smooth running of the Academy, special events, community events and collective worship (including whole-academy and year assemblies)


The Assistant Principals will play a significant role in

- supporting and developing the mission, ethos and core purpose of the Academy
- modelling the importance of research and evidence as a basis for strategic developments within areas of designated responsibility
- establishing and monitoring the policies through which the aims and objectives will be achieved
- upholding and modelling the highest personal and professional standards
- leading by example through continuous professional learning and development
- managing staff and resources effectively
- managing staff performance issues and allegations where appropriate
- leading and taking responsibility for whole- academy events and projects as directed

Assistant Principal - specific responsibilities

The specific accountabilities for each Assistant Principal role will be determined by the Principal in response to the needs of the academy. This role will initially have a focus on further development of **behaviour and culture**. Roles may change from year to year.

The responsibilities outlined above are in addition to those required of a subject teacher. All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay.

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| <h1>The Littlehampton Academy</h1> <h2>Person Specification</h2> |  |
| <h3>Assistant Principal</h3> | |
| <h4>Qualifications</h4> | |
| <ul style="list-style-type: none"> • A recognised teaching qualification e.g. degree plus a PGCE or equivalent • Further evidence of continuous personal and professional development e.g. MA, NPQH and other leadership qualifications | |
| <h4>Experience</h4> | |
| <ul style="list-style-type: none"> • Substantial, recent and successful teaching experience across the secondary age and ability ranges • Recent experience of working successfully as a senior or middle leader in a school and having a positive impact on outcomes • Evidence of whole school responsibilities and experience of turning policy into effective and successful practice • Significant experience of leading and creating teams to effect positive change | |
| <h4>Knowledge and Understanding</h4> | |
| <ul style="list-style-type: none"> • A clear understanding of the characteristics of high quality teaching and the variety of teaching and learning styles and how they impact on the quality of learning and student achievement • A clear understanding of the essential qualities necessary for effective leadership, based on research and evidence • Up to date knowledge of statutory regulations and guidance relating to the post • An understanding of inclusion and its requirements | |
| <h4>Professional Skills</h4> | |
| <p>Able to demonstrate an ability to:</p> <ul style="list-style-type: none"> • model high quality teaching strategies • analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement • review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements • lead and manage a school team to successfully achieve agreed goals • be an effective team player who works collaboratively and effectively with others • develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate) • communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate) • manage departmental budgets • support, motivate and inspire both colleagues and pupils by leading through example | |

- contribute effectively to the work of the Principal and Senior Leadership Team, impacting positively on student outcomes
- deal successfully with situations that may include tackling difficult situations and conflict resolution
- work successfully with a range of external agencies

Commitment

Able to demonstrate a commitment to:

- equality and diversity
- promoting the Academy's vision and ethos
- establishing a high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of the school and wider community
- ongoing relevant professional self-development safeguarding and child protection

Safer Recruitment Declaration

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references, and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

Other Pre-employment Checks

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

Equality, Diversity and Inclusion

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.eteach.com/careers/littlehamptonacademy/>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

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| Deadline for receipt of applications | Thursday 15 May 2025 (midday) |
| Interview Dates | Thursday 22nd & Friday 23rd May 2025 |

For queries or to arrange a visit to the Academy, please contact the HR department on:

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| Tel. | 01903 711120 |
| Email | personnel@tla.woodard.co.uk |