



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# **Assistant Principal – *Vulnerable Pupils (and Designated Safeguarding Lead)***

## **APPLICANT INFORMATION PACK**



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**Assistant Principal – *Vulnerable Pupils (and Designated Safeguarding Lead)***

**Please find enclosed:**

- **Letter from the Executive Principal**
- **Job Description**
- **Person Specification**





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Dear Applicant

Thank you very much for your enquiry for the post of Assistant Principal at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is an historic market town close to the large and vibrant towns of Eastbourne and Brighton, with some of the most spectacular scenery in England on its doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy and as a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new Primary and Pre-school provision within the town. In September 2019 we opened a brand-new school approximately a mile from the Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, learners and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be 'good' throughout. Since then, our mission has been to progress from 'good' to 'outstanding'.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the College prior to completing an application form. If you would like any further information or would like to arrange a visit, please telephone us to arrange an informal visit.

If you do apply and wish to know if your application has been unsuccessful, we regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours faithfully

Phil Matthews  
Executive Principal



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## Job Description

<b>Job Title:</b>	Assistant Principal – <i>Vulnerable Pupils (and Designated Safeguarding Lead)</i>
<b>Job Holder:</b>	
<b>Line Managed by:</b>	Head of School - Secondary
<b>Date:</b>	September 2022

## Job Purpose

- To lead an all through college strategy that provides effective support for vulnerable pupils, both recognising their individual circumstances and ensuring they make good progress.
- To ensure the most disadvantaged pupils (SEND and those in receipt of Pupil Premium funding) acquire the knowledge and cultural capital they need to succeed in life via an ambitious, well-constructed and well taught curriculum.
- To lead on a strategic recovery plan to support pupils in the various vulnerable groups whose education has been adversely impacted by the effects of the Covid-19 pandemic.
- To take the lead responsibility for safeguarding and child protection across the college.

## Principal Accountabilities

- To review the progress, achievement and attendance of pupils in vulnerable groups and lead effective intervention strategies through targeted support.
- To lead all through college improvement planning for vulnerable groups and work closely with the Vice Principal - Quality of Education to ensure that curriculum intent and implementation create impact for the most disadvantaged.
- To ensure impactful and appropriate use of funding streams linked to vulnerable groups and covid recovery including the Pupil Premium Grant and SEND funding.
- To produce and review relevant policies including the Equality, Inclusion and Accessibility Policy.
- In conjunction with the Vice Principal - Quality of Education, ensure highest quality professional development for excellent teaching and learning of vulnerable pupils.
- To provide support and challenge for the college ASD facility lead, Primary SENCO, Secondary SENCO and Pupil Premium Lead through highest quality line management.
- To ensure staff across the college carry out their safeguarding duties through effective systems that keep staff and pupils safe.
- To lead a team of Deputy DSLs through delegation of appropriate safeguarding activities.
- To work closely with outside agencies and safeguarding partners including social care, the police, senior mental health team and the LADO, as appropriate.
- Ensure the college safeguarding policies and procedures are updated and reviewed

regularly via appropriate training.

- As part of the Senior Leadership team, to support the day to day running of the college e.g. walkabout, breaktime/lunch duties, etc.

### **Knowledge**

- A clear understanding of, and ability to use data to inform planning
- A working knowledge of strategies for 'narrowing the gap' for vulnerable pupils.
- How to lead an improvement planning process and how to evaluate impact effectively.
- An up-to-date knowledge and understanding of the professional duties of teachers and the statutory duties to which they must adhere.
- A deep understanding of how to work effectively with relevant agencies to support pupils' needs and keep pupils safe.
- An up to date understanding of SEND and safeguarding legislation
- A secure understanding best practice in providing an excellent quality of education for the most disadvantaged.
- An understanding of the difficulties that pupils may face and how to empower staff to build trusting relationships with them

### **Skills**

- To be able to provide rigorous line-manage of colleagues to support/challenge them in having high expectations and set themselves high standards.
- Identification of the potential of colleagues and the ability to support their career progression.
- To be able to adapt to new situations, circumstances and challenges
- To be able to develop the understanding of subject area DOLs such that their work impacts successfully on learner outcomes
- To demonstrate high quality leadership with regard to whole college initiatives.
- To ensure the development good effective working relationships with all staff.
- To always provide leadership that is solution focussed, unflinchingly positive, creative and inspirational
- To be able contribute to wider strategic priorities of the College Improvement Plan.
- The ability to create a positive ethos allowing staff to feel informed, motivated and valued.
- To be able to communicate effectively and sensitively with relevant parties inside and outside of college in safeguarding matters

### **Attitudes, motivation and behaviours**

- A deep commitment to developing and maintaining a culture of the highest aspirations for vulnerable pupils.
- A desire to continue to research and explore best practice in 'narrowing the gap' and establish appropriate practice in the all through school
- Demonstrate a passion for making Hailsham Community College excellent every day.
- Be a strong, positive and supportive role model for colleagues and learners.
- Demonstrate the ability to inspire, motivate, lead by example and set high and robust standards.
- Hold staff to account when their practice falls below the expected high standard.
- Empower and enable colleagues by encouraging, praising where appropriate and instilling a sense of purpose.

- Demonstrate the ability to be a creative and innovative leader.
- Show perseverance and resilience, whilst being solution focused when presented with challenge
- A desire to develop a culture of listening to pupils and taking account of their wishes and feelings.

Teachers are expected to undertake any other duty as the Executive Principal may determine within the remit of the National Pay and Conditions document or within any other national or local agreement it may supersede.

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



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Person Specification	
Job Title:	Assistant Principal – <i>Vulnerable Pupils (and Designated Safeguarding Lead)</i>
Line Managed by:	Head of School - Secondary
Date:	September 2022

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Good honours degree</li><li>• PGCE or equivalent</li><li>• Evidence of further professional development pertinent to the role</li></ul>	<ul style="list-style-type: none"><li>• SENCO qualification</li></ul>
Knowledge and Experience	<ul style="list-style-type: none"><li>• Track record of success in teaching</li><li>• Evidence of effective strategic planning and leading whole school initiatives</li><li>• Evidence of keeping up to date with new initiatives pertaining to vulnerable groups</li><li>• An understanding of the range and levels of support available to meet individual needs</li><li>• Experience in leadership of aspects of safeguarding</li><li>• A current understanding of SEND and safeguarding legislation</li></ul>	<ul style="list-style-type: none"><li>• Current senior leadership experience</li><li>• Demonstrate the ability to manage a budget</li></ul>
Skills	<ul style="list-style-type: none"><li>• Excellent classroom practitioner</li><li>• Ability to communicate clearly and effectively</li><li>• Ability to motivate colleagues</li><li>• Ability to monitor student development and achievement and intervene appropriately</li><li>• Ability to set aspirational standards, provide professional direction and develop high performing teams</li><li>• Ability to think creatively, problem</li></ul>	

	<p>solve and identify opportunities</p> <ul style="list-style-type: none"> <li>• The ability to promote and maintain strong links with parents/carers, Governors and the wider community</li> <li>• Ability to facilitate/lead staff CPD</li> <li>• Proven ability to use data to raise performance</li> <li>• Proven ability to work effectively with partner agencies</li> </ul>	
<b>Attitudes, Values and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to improving the quality of education for vulnerable pupils</li> <li>• An evaluative and reflective approach to own practice</li> <li>• High expectations of self, colleagues and students</li> <li>• Vision, empathy and flexibility</li> <li>• Ability to maintain emotional resilience</li> <li>• Team player</li> <li>• Ability to meet deadlines and work under pressure</li> <li>• Strong evidence of the drive to make a difference to all students</li> </ul>	