

The Littlehampton Academy

Applicant Information Pack



Head of College

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From the Principal

The Littlehampton Academy is a large academy designated in March 2022 by Ofsted as "Good" in all categories and with a year 7 cohort in 2023 exceeding all previous numbers. 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.

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

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.

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 in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- Strong leadership: "Senior leaders have a clear vision for the school that is suitably articulated through the school's self-evaluation. They have worked hard to improve the quality of education, as well as teaching and behaviour. They have ensured that professional development is better planned and better personalised." (Ofsted 2022)
- A developing behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential
- A strong emphasis on literacy across the curriculum
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities
- Up to nine INSET days per year, dedicated to developing teaching and learning skills
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students.

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
- Wellbeing support through 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

Overall effectiveness **Good**

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 January 2025 we are looking to appoint an inspirational and innovative Head of College to lead the strategic leadership and management of all aspects of our College provision. All candidates will be considered, however a social sciences background would be advantageous.

This would be a fantastic opportunity for candidates who would like to learn about all aspects of the leadership and management within Further education and who can bring ideas about how to develop our educational offer.

The successful candidate will be working with a team of dedicated staff in a very motivating, forward-thinking environment. 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 on Monday 30 September 2024 . *We reserve the right to close the vacancy before the closing date so please apply early.*

About You

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
- 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 - Teaching Staff



Head of College

Reporting to	Assistant Principal
Salary	TLR 2c
Accountable for	Pastoral/Admin Assistant
Key Relationships	Directors of Faculty; College Tutor Team, SLT

Role Context

The role of Head of College is to provide strategic leadership and management of all aspects of College provision at TLA to create an exceptional, flourishing, College offer. Working with the Directors of Faculty, College Admin/pastoral Assistant, Tutors and teachers, the post-holder will enable our students to fulfil their potential and achieve the highest possible outcomes in order to open doors to further/ higher education, training and work opportunities.

Role Purpose

- To develop an ambitious vision and ethos for an exceptional post-16 provision at TLA
- To assist the Principal and SLT in fulfilling whole-academy objectives by providing exceptional leadership and management in this area
- To enable all students within the College to fulfil their potential and achieve the highest outcomes through ensuring academic and pastoral needs are met
- To create, with other key pastoral colleagues, a year group sense of identity supporting the academy ethos of ambition, and the highest expectations and standards
- To ensure relationships with parents and the wider community promote and support strong engagement with the academy
- To support 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.

Strategic Direction (working with senior leaders)

- Establish a clear shared vision of exceptional College provision in contributing to outcomes, opportunities and experience for all students
- Develop marketing and recruitment strategies to ensure the continued growth of the College
- Develop a cohesive plan for the TLA College offer to include all statutory requirements and additional enrichment opportunities

- Contribute to strategic planning to ensure the successful provision and delivery of appropriate post-16 curriculum courses/subjects
- Develop and implement policies and practices for post-16 which reflect the academy's commitment to expert teaching and learning and high expectations
- Use data effectively to identify students who are underachieving at post-16 and create and implement effective intervention plans
- Manage the UCAS programme ensuring continued exceptional support for students applying for further or higher education

Teaching and Learning

- Support the provision of appropriate post-16 curriculum coverage, continuity and progression for all students including more able, SEND and vulnerable
- Provide expert guidance, supporting whole-academy strategy, on the development of appropriate teaching and learning methods to meet the needs of post-16 students
- Support the evaluation of post-16 teaching and learning, both to identify areas of excellent practice to be shared and to take action to improve practice
- Track and analyse student performance data in accordance with academy policies and protocols, using this data to set targets and secure progress
- Lead on College events including Open Evening, Progress Evenings, Results Day and other events for students and parents/carers

Pastoral Leadership

- Build and develop the post-16 tutor team to provide effective support to their tutees
- Ensure a consistent approach to standards of behaviour, attendance and punctuality in the College
- Promote the health, safety and welfare of College students
- Develop a culture of high expectation, in which each student strives to achieve success
- Liaise with colleagues and external agencies as appropriate to support student wellbeing and implement any agreed action plan
- Develop a programme of post-16 trips and visits to enhance the post-16 experience for students

Effective deployment of resources

- Manage the College budget effectively
- Use risk assessments to ensure a safe working and learning environment as appropriate

Additional Expectations

The responsibilities outlined above are in addition to those required of a subject teacher (see separate job description). All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

All TLA staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for the Academy.

Equal Opportunities

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.

The Littlehampton Academy

Person Specification



Head of College

A = Application R = Reference I = Interview or assessment E = Essential D = Desirable

A	Qualifications	E or D	Assessed via
1	Qualified Teacher Status	E	A
2	Degree and/or relevant qualification in a specialist subject area	E	A
B	Experience and knowledge	E or D	Assessed via
1	Sustained successful experience as a classroom practitioner across the age and ability range 11 to 16	E	A/I/R
2	Experience of working with data to promote learning and achievement	D	A/I/R
4	An understanding of the characteristics of effective schools and of strategies for raising pupils' achievement and promoting their spiritual, moral, social and cultural development	E	A/I/R
5	An understanding of equality of opportunity issues and how they can be addressed in schools/academies	E	A/I/R
6	Experience of raising the achievement of diverse groups of students across the ability range	E	A/I/R
C	Skills and abilities	E or D	Assessed via
1	Able to demonstrate the skills of a good teacher and aspire to be outstanding	E	A/I/R
2	Ability to form and maintain appropriate relationships and personal boundaries with children	E	A/I/R
3	Able to lead a team with energy, enthusiasm and perseverance	E	A/I/R
4	Able to work under pressure and managing competing demands and deadlines	E	A/I/R
5	Ability to consult and negotiate effectively with a range of stakeholders	E	A/I/R
6	Excellent interpersonal skills demonstrating a willingness to listen and empathise as well as to be self critical and reflective	E	A/I/R
7	The ability to communicate effectively both orally and in writing, with a variety of audiences across the academy and beyond	E	A/I/R
8	Able to use comparative data, together with information about pupils' prior attainment to establish benchmarks and set targets for improvement	E	A/I/R
9	Able to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process	E	A/I/R
D	Motivation	E or D	Assessed via
1	Commitment to ensuring the health, safety and wellbeing of all children and young people	E	I/R
2	Appropriately motivated to work with children and young people and to build and maintain appropriate relationships	E	I/R

3	Committed to optimum performance and continuing professional development	E	I/R
4	Commitment to supporting whole school events and extracurricular activities	E	I/R
5	Commitment to the ethos and values of the academy	E	I
E	Personal qualities	E or D	Assessed via
1	Enthusiasm and emotional resilience	E	I/R
2	Appropriate attitudes to authority and maintenance of discipline	E	I/R
3	Strong work ethic - willingness to "go the extra mile"	E	I/R

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.

Deadline for receipt of applications	Monday 30 September 2024 (midday)
Interview Date	TBC

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

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