

Principal Application Pack

St Aldhelm's Academy, Poole



If you would like to arrange a visit to our Academy, please contact
Charlene Crack, HR Academy Lead at Charlene.Crack@staldhelms-academy.co.uk

Principal Application Pack

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SAA Principal Recruitment

Dear Candidate,

Thank you for taking the time to look at our advert for the Principal at St Aldhelm's Academy which is an excellent opportunity arising within the Trust. Myself and the Secondary Director would like to take this opportunity to welcome and introduce you to Ambitions Academies Trust.

We are a Trust who firmly believes in the moral purpose of our mission to educate all young people regardless of who they are and where they come from. We educate pupils within the special, primary and secondary sectors across 13 academies which are spread over 15 sites.

Ambitions Academies Trust was established in 2011 and in everything that we do, we always refer back to our mantras that encapsulate the belief that AAT must have outstanding teaching and achievement. High quality continued professional development with support and challenge ensures the Trust delivers our vision and improves the life chances of all young people who attend our academies.

St Aldhelm's Academy has been steadily growing in size since the Trust took it over in 2015 and is now almost at its capacity of 900 pupils. Over the last eight years, the academy has secured two GOOD judgments from OFSTED and some year groups now have a long waiting list for entry.

Having overseen the last few years of the academy's journey, our current Principal has decided that now is the time for her to move on to a new opportunity. Therefore, we are looking for a strong leader who will be committed to leading the academy, engaging effectively with the local community and who demonstrates a relentless passion and drive for improving the outcomes of our pupils.

We are looking for a strong leader who believes that every child, irrespective of their background, should be afforded an excellent education to progress to a career of their choice. The successful candidate will demonstrate strategic leadership, line managing a committed senior leadership team who will implement the Principal's vision to embed a culture of high expectations on a day-to-day basis.

This role will suit either an experienced Vice Principal seeking their first headship or an existing Principal who has the ambition to raise attainment and embed high expectations for both staff and pupils.

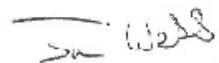
Those we recruit share our values, are highly motivated to drive forward improvements for all young people and are committed to being reflective, self-directed learners, who wish to develop professionally and remain at the forefront of educational research and practice. If this is a good description of yourself, we would be delighted to receive your application.

For further information or a confidential discussion please email: sian.thomas@aat.education or jon.webb@aat.education

Yours sincerely



Sian Thomas
CEO



Jon Webb
Director of Secondary Education

Ambitions Academies Trust (AAT) comprises schools from all sectors: mainstream (primary and secondary) and special. AAT secures outstanding achievement and improved life chances of all our pupils. All our Academies have high expectations as the focus of their work. We are strongly committed to supporting colleagues in developing their careers further and offer excellent CPD opportunities.

We currently have the following vacancy at St. Aldhelm's Academy, Poole, BH12 4HS

Post Title: Principal

Post Details: Full Time, Permanent

Salary Scale: L27 – L31; £83,956 - £92,597 per annum

Having secured two GOOD judgments from OFSTED, this is an exciting opportunity to join and lead St Aldhelm's Academy. You will be an inspirational and dynamic leader with the ability to translate vision into practice.

This role offers a challenging but highly rewarding opportunity to make a significant impact on the educational outcomes for our students.

We can offer you:

- Support and challenge from the Director of Secondary Education along with the wider AAT Leadership Team.
- A great support network across 13 Academies which presents the ability to collaborate, share best practice and drive continual improvements.
- Excellent Opportunities for career development with access to professional development, apprenticeships and training schemes.
- A generous and expanding benefits package including free eye testing, reduced rate corporate gym membership and a free will writing offer.
- A culture that respects work life balance and an ongoing commitment to wellbeing with a dedicated Wellbeing Champion. Free counselling sessions are available to employees and their family with an external provider.

Visits to our Academy are welcomed by prior arrangement, please contact Charlene Crack, HR Academy Lead at Charlene.Crack@staldhelms-academy.co.uk

For further information or a confidential discussion please email Sian Thomas, CEO at sian.thomas@aat.education or Jon Webb, Director of Secondary Education at jon.webb@aat.education

Closing date for applications: Friday 21st April 2023 at 9am
Interviews will take place: Week Commencing 24th April 2023
Start Date: 1st September 2023

Please note we DO NOT accept application by CV

Ambitions Academies Trust is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks and an online search

High Expectations lead to High Achievers

POST: **Principal**

GRADE: **L27 – L31**

RELATIONSHIPS:

The post holder is accountable to the Director of Secondary Education in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The overall job purpose is to ensure that every day is a quality, safe, enjoyable and enriching day. Specifically the Principal will be responsible to the Director of Secondary Education for the operational leadership, internal organisation, management and control of the Academy.

The Principal, working with the Director of Secondary Education, is expected to deliver a shared vision and school development plan to inspire and motivate pupils, staff and all members of the St Aldhelm's community. The vision will incorporate aspects of the quality of education, leadership and management, behaviour and attitudes, inclusion and personal development.

The Principal will be required to provide strong and effective leadership to ensure the vision, leadership at all levels and the direction of the Academy meets the aims and targets.

The Principal is responsible for

- Raising standards
- Efficient and effective use of resources to achieve the academies aims and objectives

MAIN DUTIES & RESPONSIBILITIES:

In seeking to realise this vision the Principal would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which s/he might be required to carry out.

The Principal, working in partnership with the Director of Secondary Education, will be responsible for:

Strategy:

- Formulating the aims and objectives of the Academy against the purpose, ethos and values of the Academy, as well as the overarching Educational Principle
- Producing and implementing the Raising Attainment Plan (RAP), setting strategic targets and performance indicators.
- Leading and inspiring the staff by his/her example and encouraging them to achieve the highest personal and professional standards at all times.

Staff:

- Ensuring the Academy is adequately and appropriately staffed, recruiting as necessary in accordance with Ambitions Academies Trust policies and procedures
- Encouraging team development and an ethos which enables everyone to work collaboratively and

accept responsibility for shared outcomes across the full age range.

- Managing the deployment of all staff; delegating duties as appropriate to his/her senior colleagues and, in particular, making arrangements for the Vice Principal to deputise for him/her in the event of his/her absence from the Academy.
- Ensuring that all staff (teachers and support staff) at the Academy receives appropriate information and training to enable them to carry out their professional duties.

Students:

- Ensuring the Academy has in place an effective system of pastoral care for all students; providing appropriate support, encouragement, advice and guidance in respect of course choice and the transition from the Academy to the world of work, training, Further or Higher education, as well as their personal and spiritual development.
- Ensuring students' learning and progress is effectively challenged, monitored, recorded, reported and celebrated, and that students' experience, continuity and coherence in all their learning experiences across the curriculum and the entire age range.
- Creating ways for students to be actively involved in the Academy's decision-making process and for their views on the learning process to be listened to and respected.
- Providing ample opportunities to enhance their learning by participating in enterprise activities, residential courses, educational visits, and other extra-curricular activities.
- Ensuring high standards of behaviour and attendance.

Liaison with Parents/Carers:

- Ensuring positive relationships and keeping in close contact with parents/carers and being available to meet with them at any reasonable time to discuss their children's progress or welfare.
- Sending them regular information about the Academy and providing reports on their children's work and progress - ensuring parents/carers have opportunities to discuss these reports with Academy staff.
- Holding regular parents/carers evenings or review days at least annually for each year group.
- Maintaining outstanding teaching and learning at the Academy at all times and creating opportunities for parents/carers to support the Academy through learning alongside students, forming a Parents/Carers Forum to assist the work of the Academy.

Curriculum:

- Determining, organising and implementing an appropriate curriculum for the Academy
- Arranging for the construction of the Academy timetable to facilitate the above arrangements and to ensure that its wider curricular aims are met.
- Evaluating on a regular basis, maintaining the outstanding standards of teaching and learning in the Academy and ensuring that high standards of professional practice are established and maintained at all times.

External Liaison:

- Maintaining positive and active relationships with other schools, businesses and agencies in the area, in particular with local schools so that students have been inducted as fully as possible into the Academy's distinctive ethos and approach to learning.
- Developing further the good relationships already established with the Local Authority to promote coherent educational programmes within the area.
- Developing further the good relationships already established with social services, the local police, other organisations involved in working with young people and the local community at large.
- Helping to shape the Ambitions Academies Trust model and developing links with other Ambitions Academies.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed:

Date:

Post Holder

Signed: 

Date:

Chief Executive Officer

One copy to be retained by member of staff and one kept on the employee's file.

Ambitions Academies Trust is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All



Category	Essential	Desirable
QUALIFICATIONS		
Qualified Teacher Status	*	
Educated to degree level, or equivalent	*	
Evidence of continuing and relevant professional development in school leadership and management	*	
Relevant leadership qualification		*
EXPERIENCE		
Successful experience in secondary school leadership, as a Vice Principal or Principal	*	
Experience of effectively supporting and coaching members of staff to improve their own performance and expertise	*	
Significant experience of evaluating and using data to plan and improve pupil outcomes	*	
Experience of making effective use of funding and other resources with strong financial planning and management skills	*	
Experience of implementing, managing and evaluating change in a collaborative way	*	
SKILLS		
Ability to lead outstanding teaching and learning	*	
Ability to set high standards and lead and motivate colleagues and pupils in meeting these standards	*	
A clear understanding of strategies to establish a culture of high standards of behaviour and commitment to maintaining these standards.	*	
Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction	*	
Strong organisational skills and the ability to delegate	*	
Ability to use data to inform and diagnose weaknesses that need addressing	*	

QUALITIES & APTITUDE		
Confident, professional and able to lead with integrity and discretion.	*	
Ability to develop trust with parents, governors, staff and other stakeholders.	*	
Self-motivated and proactive, able to work independently, flexibly and at pace	*	
Have a commitment to valuing, supporting and encouraging the professional development of all staff.	*	
Be able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives	*	
Empathy for young people	*	
A clear understanding of and commitment to promoting safeguarding pupils	*	

Ambitions Academies Trust Is Committed to Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines.

This Post is Exempt from the Rehabilitation of Offenders Act 1974



Outstanding Achievement for All


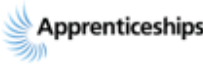







AAT Staff Benefits Brochure

Ambitions Academies Trust wants to provide a great employee experience for staff who therefore provide an outstanding teaching and learning experience for our pupils.

This employee benefit summary has been put together so you can understand the benefits and schemes that are open to you as a valued member of Ambitions Academies Trust.

Benefit	What Does This Benefit Provide?
Trust Pension	
LGPS – Support Staff Pension 	<p>The LGPS is one of the largest pension schemes in the UK.</p> <p>It is a defined benefit pension scheme which means your pension is based on your salary and how long you pay into the Scheme.</p> <p>Your pension is not affected by how well investments perform. The LGPS provides you with a secure and guaranteed income every year when you stop working.</p> <p>The LGPS provides valuable life cover and financial protection for your family. Your dependents will be paid a pension. A lump sum death grant may also be payable.</p> <p>For further information, please see the Dorset Pension Fund website: http://www.dorsetpensionfund.org/</p> <p>Or contact via email at pensionshelpline@dorsetcouncil.gov.uk or Telephone 01305 224845</p>
Teachers' Pension 	<p>Your pension is one of the most important benefits available to new teachers.</p> <p>You receive a guaranteed pension through the Teachers' Pension Scheme. It is a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments.</p> <p>Your pension will be a regular source of income when you retire – but you can also take some of it as a tax-free lump sum</p> <p>The Teachers' Pension provides a death grant to your family, or other nominated representative, should you die in service and your dependents will be paid a pension.</p> <p>For further information please see the Teachers' Pensions website https://www.teacherspensions.co.uk/</p> <p>Register for My Pension Online to be able to send a secure message or Telephone 0345 6066166</p>

Your development	
National College 	<p>We have invested in The National College to offer high quality and professional development in education.</p> <p>You will find everything you need to strengthen, manage and evidence your professional development in one place, on one platform.</p> <p>Find out more: https://nationalcollege.com/</p>
Apprenticeships 	<p>We want to grow talent and develop a motivated, skilled and qualified workforce.</p> <p>We are committed to further develop through additional training and professional qualifications/development utilising the apprenticeship levy.</p> <p>For further information please contact the HR Team or your HR Academy Lead.</p>
Your Wellbeing	
Wellbeing and Workload 	<p>We are committed to your wellbeing and workload and have a firm commitment to the current DfE staff wellbeing charter.</p> <p>Our Staff Wellbeing and Workload Charter which is focused on building personal and professional resilience underpinned by inclusivity, openness and honesty.</p> <p>We have nominated wellbeing champions across all sites.</p>
Eye Tests 	<p>Under the Specsavers Eyewear scheme DSE users will be entitled to the following:</p> <ul style="list-style-type: none"> The full cost of an eyesight test If glasses needed for VDU usage Specsavers will pay £49 towards glasses (this can cover the cost of a pair from the £49 range or a contribution to more expensive glasses) If an employee elects to purchase a pair of glasses over £99 they will receive a further £20 off If glasses are not needed for VDU usage but for driving, Specsavers will offer a contribution of £20 towards glasses in the over £99 range. <p>Please speak to your HR Academy Lead for a staff request for DSE eyesight examination form.</p>

Family Friendly	
Family Friendly Policies 	<p>Ambitions Academies Trust recognises its responsibilities to ensure that support is available to employees as they combine career and family responsibilities.</p> <p>We have family friendly policies covering Maternity, Paternity, Adoption and Shared Parental Leave to support our employees in balancing work and family responsibilities through these key life stages.</p> <p>Please speak to your HR Academy Lead for further information.</p>
Flexible Working 	<p>Ambitions Academies Trust believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.</p> <p>We give employees the opportunity to request a change to their working pattern and are willing to talk flexible working with potential job applicants.</p> <p>Please speak to your HR Academy Lead for further information.</p>
Annual leave 	<p>We offer a minimum of 24 days annual leave, plus bank holidays. This rises to 29 days after five years with Ambitions Academies Trust.</p> <p>Please note: Annual leave applies to employees working all year round, if you are term time only this is built into your pay.</p> <p>Please speak to your HR Academy Lead for further information.</p>
Financial Benefits	
Free Will Writing Service 	<p>We have partnered with Dunham McCarthy Solicitors to offer all staff and their partners a free will writing service.</p> <p>If you would like to take advantage of this offer, book an appointment via the following link: https://dm-legal.co.uk/ambitions-academies-trust-aat/</p>
Discounted Gym Membership 	<p>We are delighted to be able to offer a discounted corporate membership with BH Live Active to all employees, even if you are already a BH Live Active member.</p> <p>Enjoy an all-inclusive, multi-site membership including gym, swim and classes (live, streamed and on-demand). You can also access spa facilities so you can unwind whenever you want.</p> <p>For further information, and to join, contact Kelly Porter on 01202 055846 or Kelly.porter@bhlive.org.uk</p>

Our Working Location

Ambitions Academies Trust is based across the South West Coast we are proud to have so much natural beauty on our doorstep. Never far from a sandy beach or to places to explore, there is always something to do.



There are some excellent transport links in the area with an international airport and ferry port and easy road links to motorways.

There are rail links to Winchester and London, for example, is a two hour journey from Bournemouth. From Poole there are ferry services linking you to the Channel Islands and France.

We have Academies in Bournemouth, Poole and Weymouth.



Should you have any queries regarding any of the benefits on offer, please speak to your HR Academy Lead or a member of the HR Team

humanresourcesadmin@aat.education

Disclaimer - Whilst every effort is made to maintain the accuracy of this brochure, it is only intended as a guide to the benefits available.

In the event that there is an inconsistency between the brochure and the provider terms and conditions, the provider's terms and conditions will prevail.

This guide is not contractual. Once accepted into a benefit and/or product scheme, you will be subject to the rules of the scheme and the provider's terms, conditions and requirements for provision of each benefit.



AAT STAFF WELLBEING AND WORKLOAD CHARTER 2022-2023

"Health is a state of body, wellness is a state of being"

Building personal and professional resilience underpinned by Inclusivity, Integrity, Openness and Honesty



CULTURE

AAT hold the belief that everyone wants to do a good job and perform to the best of their ability

- Our aim is to ensure we have an enjoyable and rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable
- We all lead by example
- Staff understand and take responsibility of monitoring and adapting their work, to positively impact on their personal health and well being
- We strive to be inclusive in everything we do
- We will provide high quality training and professional development opportunities that meet the academy community and individual staff needs
- Staff are clear on their roles, responsibilities and line management structure



BEHAVIOUR

All behaviour is seen as communication – relationships and connection are key

- We treat people as individuals and strive to resolve issues respectfully
- We celebrate difference
- We utilise the potential in everyone
- We see all pupils as a shared responsibility
- Reasonable adjustments will be made to support achievement and success
- We treat everyone with respect, and we model this in all interactions
- Staff will take responsibility for their working patterns and will consider the impact on the recipient if emails are sent outside of working hours.



STAFF WELLBEING

Staff wellbeing activities will be planned throughout the year, suggestions from staff are most welcome

- Any staff wellbeing activity is voluntary, it is not 'forced fun'
- We will signpost support available to staff and encourage concerns to be shared at the earliest opportunity to prevent escalation breaking any stigma around mental health issues
- We promote the 5 Ways to Well Being
- Colleagues will be surveyed at least annually, and the Trust /academy will analyse response, share findings and work positively to try and resolve issues
- We will embed wellbeing in training and CPD
- We will regularly review our provision against these commitments, work proactively and seek to resolve concerns at the earliest opportunity
- Communicate employee benefits through the "People Matters" Newsletter



WORKLOAD AND WORKING PATTERNS

We want all staff to be able to achieve a healthy work-life balance and we trust the professional judgement of our staff to make decisions about when they work outside normal school working hours, considering always the impact on others when communicating outside working hours.

Generic:

- The Trust and Academies will publish a full calendar of activities and deadlines for their workforce

- Where new initiatives are introduced, they will be based upon evidence that they are likely to improve pupil/student outcomes
- Serious consideration will be given to what we are going to stop doing, to 'make space' for what we may start doing
- Any policy reviews will be completed with staff workload in mind
- Workload to be managed and monitored through the Appraisal process
- Staff encouraged to use online learning platforms and the Trust forums to improve skillset and performance

Academy Specific:

- PPA and teaching allocations will be reviewed for all staff to ensure fairness and equity in each school
- Centralised detentions or equivalent will be considered to streamline and support teaching staff
- We will minimise whole school meeting times - increasing time spent in departments/phase/year
- The Trust supports the principle of 1265 hours for teaching staff
- A complete breakdown of Directed Time for staff are published



LESSON PLANNING -Academy Specific

- Staff are expected to be well-prepared for lessons
- Staff are not expected to submit daily or weekly lesson plans
- ICT systems will be used to share planning and minimise replication of effort across departments
- The Trust operates an open-door policy and recognises that lesson visits are an important aspect of our work.



MARKING & FEEDBACK - Academy Specific

- Each school and/or subject may have a slightly different approach developed by school /subject experts
- It must be remembered all marking should be meaningful, manageable, and motivating and should serve a single purpose – *to advance pupil progress and outcomes*
- 'Live Marking' in lessons is encouraged
- Whole class feedback is encouraged
- We enable pupils to demonstrate that they take pride in their books within the expectations we set



DATA COLLECTION - Academy Specific

- Data collection will be proportionate and necessary to ensure we can monitor progress without overburdening staff.
- Teachers will only be asked to input data that requires their professional judgement
- Assessment weeks, learning walks, open door / book scrutiny's will be sensitively scheduled to avoid creating excessive workload at key points across the term/year

Timeline of Growth



Sectors

Primary	BAYSIDE ACADEMY	ELM ACADEMY	KING'S PARK ACADEMY	KINSON ACADEMY	MANORSIDE ACADEMY	Queens Park Academy
Secondary	All Saints Church of England Academy	LeAF Studio	Oak Academy	St. Aldhelm's Academy	WEY VALLEY ACADEMY	
Special	LONGSPEE ACADEMY	Tregonwell Academy				

Governance Accountability Model

Board of Members - Chair of Members - Mr N Smith

Board of Trustees - Chair of Trustees - Mrs C Sard

Audit & Risk
Management Committee

Finance & Resources
Committee

Personnel
Committee

CEO Appraisal
Committee

Chief Executive Officer - Ms S Thomas

Director of
Primary Education
Mrs A Prout

Finance Director
Mr A Connell

HR Director
Mrs T Monk

Director of
Outcomes
Mr P Holman

Director of
Secondary Education
Mr J Webb

Estates Director
Mr I Hawkins

Director of
Special Education
Mrs N Morton

*Link
Trustee*

Mrs C Sard

Mr R Smith

Mrs B Gelling

Mr R Smith

Mrs B Gelling

Mrs C Sard

Mrs C Sard

Mr R Watson

Mr J Seal

Mr M Luffman

Mr A Smith

Mrs A Beane

Mrs A Beane

Bayside
Academy

Elm
Academy

King's
Park
Academy

Kinson
Academy

Manorside
Academy

Queen's
Park
Academy

All Saints'
CofE
Academy

LeAF
Studio
School

Oak
Academy

St Aldhelm's
Academy

Way Valley
Academy

Longspoe
Academy

Trigonwell
Academy

Chair of Academy Advisory Committee Forum

AAC Chair

Mr R Schofield

Mr A Greaves

Mrs K Kington

Mrs V Peters

Mr L Lewis

Mr P Reidy

Mrs M Headon

Mrs S Thompson

TBC

Mrs M Seabright

Mrs S Longdon

Mr D Alderson

Mrs H Evans
Mrs A Humphries

Principals

Mr M Vernon

Mrs J Fish

Mrs L Dean

Mrs M Lawson

Mrs C Suttler

Mrs S Simons

Mr J Cornish

Mrs N Lapelias

Mrs H Richley

Mrs J Arnes

Mr T Neill

Mr G O'Connell
Mr J Francis

Mr L Bailey-Rose
Mr S Jackson



AMBITIONS
Academies Trust



Thank you for your interest in
St. Aldhelm's Academy.

We look forward to receiving
your application.

If you think a career with
Ambitions Academies Trust is
right for you, click [HERE](#) to
apply now. Discover more at

www.ambitions-academies.co.uk



St. Aldhelm's
Academy

Herbert Avenue
Poole
BH12 4HS