



Recruitment Application Pack

Associate Assistant Principal

Lightcliffe Academy

L12-16

Required for January 2018

or ASAP

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Welcome

Thank you for your interest in this post. I hope you find the information in this pack informative and helpful in considering this post. Please also look at the websites for both Lightcliffe Academy and Abbey MAT where I hope you will gain a further flavour of Abbey MAT to encourage you to apply for this new and exciting role.

(<http://www.abbeymat.co.uk/> and <http://www.lightcliffeacademy.co.uk/>)

I look forward to receiving your application.

Best wishes

Carol Kitson (CEO)

About Abbey Multi Academy Trust

Abbey Multi Academy Trust (Abbey MAT) is a Diocesan Multi Academy Trust, committed to delivering a quality education with a caring, Christian ethos.

Our overall vision is simple:

“To work in partnership to educate, nurture and empower”

Children and young people who attend Abbey MAT academies will find an environment that is welcoming, caring, calm, disciplined and purposeful. We want to ensure that young people have the highest aspirations for themselves and the opportunities to achieve their very best – as well as developing socially and emotionally, with the self-confidence to achieve success and fulfilment.

Our ambition is to establish an educational family of schools, serving the communities of the Anglican Diocese of Leeds. We’re excited about growing our network and passionate about unlocking the opportunities of working across all school age ranges, enhancing continuity of provision from 4 to 19.

Beyond that, we’ll work in true partnership with key stakeholders, equipping young people with the skills and experience to succeed beyond school, whether that be further and higher education, apprenticeships or employment with training.

We’ll also be outward facing, sharing our expertise more widely and working with other schools and academy trusts to develop our practice and enhance the quality of provision we offer our students.

Our ethos and values

Abbey Multi Academy Trust is led by founder academy Abbey Grange Church of England Academy, Leeds. Abbey Grange is a successful academy, judged to be ‘Good’ by Ofsted and able to demonstrate a sustained trajectory of improvement over recent years.

Our core values of partnership, nurture and empowerment run through the life of the academy and influence everything we do. We strive to provide an education for our students that isn’t just about academic or vocational achievement and progress, rather it is also about preparing them to be engaged, responsible citizens with the choice to shape their future and find success and fulfilment.

About the Associate Assistant Principal role

This is an exciting opportunity to take on a new and pivotal senior leadership role at Lightcliffe Academy but also with the opportunity to make a contribution across the wider Abbey Multi Academy Trust team. The successful candidate will work closely with the Principal and Executive Principal at the academy as we continue our improvement journey.

Our Associate and Assistant Principals are central to the Academy's development, providing day to day leadership and management and working with other senior leaders on the implementation of our Strategic Plan. The Governors and Principal of the school wish to expand the work of the leadership team as we look to developing our curriculum, particularly at Key Stage 3 as well as rapidly improving the work of the Academy.

As this is such a critical role, we are looking for a candidate who combines a deep understanding of curriculum matters; teaching and learning; pastoral; assessment; and, standards requirements. Candidates should possess the management skills and emotional intelligence to inspire our teams and students to achieve their very best.

You'll bring a strong track record, with evidence of your contribution to sustained improvement and your ability to manage complex teams. It's important that you are comfortable with strategic planning; using data to drive improvement. You'll manage performance tightly, providing challenge and support to staff. Tackle underperformance with vigour and encourage a culture of openness and high expectations.

We're committed to developing an ethos where ideas and best practice can be shared widely, within each academy in Abbey MAT and beyond. So, you'll enjoy being part of a much wider learning community, with an opportunity to learn from like-minded professionals and to share your expertise with others.

This is an opportunity to define your career as a school leader. Lightcliffe Academy is an academy that can improve rapidly – it is realistic to aspire to 'Good' within a year and to look quickly to 'Outstanding' from there. Playing a key role in these journeys will be transformative for the successful candidate.

The successful candidates will:

- Be committed to driving improvement and setting the highest expectations for teaching and learning; always promoting high aspirations and standards of progress;
- Have knowledge and experience of a comparative context and understand how this impacts on students' achievement and attainment;
- Have the ability to create and implement a school improvement plan to lead the Academy to 'Good' and beyond;
- Be a dynamic and proven manager, able to challenge underperformance and support staff to achieve their best.

How to apply

If you wish to apply for this exciting position, please complete the application form in full.

The application includes a personal statement. Your statement will need to describe why the post attracts you, why you believe you have the relevant skills, knowledge and experience and what you feel you can bring to this post to make a real difference.

Within this statement you should outline your previous roles, responsibilities and achievements in the organisations in which you both currently and have previously worked, again with the skills, knowledge and experience requirements of this post in mind.

Closing date: **Tuesday 16 October 2018 at 9 am**

Interviews scheduled: **Thursday 18 October 2018** (*indicative at this stage*)

Completed application forms should be emailed to: JSHARP-TETLEY@lightcliffeacademy.co.uk

Should you wish to have an informal chat about the position please do not hesitate to get in touch with Carol Kitson – email carol.kitson@abbeytrust.org

Abbey MAT is an equal opportunities employer.

Abbey MAT is committed to safeguarding and promoting the safety and wellbeing of children and young people. This post will be subject to all relevant pre-employment checks.

JOB DESCRIPTION

Job title: Associate Assistant Principal

Salary Scale: L12 - 16

Reporting to: Principal

Overall purpose of the post:

As a member of the Academy's Senior Leadership Team to play a major role under the overall direction of the Principal and Vice Principal in the management and strategic leadership of the Academy.

To support the provision of a particular strategic focus in accordance with the Academy's mission and the policies determined by the Governing Body, CEO and Principal.

Key responsibilities:

- To provide strategic leadership, clear direction and effective management of the Academy as a whole.
- To support the development of a Strategic Plan with the Principal, Vice Principals, Governing Body and other stakeholders.
- To establish the Academy's improvement and development plans, policies and procedures through which the Academy's objectives can be achieved.
- To play a key role in establishing a first class learning environment where well-being and positive relationships are at the core.
- To support the agreed aims and expectations of the Academy.
- To promote a culture of high expectations ensuring all students thrive, achieve success, become engaged in their own learning and are encouraged to develop both educationally and personally.
- To provide an excellent role model for colleagues and students conveying high professional standards of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Academy.
- To assist in the leadership, implementation and review of the Academy's Self Evaluation Framework.
- To monitor the impact of and uphold consistency in the implementation of improvement and development plans, policies and procedures.
- To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
- To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.

Key responsibilities continued:

- To deputise for the Principal, Vice Principal or other member of the Senior Leadership Team as necessary.
- To take responsibility for relevant Academy policies, publications and bids.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.
- To ensure equality of opportunity for all.
- To contribute to and uphold the Academy's policies on behaviour, discipline and bullying.

Key Tasks:**Educate****Teaching & Learning**

- To develop and assure the intent, implementation and impact of the Key Stage 3 curriculum.
- To provide strategic support for the development and assessment of Teaching and Learning in accordance with the focus of the role.

Achievement/Progress

- To undertake tracking and strategic analysis of designated data.
- To analyse progress data with relevant leaders, plan for and lead designated raising achievement interventions and strategies.

Nurture

- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.
- To ensure that the curriculum supports the Academy's mission to nurture students.
- To contribute to high standards of student care, well-being, safeguarding, behaviour and attendance.

Empower**Staff**

- To contribute to monitoring and leading departments/areas in developing their Self Evaluation.
- To manage the budgets for specific areas of the Academy's activity as determined by the Principal.

Key Tasks continued:**Empower****Staff**

- To regularly review own practice, set personal SMART targets and take responsibility for own development and encourage colleagues to be similarly active in their personal and continuous professional development.
- To participate in continuous professional development training.
- To act as a Performance Manager and assist in supporting and monitoring curriculum and pastoral areas.
- To contribute to and lead on continuous professional development activities for colleagues and evaluate outcomes.
- To support the development of leadership across the Academy.
- To contribute positively and sensitively to the needs of colleagues.

Students

- To support the development and progress of students across the Academy.

Partnership

- To take a strategic role in developing community links.
- To work with the Principal and Vice Principals to initiate and develop external relationships in support of the Academy.
- To work to promote the positive image of the Academy in the wider community.

General Duties:

- To safeguard and promote the welfare of young people.
- To undertake any professional duties reasonably delegated by the Principal.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.

- To undertake a teaching role covering as Form tutor as required.

General Duties continued:

- To assist with recruitment and selection process, appointments and induction.
- To carry out supervisory duties in accordance with published schedules.
- To attend and advise meetings with colleagues, parents/carers and the Governing Body.
- To liaise with outside agencies and take responsibility for official statistics and returns as appropriate.
- To organise, attend and contribute to Academy events and functions.
- To contribute to the PHSCE programme as required.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers’ Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:
(Please print)

Signature:

Date:

ASSOCIATE ASSISTANT PRINCIPAL								
PERSON SPECIFICATION CRITERIA								
Qualifications		ESSENTIAL			DESIRABLE			
1	Qualified teacher status for England (or equivalent)	A	R					
2	Relevant degree (or equivalent)	A	R					
3	Recent, relevant professional learning and development	A	R					
4	Completion of, or working towards, additional professional qualifications				A	R		
Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE			
1	Evidence of high expectations which inspire, motivate and challenge every student	A	R	I				
2	Evidence of track record of results that exceed expectations	A	R	I				
3	Demonstration of in-depth subject and curriculum knowledge	A	R	I				
4	Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress	A	R	I				
5	Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning		R	I				
6	Awareness of the need to safeguard students' well-being, in accordance with statutory provisions and policies		R	I				
7	Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change	A	R					
8	Good financial management skills				A	R		
9	Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	A	R	I				

Professional knowledge, skills and abilities		ESSENTIAL			DESIRABLE		
10	Active involvement in the development and improvement of teaching and learning at whole school level	A	R	I			
11	Awareness and understanding of the wider educational context and national accountability frameworks	A	R	I			
12	Knowledge of/involvement in educational research on teaching and learning				A	R	I
13	Consistently good and outstanding teacher	A	R	I			
14	Confident in use of ICT to support learning	A	R	I			

The criteria will be evidenced as indicated below:

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

‘P’ to presentation

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.