

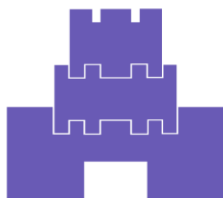


**Atlantic Academy**

*Part of the Launceston College Multi Academy Trust*

# **Applicant Pack:**

**Assistant Principal - Pastoral Lead**



**Launceston College  
Multi Academy Trust**



# Atlantic Academy

*Part of the Launceston College Multi Academy Trust*

Dear Applicant,

Thank you for your interest in the Assistant Principal position at Atlantic Academy. We are a small 11-16 secondary school with a big vision for our pupils; we want every pupil to be the very best that they can be.

At Atlantic Academy, we seek to create a safe caring and supportive learning environment that allows for individual difference and learning styles to be celebrated. Each student's confidence, resilience and enthusiasm for learning is fostered by positive relationships with fellow students, staff and our broader community.

We are at an exciting stage in our growth, having moved to our purpose built premises in 2018, and the successful applicant for the Assistant Principal position will help to shape student experiences and outcomes for the future. We have recently launched our new website, and will be adding additional media streams to connect with our wider community over the coming months.

We are happy to share our school experience with prospective candidates who wish to visit, ahead of making an application. Due to Covid-19, there may be some limitations to availability.

We look forward to meeting you, and discovering how we can grow our pupils' futures, together.

With kind regards

Lynsey Slater  
Principal

<b>Job Title:</b> Assistant Principal - pastoral support	<b>Start date:</b> September 2021
<b>School base:</b> Atlantic Academy	<b>Contract type:</b> Full time
<b>Closing Date:</b> 19 <sup>th</sup> April 2021	<b>Salary:</b> L6-10
<b>Interviews on:</b> 26 <sup>th</sup> April and 27 <sup>th</sup> April 2021	<b>Contract term:</b> Permanent

## Our Trust

Atlantic Academy is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Bideford College, Egloskerry Primary, Launceston College and Launceston Primary School (opening in September 2021).

Our Trust aims for young people to become happy, responsible and successful by learning the knowledge, skills and values which are important for society.

We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We have a teaching and learning strategy which provides an overarching intent for the highest standards across learning environments, aspiration challenge and support, subject expertise and deep thinking and learning.

**We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, external networks, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.**

**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**



## Our Academy

Atlantic Academy opened in 2018 and is a growing 11 – 16 secondary school in the beautiful setting of the North Devon coast.

Atlantic Academy seeks to create a safe, caring, and supportive learning environment that allows for individual differences and learning styles to be celebrated. Each student's confidence, resilience and enthusiasm for learning is fostered by positive relationships with fellow students, staff and our broader community.

The Atlantic Academy values are centred around wellbeing, respect, curiosity and adventure, and appreciating education and lifelong learning. We are proud of our school community, which we are looking to grow over the following years.



We will offer:

- A modern, well equipped school with outstanding facilities.
- A small team of dedicated and committed staff.
- An open culture which seeks to be fair, developmental, and genuinely supportive of staff and pupils.
- Opportunities to access professional development to ensure you are successful at the start and as the role develops.
- A large network across the primary and secondary settings, focusing on the 0-19 journey.
- Support from cross Trust systems and school improvement leaders.



## Our Mission and Values

Atlantic Academy seeks to create a safe, caring, and supportive learning environment that allows for individual differences and learning styles to be celebrated.

Each student's confidence, resilience and enthusiasm for learning is fostered by positive relationships with fellow students, staff and our broader community.

### Enjoy: Valuing Wellbeing

- ☞ Provide a nurturing and caring environment to equip students with the skills and strategies for living a healthy, safe and responsible life.
- ☞ Surround students with nature to boost creativity, motivation and positivity.

### Excel: Valuing education and lifelong learning

- ☞ Cater for all interests in the school environment and beyond, allowing students to develop a passion for creative and academic subjects.
- ☞ Provide an environment that recognises and rewards success, and encourages students to take pride in personal achievements.
- ☞ Help students recognise the purpose and value of education.



### Excite: Valuing curiosity and adventure

- ☞ Encourage confidence, resilience and enthusiasm for the world beyond the classroom through participation in every opportunity and experience.
- ☞ Encourage students to become global citizens.

### Engage: Valuing respect

- ☞ Ensure every student and staff member has the respect to listen and has the opportunity to be heard.
- ☞ Support equality, and embrace individual strengths and differences within the school community.

## **Job Specification**

The Assistant Principal will ensure that all pupils at Atlantic Academy have the capacity to succeed. The postholder will deputise for the Principal in their absence and will be accountable for leading, managing and developing pastoral support provision, with particular focus on safeguarding, behaviour, attendance and development of the whole student, in line with the Academy's values. The role, in summary:

- To raise standards of student behaviour and attendance, in order to support attainment and achievement of learners in the Academy and to track, monitor and support student progress in these areas.
- To strategically lead safeguarding for Atlantic Academy.
- To manage a team of coaches and support staff in the delivery of pastoral support for all learners.
- To develop and enhance the pastoral support practice of staff in the Academy.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying PHSE, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy.
- To contribute to the leadership and management of the Academy through relevant leadership meetings.

### **The Assistant Principal will support the Principal in:**

- Communicating the school's vision compellingly and supporting the Principal's strategic leadership.
- The day-to-day management of the school.
- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

The Assistant Principal will also have a timetabled teaching commitment of 50%, complying with the Teachers' Standards and modelling best practice for others. They will undertake an appropriate programme of teaching and will be expected to lead other staff by example. They may also be required to undertake any of the duties delegated from the Principal.

### **Qualities**

The Assistant Principal will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the wider school community.
- Serve in the best interests of the school's students.



## **Main duties and responsibilities**

**Under the direction of the Principal, the Assistant Principal will:**

### **Leadership**

- Be accountable for leading, managing and developing all aspects of pastoral support across the Academy.
- Lead and manage teachers and support staff for coaching and CPE.
- Contribute to the wellbeing and development of the school by supervision of students, guidance of teachers and by organising and leading training and meetings as required.
- Attend regular meetings with the Extended Leadership Team, and Principal.

### **Safeguarding**

- To fulfil the duties of Designated Safeguarding Lead for Atlantic Academy.
- To work collaboratively with other Trust DSLs to develop policy and practice.
- To lead a team of Tier 3 safeguarding trained personnel.
- To ensure that all staff have appropriate CPD, in relation to safeguarding.

### **Operational/Strategic planning**

- Contribute to the production of the Trust policies.
- Maintain the register of admission and attendance for students at the Academy.
- Monitor and follow up student behaviour and attendance within the Academy.
- Create a climate which enables other staff to develop and maintain positive attitudes towards pastoral support and confidence and skill in supporting learning.
- Provide a role model for students and other staff through their personal and professional conduct.
- Work with colleagues to formulate aims, objectives and strategic plans for pastoral support which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- Ensure that Health and Safety policies and practices, including Risk Assessments, are in-line with national requirements and are updated where necessary.
- Work with the student support teams to ensure work across the Academy is matched to individual students' needs.

### **Curriculum provision and development**

- Liaise with the Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective pastoral programme which complements the Academy's strategic aims and the Academy Improvement and Development Plan.
- Lead development across the pastoral support area.
- Actively monitor and respond to pastoral support developments and change initiatives at national, regional and local levels.
- Coordinate the development of relevant pastoral support materials and to advise on appropriate pastoral support methods and strategies.
- Coordinate the implementation and development of effective schemes of learning, covering the CPE curriculum, which meet the needs of all students.
- Take account of wider curriculum developments.

**Staffing: Development; Recruitment and deployment**

- Take part in Performance Development arrangements, as guided by the Trust policy, and use the process to develop the personal and professional effectiveness of teachers and support staff.
- Provide pastoral updates to staff, and ensure regular pastoral training is completed for all relevant staff.
- Establish clear expectations and constructive working relationships among staff, including team working and mutual support; devolving responsibilities, delegating tasks, appropriate evaluating practice, and developing an accepted accountability.
- Be responsible for the efficient and effective deployment of support staff within your area of responsibility.
- Make appropriate arrangements for PHSE classes and coaching sessions when staff are absent, ensuring appropriate cover work and liaising with the Cover Supervisor/relevant staff to secure appropriate cover.

**Management of information**

- Make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Provide the Governing Body with relevant information relating to safeguarding and pastoral support.
- Establish clear targets for pupils' personal development, including behaviour and attendance and evaluate progress and achievement by all pupils.
- Use data effectively to identify pupils who are not meeting expectations in behaviour and attendance and when necessary, create and implement effective plans of action to support those pupils.

**Communication**

- Ensure that all members of the Academy are familiar with the pastoral support aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents / carers of students.
- Ensure that parents / carers are provided with high quality, informative subject reports.
- Establish a partnership with parents / carers to involve them in their child's learning across the Academy, as well as providing information about the curriculum, attainment, and targets.
- Liaise with partner schools, higher education, Industry, Examination Boards, and other relevant external bodies.
- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Awards Evening etc.
- Communicate effectively, orally and in writing, with Governors, Principal, Extended Leadership Team, staff, parents, agencies and the wider community, including business and industry.

**Student support**

- Alert the appropriate staff and partner agencies to problems experienced by students and to make recommendations as to how these may be resolved.
- Contribute through the faculty curriculum, where relevant, and to the wider curriculum through coaching and PHSE.



- Maintain agreed standards of conduct and behaviour of students within the Academy in line with Trust policy and Academy procedures, and to be available to help members of staff as problems arise.
- Liaise with student support and Principal over major problems.
- Monitor student attendance together with students' progress, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Monitor and support the overall progress and development of students' behaviour for learning.

### **Assessment**

- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and methods.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement relating particularly to attendance and behaviour, and for using this information to recognise achievement and to assist pupils in setting targets for future improvement.
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress.

### **Managing own performance and development**

- Understand the need to take responsibility for their own CPD and to keep up to date with research and developments.
- Understand their professional responsibilities in relation to Trust policies and practice, including the Trust Code of Conduct.
- Set a good example to pupils and staff in their presentation and their professional and personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

The Assistant Principal will play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Other duties as specified by STPCB not mentioned in the above may also be undertaken.

### **Person Specification**

We are seeking to appoint an ambitious, determined and empathetic Assistant Principal. The Assistant Principal will be a critical part of Atlantic Academy's Extended Leadership Team, reporting to the Principal and deputising in their absence. The successful candidate will have accountability for safeguarding across the school, ensuring the very best practice is evident and the highest standards are maintained. Much of the role involves oversight of the day to day running of the school with particular responsibility for the safeguarding and wellbeing of pupils and staff. The successful candidate will:

- Demonstrate a passion and commitment to improving the aspirations and outcomes for pupils.
- Demonstrate consistently high standards of teaching.
- Be a high-quality leader with the ability to inspire, lead and empower staff and pupils to perform and achieve their best.
- Provide clarity, direction and accountability for key areas and departments.

- Organise, break down, and prioritise solutions to complex challenges, through personal effort, experience, and by delegating effectively to others.
- Be a well organised, purposeful leader of systems and processes.
- Demonstrate a high degree of personal integrity and resilience and be committed to maintaining and developing strong, positive relationships with pupils, staff, parents, other schools, and people and organisations important to the running of the school.
- Be committed to the school and wider Trust's existing values but also prepared to challenge and develop current practice.
- Be able to work collaboratively with leaders across the Trust, including the Academy Leadership Team.
- Contribute to the wider co-curricular offer at Atlantic Academy.

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	How identified
Qualified Teacher Status	*		A/C
Enhanced DBS	*		C
Child Protection Designated training and experience	*		A/I/C/R
Early Help Assessment training and experience of the early help process		*	A/I
Knowledge of national legislation related to safeguarding and working with children and young people	*		A/I
Understanding of the issues related to disadvantage and pupil progress	*		A/I
Evidence of continuous professional development relevant to the post	*		A/I/C
Awareness of support available for pupil with Special Educational Needs and Disabilities		*	A/I
Awareness of organisations that offer support for pupils and families nationally and in the locality	*		A/I
Understanding, and application, of confidentiality	*		A/I
<b>EXPERIENCE</b>			
Experience of working to safeguard children and young people	*		A/I

Extensive experience of identifying, and working with, children or young people who are vulnerable or with specific social and emotional needs	*		A/I
Experience of working in education or other local government organisation	*		A/I/R
Working with external organisations, leading and attending multi-agency meetings	*		A/I
Working with parents/ carers and families	*		A/I
Experience of action planning and developing strategies for intervention and support		*	A/I
<b>SKILLS</b>			
Excellent organisational and time management skills	*		A/I/R
Excellent active listening, communication and interpersonal skills	*		A/I/R
Able to work independently and be a team player	*		A/I/R
Ability to consult, reflect and evaluate practice of self and others	*		A/I/R
Ability to prioritise workload	*		I/R
Excellent guidance, advisory, persuasiveness and negotiating skills	*		A/I/R
IT literacy (including Microsoft, Internet and Email)	*		A/R
Ability to keep accurate records and strong written communication and problem solving skills	*		A/I
Ability to build strong relationships and establish credibility with pupils, parents/ carers, academic staff and senior leaders	*		A/I/R
Have the ability to work effectively and network with a wide variety of support services	*		A/I
Willingness to attend training, undertake research and engage with professional development	*		A/I
Ability to appropriately plan, deliver and assess the impact of staff training		*	A/I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Professional and a positive role model	*		A/I/R
A patient and resilient attitude	*		A/I
Ability to remain calm whilst under pressure	*		A/I/R
Able to be flexible with work	*		I/R
Personable and approachable	*		A/I
A passion for social and emotional well-being and ensuring positive outcomes for children and young people	*		A/I
Work in ways that promote equality of opportunity, participation and diversity	*		A/I
Ability to motivate pupils	*		A/I
A commitment to abide by and promote the Trust's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
The post holder will have an energy, enthusiasm and a sense of humour	*		A/I
Ability to be professionally assertive	*		A/I
High level of initiative	*		A/I/R
Generosity of spirit and a positive outlook	*		A/I
Professional in appearance, manner and attitude	*		A/I/R

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### To apply:

To apply for this job, please complete the application form:

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.