Bluecoat Wollaton Academy

Assistant Principal

RECRUITMENT PACK

Closing date: 9th October 2026



WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.



James Higham
Chief Executive Officer

Archway Learning Trust

ABOUT THE ACADEMY

At Bluecoat Wollaton Academy, we pride ourselves on being a nurturing and inclusive community where every staff member plays a vital role in shaping young lives. Teaching and support staff benefit from a collaborative culture where ideas are shared, and successes are celebrated. Whether you're an experienced teacher or just starting your journey in education, you'll find a welcoming team ready to mentor and support you.

We are deeply committed to inclusive education, with a strong and well-resourced **SEND provision**. Our dedicated team works closely with students, families, and external agencies to create personalised support plans that meet individual needs.

We ensure access to a **broad, balanced curriculum** and promote independence, confidence, and achievement. With a nurturing environment and high expectations, we empower every learner to thrive academically and socially, celebrating diversity and fostering a strong sense of belonging.

Our forward-thinking **STEM provision** inspires curiosity, creativity, and critical thinking. Our curriculum is designed to equip students with the knowledge and skills needed for success in science, technology, engineering, and mathematics.

We foster partnerships with local universities and industry leaders to enrich learning and provide career insights. Our **dedicated STEM staff** are passionate about innovation and excellence, ensuring every student—regardless of background—has the opportunity to thrive in a rapidly evolving technological world.

We are also entering an exciting phase of growth. A £10.3 million expansion project, recently approved, will add 12 new classrooms and a state-of-the-art three-court sports hall to our campus

.This development will increase our capacity by 300 students and create new opportunities for staff, including additional teaching and support roles. The expansion reflects our commitment to meeting the growing demand for places and maintaining our outstanding educational standards in a modern,
well-equipped environment.



Cath Rowell- Principal

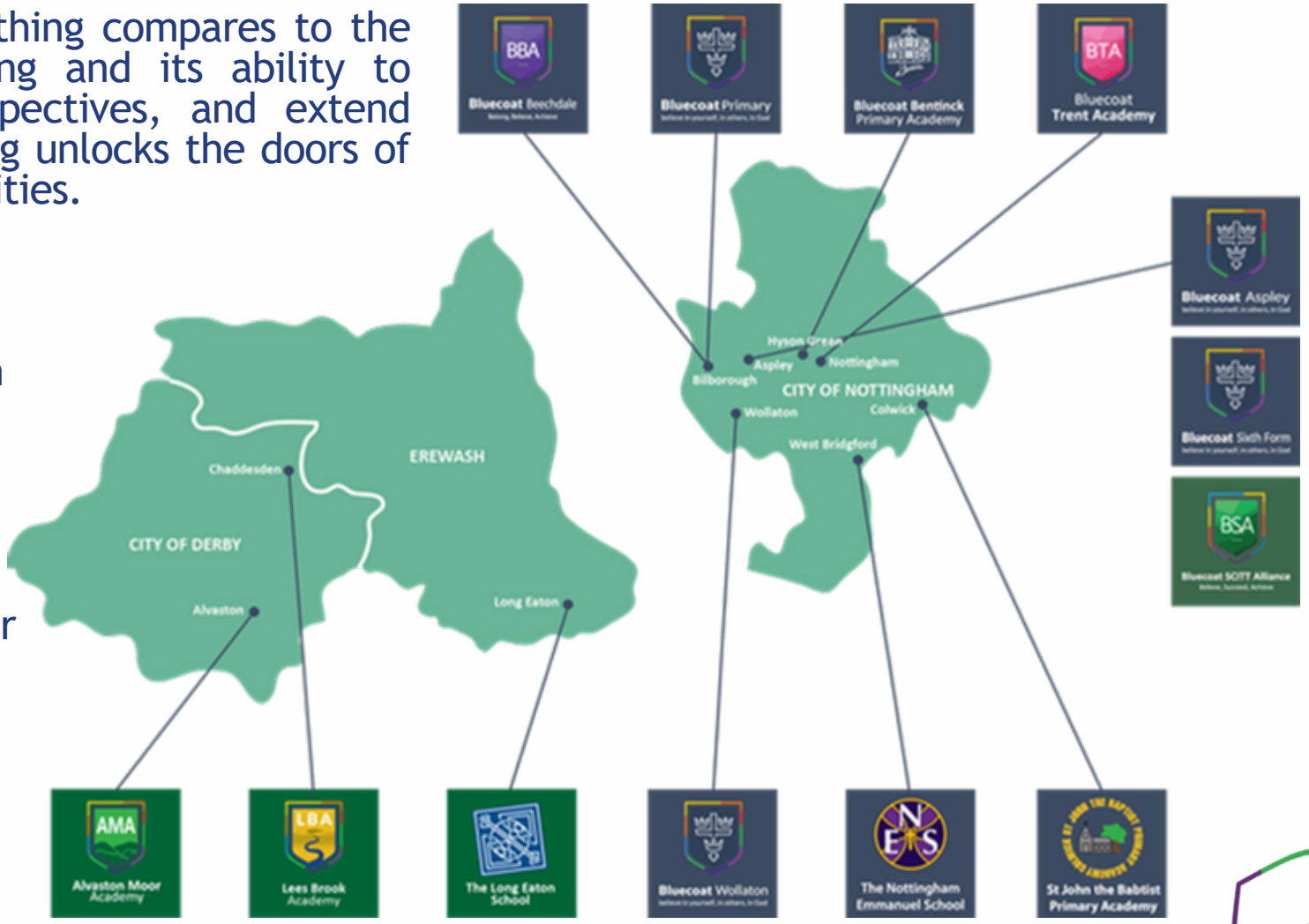
ABOUT ARCHWAY

Archway
Learning Trust

At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

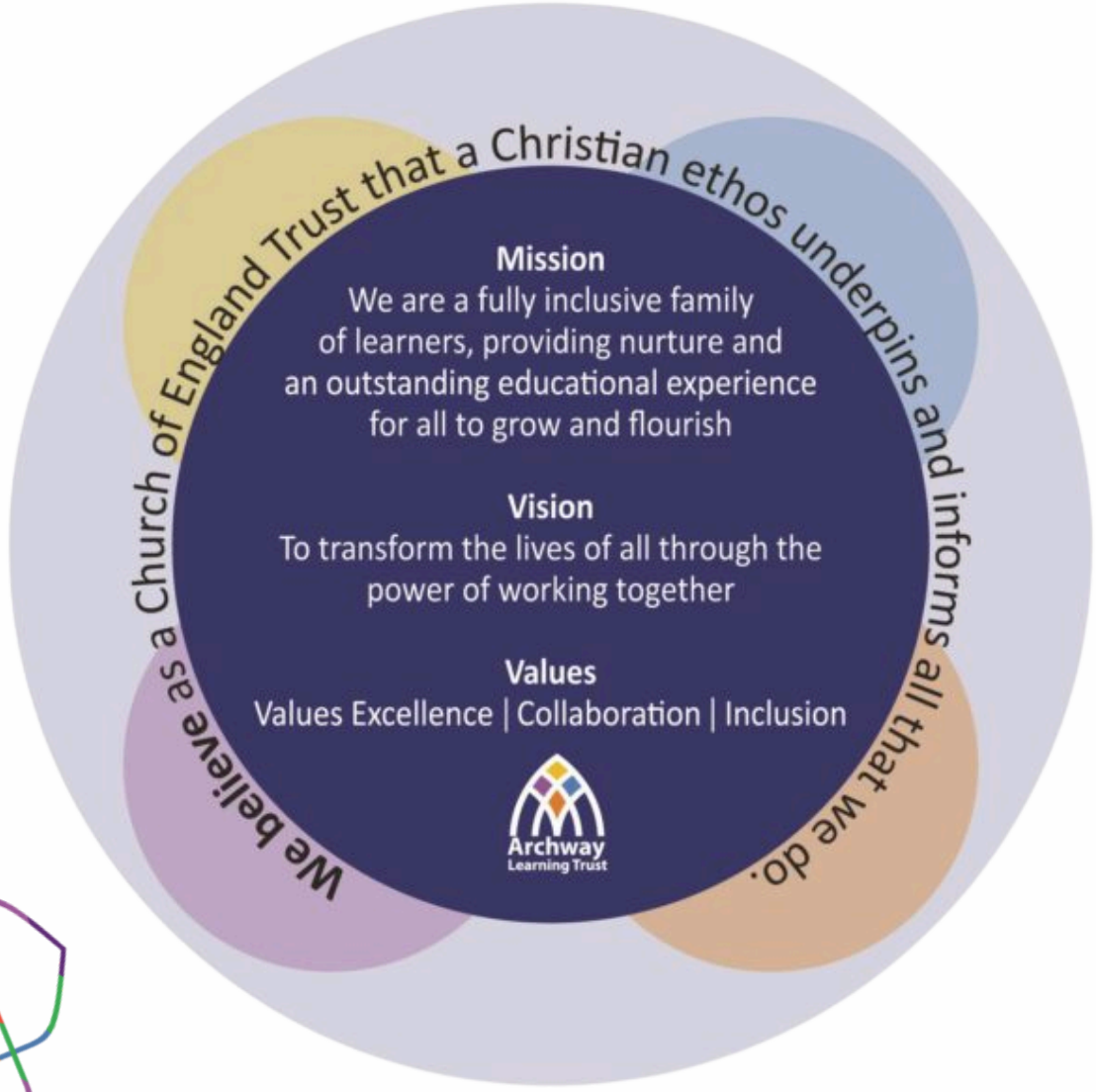
Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.



Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.





This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.

ABOUT THE ROLE

We are seeking an inspirational and committed Assistant Principal to join our Senior Leadership Team and help shape an exceptional educational experience for every student. This is a key leadership role for an individual who is passionate about fostering a culture where high-quality teaching, learning and personal development thrive within a nurturing, inclusive and ambitious environment.

Working closely with the Principal and wider leadership team, the Assistant Principal will contribute to driving high academic and pastoral standards across the Academy, ensuring that every student is supported to achieve their full potential. They will play a vital role in promoting inclusive education, championing the Academy's values and creating opportunities for all young people to develop the knowledge, skills and character needed to become confident, independent and respectful members of society.

The successful candidate will be a credible and collaborative leader who shares responsibility for the Academy's successes and challenges, demonstrates the highest professional standards and actively contributes to the strategic development of both the Academy and Trust. They will help build leadership capacity, model excellence in practice and promote a culture of ambition, equity, integrity and continuous improvement.

This role offers an exciting opportunity to make a lasting difference within a diverse and vibrant school community, working as part of a supportive leadership team dedicated to delivering outstanding outcomes for all students.

JOB DESCRIPTION

Title: Assistant Principal
Salary: TLFR 12 - From £67,898 per annum
Location: Bluecoat Wollaton Academy, NG8 1EA
Contract: Permanent, Full Time, Term Time Only.

Core Purpose

The Assistant Principal will support the strategic leadership of the Academy, helping to deliver high standards of teaching, learning and student wellbeing. As part of the Senior Leadership Team, they will promote an inclusive, ambitious and supportive environment where all students can succeed.

Key Responsibilities:

- Support school improvement and help maintain high academic and pastoral standards.
- Promote a culture of inclusion, ambition and high expectations for all students.
- Support the development of staff and leaders to strengthen practice across the Academy.
- Model and uphold the Academy's values, vision and professional standards.
- Work collaboratively with colleagues and the Trust to improve outcomes for students.

Assistant Principal Responsibilities

At the Academy we expect the Senior Leadership Team to be fully committed to:

- Comprehensive, community education within an urban, multi-cultural environment;
- The inclusive values and framework of the Academy
- Working as a mutually supportive team, sharing responsibility, successes and challenges;
- Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
- Maintaining high personal and professional standards in all aspects of Academy life;
- A consultative and participative approach to leadership and management;
- Being forward looking and anticipating change;
- Responsibility for their own professional and leadership development.

Expectations for Assistant Principals

Assistant Principals will:

- Model the Academy's values, vision and leadership expectations consistently.
- Uphold and enact Trust policies, frameworks and systems with fidelity.
- Demonstrate high levels of professional credibility and integrity.
- Promote a culture of excellence, inclusion, equity and ambition.
- Build leadership capacity and reduce dependency on central support.
- Provide constructive challenge where practice falls short of expectations.
- Contribute actively to Academy and Trust networks, working groups and strategic development.

PERSON SPECIFICATION

Personal Specification – Assistant Principal		
	Essential	**Desirable**
Experience	• Evidence of recent professional development • Successful leadership and management experience in a school • Experience of managing significant change effectively • Experience of leading on child protection and safeguarding within a school • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Proven and consistent track record of school improvement	• Experience of working in more than one school.
Knowledge and understanding	• An understanding of current educational developments and a clear grasp of issues relating to education. • Knowledge of behaviour leadership at whole school level • Comprehensive knowledge of up-to-date guidance and support regarding behaviour strategies. • Skills and knowledge to deal with student safety and behaviour. • A clear working knowledge of how to manage innovation and change. • Proven ability to analyse data, evaluate performance and plan for improvement. • Demonstrable knowledge of a range of effective behaviour management strategies. • An understanding of the need to utilise school resources effectively, with an awareness of best value principles. • Experience of Performance Management for support and/or teaching staff. • Effective communication and interpersonal skills and to build effective working relationships • Be creative and have highly developed problem solving, negotiation and decision-making skills and the ability to produce practical and innovative solutions • Excellent time management and organisation skills, including working under pressure and to deadlines	• Leadership and management of collaborative activities between academies/school and other organisations

PERSON SPECIFICATION

Skills and Abilities	• An ability to work in collaborative partnership with the full range of people, other school/academies and organisations associated with the Academy - staff, parents, governors, community, business, Diocese, Trust and LA. • Ability to set high and clear expectations and hold others to account for their performance, delivering clear messages to ensure (at least) good pupil progress including an ability to lead, manage and support teams. • Well-developed social and communication skills. • Tact, sensitivity, integrity, good judgement. • Confidence, independence and flexibility. • A commitment to the well-being of staff. • A commitment to and ability to lead Academy improvement and manage change. • An ability to lead and manage school standards. • Confident with data and IT. • Good organisational skills with the ability to prioritise work and meet deadlines. • Ability to lead school based INSET and parent information meetings. • Demonstrable coaching/mentoring skills to support the development of other staff. • A commitment to equal opportunities. • The ability to give and receive effective feedback and act to improve personal performance. • Stamina, motivation and dedication. • High Expectations and Aspirations. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Build positive and respectful relationships across the school community • Serve in the best interests of the school's pupils	

PERSON SPECIFICATION

Values	• A commitment to inclusive comprehensive education and a belief that education and hard work can transform lives. • Exemplify and promote the ethos and values of the school and the eight ways these are lived out at Bluecoat Wollaton. • An empathy for children from a wide variety of social and cultural backgrounds, but someone who doesn't tolerate low expectations. • Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct. • Be committed to and in strong support of the important Christian values of the Trust's religious foundation, no matter your own faith background. • A commitment to and ability to lead Academy improvement and manage change. • Commitment. A willingness to work hard, with enthusiasm and vision. • Demonstrates creativity, flexibility, enthusiasm and a keenness to embrace new ideas and challenges. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	

ARCHWAY BENEFITS

Archway Learning Trust

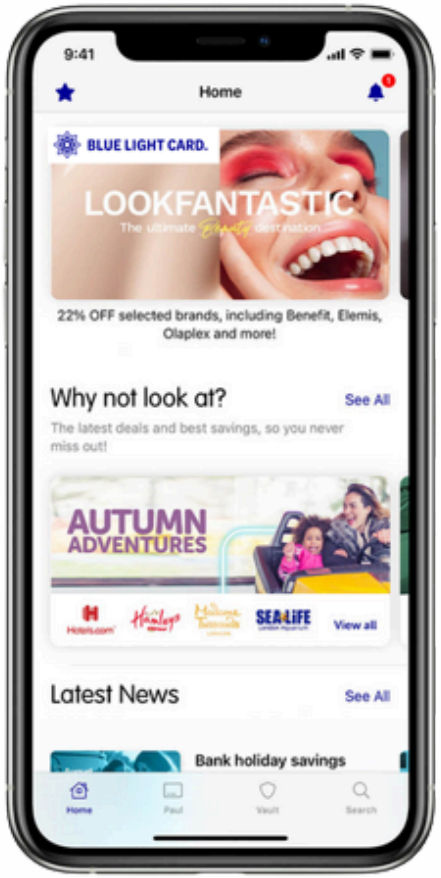
vivup

lgps

your care

Specsavers

BLUE LIGHT CARD



From day one, our employees are entitled to a range of Archway benefits:

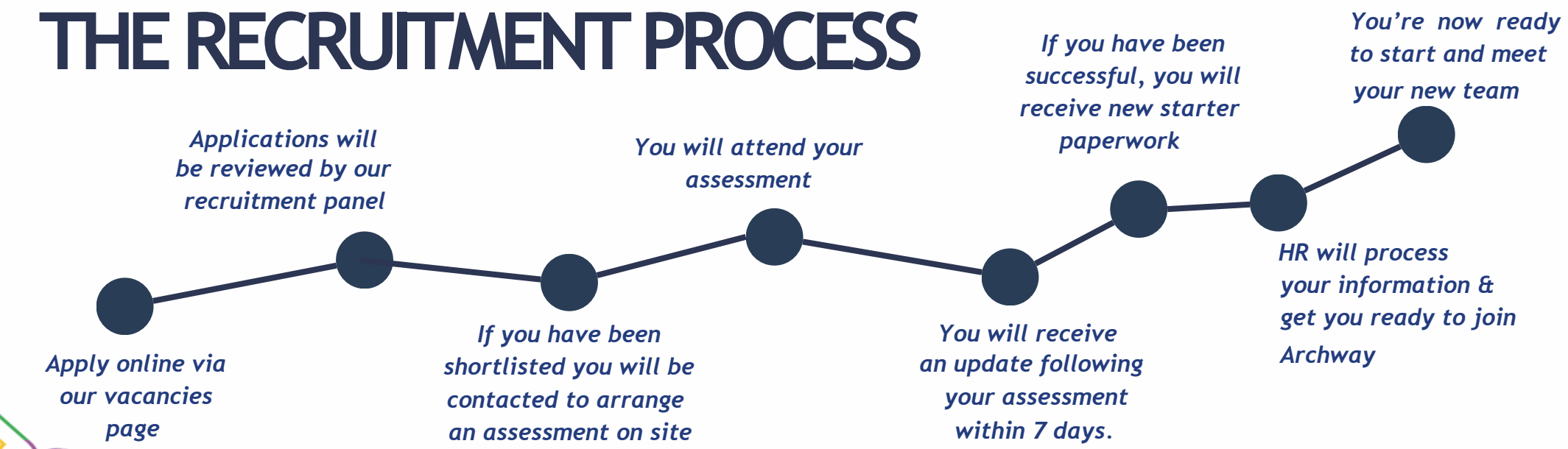
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine

HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

Apply via our vacancies page at https://www.archwaytrust.co.uk/vacancies/ by 9th October 2026.

THE RECRUITMENT PROCESS



SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

References

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

Online Checks

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Equal Opps.

We are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.