

Vacancy Available



Deputy Principal

West Craven High School

Salary: Leadership Group Range L17 – L20

Introduction

Thank you for considering a role with Pendle Education Trust. It is an exciting time to become part of our family as we continue to develop and improve the educational standards of Academies across the borough.

Sponsored by 'Outstanding' Nelson and Colne College (NCC), we currently have five Academies within our Trust benefiting from NCC's guidance, support and high expectations in creating the best possible opportunities for Pendle's young people.

Our aim is simple. We exist to empower, enable and inspire schools to provide a world class education, supporting through exceptional leadership collaboration, innovative thinking and a clear understanding of local needs. The aspirations and success of young people locally remains at our heart, and we look forward to welcoming new additions to our Trust over the coming months and years.



The Role

As a Deputy Principal at West Craven High School, you will be providing essential support to our Principal, Anne Bonney.

The role provides an excellent career opportunity for a driven and ambitious leader to make the move into deputy principalship. It provides all the challenge and operational content of a 'traditional' Deputy Principal role, with the added bonus of sharing good practice and support and opportunities across the Trust.

It is the opportunity to directly impact on the lives of local children by ensuring that day-in, day-out they receive the very highest standards of teaching and learning, have varied life experiences and are nurtured in a safe and positive educational environment.

As a key member of the Senior Leadership Team (SLT) the successful candidate will have a key role in the raising of standards and securing excellent provision, for both students and staff, on our journey of school improvement. Working in an incredibly supportive environment, the successful applicant will have considerable opportunities for professional development through both recognised qualifications and coaching/mentoring opportunities.

West Craven serves the local community of Barnoldswick on the Lancashire / Yorkshire border and the wider community as a small and vibrant secondary school for young people aged 11 to 16 years. In September 2016, West Craven High School elected to become an academy in Pendle Education Trust, sponsored by the outstanding Nelson and Colne College and Anne Bonney took up post as Principal in September 2017.

Anne's vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the school family. Anne's vision involves educating the whole child; our school motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the school and the opportunities beyond the classroom. As a school at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers.

The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust, the future of the school is bright. We just need an outstanding and passionate Deputy Principal to support Anne to achieve her vision.

Part of the Family

West Craven High School works collaboratively another member of our family, Colne Primet Academy and there are many opportunities for sharing of good practice and ideas.

Why join our Family?

Aside from the exciting opportunity to change local children's lives, joining our Trust will open up a number of additional opportunities to share best practice with our other Academies. We are keen to develop a strong group of inspirational leaders who can contribute to the future success of the Trust. In doing so, we will offer future opportunities for career progression.

There will be considerable opportunities for professional development including the Trust sponsoring you through recognised leadership qualifications. In addition there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all trust staff.

Your terms and conditions of employment will be exactly the same as they are now. Pendle Education Trust implements National Teachers' Pay Standards and the same annual leave; pension arrangements; sick pay entitlement, etc. apply. You really won't notice any change at all to the contract of employment other than Pendle Education Trust will be your employer.

As a Deputy Principal you will benefit from the expert, specialist advice of core trust staff for Human Resources, Finance, Estates, Health and Safety and Network Systems. We support our leadership teams by providing these services responsively and in line with the needs of our Academies.

If you would like to talk informally about the role, or visit the school, please contact Anne Bonney on head@westcraven.co.uk or via 01282 812 292. **We look forward to hearing from you!**



Anita Ghidotti
Chief Executive
Pendle Education
Trust



Anne Bonney
Principal

Key Responsibilities

- Play a key role, alongside the Principal, in the monitoring of student, staff and Academy performance.
- Work with the Principal to contribute to the strategic planning for the Academy, anticipating needs and responding to developments both in the local community and in a national context.
- Assist in the task of ensuring that management, finances, organisation and administration of the Academy support its vision and aims and are appropriate to the Academy's present and likely future resources.
- Assume responsibility for the discharge of the Principal's functions at any time when she is absent from the Academy in accordance with Academy policy and the agreed approach of the Principal.
- As part of the Senior Leadership Team (SLT), maintain a high profile as an example of best and leading practice, bringing out the potential for leadership in others and stimulating colleagues with a positive, active and supportive attitude.
- Collaborate with the Principal and SLT to use assessment data to raise attainment effectively for all students.
- Support the Principal in the appointment of staff and line manage and review the performance of several members of staff as part of the Academy's Appraisal procedures.
- Deal promptly and effectively with any poor performance of staff, teams or students.
- Work with the Principal and SLT to ensure good order and discipline, and assist in the creation of a stimulating, attractive and tidy environment in the Academy.

Trust Responsibilities

- Assist in the task of ensuring that management, finances, organisation and administration of the Academy support its vision and aims and are appropriate to the Academy's present and likely future resources.
- Share the Trust's Vision, Mission, Values and behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Work flexibly including, where necessary, evenings and weekends.
- Any other duties that the Chief Executive consider appropriate.

Person Specification

Qualifications and Attainments

Education to degree level
Teaching qualification
Higher degree
Professional qualification in a relevant area

Essential
Essential
Desirable
Desirable

Knowledge

A thorough knowledge and understanding of the major aspects of secondary provision and the issues which impact the sector
Knowledge of new Government legislation and curriculum requirements
A sound understanding of equality and diversity

Essential
Essential
Essential

Experience

Successful experience of leadership in a secondary school setting
Experience of responsibility for developing, monitoring and evaluating an aspect of school provision
Experience of monitoring and analysing data at a school-level to drive improvement
Experience of leading, managing, coaching and mentoring staff

Essential
Essential
Essential
Essential

Skills and Abilities

To be flexible and able to take both a proactive and responsive approach to change
To be a good communicator and be able to present to a wide range of audiences
To promote equality of opportunity throughout all aspects of Academy life
To lead others with energy, enthusiasm and tenacity to command respect and to provide an environment where others feel valued and motivated

Essential
Essential
Essential
Essential

Attitudes and Beliefs

Commitment to excellence
Commitment to inclusivity, equality and diversity
Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential
Commitment and passion for excellence in teaching and learning for children at all levels
Commitment to ensuring a healthy and safe environment and the welfare of children and staff
Commitment to quality and to continuous personal and Academy improvement
Commitment to high professional and personal standards of work and conduct
Commitment to the values of Pendle Education Trust

Essential
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Essential

Application deadline: Midday on Wednesday 11th July

You can apply by visiting the Trust's website at www.pendleeducationtrust.co.uk

Part-time applications are welcome

Interview date: Thursday 19th July

Equality of Opportunity

Equality and Diversity is at the heart of what we do. We ensure children and staff are aware of the value placed upon equality and diversity and will address disadvantage and seek to raise the aspirations of all.

We collect and monitor data to ensure that all groups are treated equally and fairly to identify any under representation.

Safeguarding of Children and Vulnerable adults

We recognise that our staff play a vital role in safeguarding the welfare of children in our care. We have a comprehensive child protection policy to ensure that the welfare of our children is placed at the centre of all of our activities.

All appointments are subject to satisfactory DBS checks and references.

Safeguarding of Children and Vulnerable adults

Any personal information we gather for recruitment and selection processes will be kept secure and handled with respect in accordance with the processing principles set out in the Data Protection Act.

Apply today

To submit an application, please click on the “Apply” link on the Trust’s main recruitment page. A supporting statement forms part of the online application. We would welcome details of how your skills and experiences match the criteria in the person specification and ideas for contributing to our school improvement journey. There is no requirement for a separate letter or CV. Should you require any support in completing this, please don’t hesitate to get in touch with mspencer@colneprimet.co.uk who will be able to assist you.

We look forward to hearing from you.

Please note: All of our positions are subject to an enhanced DBS check. If there’s any reason why this may preclude you from being considered, please contact the Pendle Education Trust team.

Contact Pendle Education Trust

Tel 01282 440 249

Email info@pendleeducationtrust.co.uk

Pendle Education Trust

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