



**Job Application Pack
Assistant Principal
Curriculum/Timetabling**

Salary: Permanent, Full Time
Leadership Pay, L12 – L16

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position in the city.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was recently graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new; state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the river Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Primary and Secondary Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Welcome from the Principal



Cath Rowell, Principal provides leadership to the Trusts successful and passionate Bluecoat Aspley Academy.

Bluecoat Aspley Academy offers a caring, nurturing and secure environment that enables every member of our academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Aspley Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. We are absolutely delighted that during our recent Ofsted inspection our Personal Development and Welfare, as well as our Leadership and Management were rated as 'Outstanding' with an overall judgement of 'Good'. All at Bluecoat Aspley Academy are very proud of our rich history, faith and belief as well as our truly inclusive nature. Our vision is to ensure that all students make progress, regardless of their background, ability or starting point and we celebrate the impact of our specialist SEN provision on site.

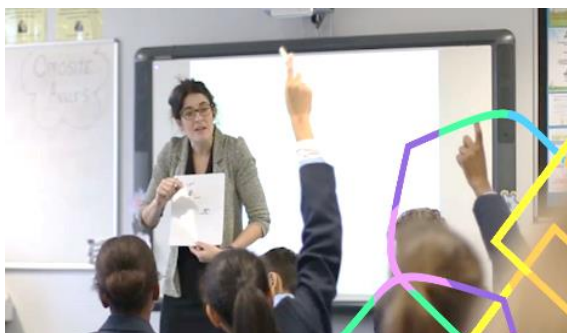
We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in others, in God and it is this belief that ensures Bluecoat Aspley Academy continues to offer the best educational experiences possible for our students, our staff and our community.

The Vacancy

The Assistant Principal will be responsible for the strategic development of the curriculum, standards and the timetable. This will provide an opportunity for someone with a proven track record of raising standards to impact directly in an academy with huge ambitions for the future.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Aspley Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to recruitmentbaa@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing Date: 9am, Monday 25th March 2019

Interview Date: W/C 25th March 2019

Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Job Description

POST TITLE:	ASSISTANT PRINCIPAL – Curriculum
GRADE:	LEADERSHIP PAY SCALE L12 - 16
MAIN PURPOSE:	Providing strategic leadership and direction to secure the raising of student attainment levels and promoting the vision, ethos, culture and policies of the Academy. Developing the curriculum to ensure it is fit for purpose and meets the needs of all learners. Writing the timetable to achieve the best outcomes for children alongside the best value for money and leading the options progress for our learners. Teaching and promoting the highest standards of behaviour in order to promote a calm working environment across the Trust and to create an atmosphere conducive to learning, as well as working closely with middle and senior leaders to ensure progress for all students. The successful candidate will also liaise with pastoral leads to ensure that there are no barriers to academic outcomes, whilst ensuring that intervention at subject level is in place to meet all needs.
RESPONSIBLE TO:	Principal
RELATIONSHIPS WITH:	Senior and Middle Leadership Team Trust wide teaching colleagues Data Officer Exams Officer SENCo / Teaching Assistants Support Staff Parents Local community and educational providers Governors and other stakeholders

Introduction

The Assistant Principal will work with the Principal and other members of the Senior Leadership Team to provide the strategic direction of the Academy and overall Trust. The post holder will have responsibility for curriculum design, timetable and progress.

The Assistant Principal has a duty to promote high quality in all aspects of the work of their team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

Specific Responsibilities

- To lead the curriculum, developing creativity and innovation
- Monitor and evaluate the implementation of the Academy's curriculum
- Monitor and evaluate student progress and engagement and work with other leaders to enhance this.
- Writing the Academy timetable with support from the academy data manager and Trust team
- Advise the Principal on staffing the curriculum
- Lead on the options process
- Have strategic oversight of Mock examinations and assessment windows in that academy
- Help facilitate pathways into Sixth Form study
- Lead Assemblies
- Line manage others at middle leader level

Classroom teaching

- Develop a classroom environment and teaching practice which secures effective learning and provides a professional model, clearly demonstrating effective teaching, classroom organisation, learning environment and high standards of achievement, behaviour and discipline;
- Monitor the quality of one's own teaching and students' achievements including the analysis of performance data and appropriate intervention;

Strategic Leadership

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

- Leadership and strategic development;
- Leading and managing staff;
- Supporting staff in their development needs;
- Working with Subject Leads to quality assure work across the Academy;
- The implementation of whole Academy policy and practice;
- Contributing to whole Academy and wider community development;
- Undertaking professional duties and tasks as reasonably delegated by the Principal;
- Participating in whole Academy planning and policy making;
- Attending senior staff and other Academy committees and meetings;
- Liaison with appropriate agencies outside of Academy, e.g. LA advisors and inspectors, industry, business and the wider community.

Leadership of Staff

- Develop positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- Contribute to the implementation of the Trust's Appraisal policy;
- Support staff with matters of student behaviour and discipline;
- Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

The Trust expect staff to dress in a manner consistent with the professional nature of the post, working with young people and the values of the Academy.

Personal Specification		
	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> Relevant 'A' Levels (or equivalent) and degree; Qualified Teacher Status. 	<ul style="list-style-type: none"> Good honours degree (2:1 or better); Completion of middle/senior leader CPD.
Experience	<ul style="list-style-type: none"> Relevant teaching experience or teaching practice; Experience of working with students of a wide range of abilities and needs, including EAL; Experience of leading a staff team and whole school projects; Monitoring, evaluating and reviewing classroom and assessment practice and promoting improvement strategies, challenging underperformance and ensuring corrective action; Supporting staff in setting high expectations and challenging targets. 	<ul style="list-style-type: none"> Currently working in UK Secondary school; Relevant 'life experience' e.g. time working in business or industry. Experience of working within a Multi Academy Trust and/or an all-through school (4 -19); Experience of working with/ leading teachers from other schools. Has been a middle leader themselves Has experience of the timetabling process Has led on options before or has understanding of the process in some way.
Knowledge and understanding	<ul style="list-style-type: none"> An understanding of current educational developments and a clear grasp of issues relating to education in general; The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); Statutory National Curriculum requirements at the appropriate key stages; The monitoring, assessment, recording and reporting of pupils' progress; An understanding of leadership and management in schools; A sound understanding of school evaluation including the processes within Ofsted; The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; The positive links necessary within the Trust and with all its stakeholders; 	
Skills and Abilities	<ul style="list-style-type: none"> Ability to use innovative, active teaching methods; Ability to use ICT as a learning/admin tool; An ability to work in collaborative partnership with the full range of people associated with the Trust - staff, parents, governors, community, business, Diocese and LA; Effective communication skills, written and verbal; Ability to use data effectively to drive school improvement; An ability to work effectively in and support teams; Good organisational skills; 	

	<ul style="list-style-type: none"> • Ability to work with students with special needs or who are Academically More Able. • Ability to develop resources across the curriculum. 	
Personal Characteristics	<ul style="list-style-type: none"> • An empathy for students from a wide variety of social and cultural backgrounds; • Ability to support and lead the important Christian values of the Trust; • A willingness to work hard with enthusiasm and vision; • Tact and sensitivity; • Integrity and good judgement; • A sense of humour • Confidence, independence and flexibility; • Able to motivate self and others; • Calm under pressure; • Well-organised. 	