



ASTON ACADEMY

PRINCIPAL CANDIDATE PACK



Dear Colleague,

Thank you for your interest in this exciting role with ACET.

Aston Community Education Trust (ACET) is a not for profit charity established since May 2011, which sponsors primary and secondary academies in South Yorkshire and Derbyshire. The Trust is one single organisation made up of all our academies which share the same vision and values. We regard ourselves as a family of schools, working together to ensure that all our young people benefit from high quality educational provision which will enhance their life chances and ability to contribute to the local and wider community. We care deeply about our young people and prioritise them and their learning at all times. We recognise the important influence parents/carers have on their children's lives and work closely with them in helping to improve their children's self-esteem, resilience and learning progress.

We believe that local children should attend local schools and so our academies are not selective in admitting children. All our academies are fully inclusive and welcome children from all backgrounds and ability groups, including those who might be categorised as vulnerable. We are committed to meeting the needs of all our children, believing they possess unlimited potential and that it is our responsibility to unlock that potential and empower them to be the very best that they can be.

We value our staff, striving to recruit and retain high quality practitioners and to develop and deploy them to their best effect. We follow the guiding principles of School Teachers Pay & Conditions and National Joint Council Conditions of Service and endeavour to engage positively with professional associations. We recognise and accept our responsibility to collaborate with other organisations in promoting the development of education provision as a whole.

We want to be known for our track record in improving schools and raising standards; prioritising attendance, behaviour, English and Mathematics. We want happy, healthy and confident children in our academies and believe that Physical Education and Sports make an important contribution to physical and mental wellbeing. We fully appreciate the fundamental importance of learning to read well and, therefore, strive for excellence in the teaching of Reading in all of our academies and are extremely proud of the outstanding provision we offer in the Early Years Foundation Stage (EYFS). Whilst focusing on these core skills, ACET academies offer a wide curriculum model which provides for all aspects of a child's development. Whilst prioritising English and Mathematics, we also promote a broad and balanced curriculum, which maximises opportunities to promote fluency of reading whilst enabling all pupils/students to flourish and develop across all subject areas.

ACET, through its academies:

- is committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity;**
- believes that every person is unique;**
- works together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution;**
- recognises that parents/carers are key to supporting the learning of their child and seeks to establish positive working relationships between home and academy;**

- works to establish a partnership with the local and wider community to support our young people taking a successful place in society;
- ensures that all adults recognise their responsibility to safeguard and promote the welfare of children;
- values all staff, Governors and volunteers and provides high quality training and opportunities to ensure their on-going development.

Aston Academy

Aston Academy is the founding academy of ACET which comprises three senior and nine junior academies in the Sheffield/Rotherham and Derbyshire region. ACET is led by a Board of Trustees, with each academy having its own Local Governing Body which includes representatives from parents/carers, staff and the local community.

At Aston Academy, we are committed to providing high quality learning and teaching, enabling everyone to reach their full potential, whatever their age, ability, gender or ethnicity. We believe that every person is unique and we work together in an inclusive environment of mutual respect and consideration, valuing everyone's contribution. Through our partnership with the local and wider community we aim to support our young people in successfully taking their place in society.

We are seeking an exceptional leader to continue Aston Academy's journey to outstanding. Aston Academy is located on the border of Rotherham/Sheffield in South Yorkshire, providing education for Y7-Y13 students. As a result of the growing local population due to the new housing development at Waverley, the total number of students on roll has now been increased to 1800. Recent capital investment has led to the development of state-of-the-art Science, Sports and Technology facilities to enhance the delivery of the highest standards of learning and teaching.

This is a fantastic opportunity for a current Headteacher/Principal to take the next step in their career and contribute significantly to the development of ACET's Secondary Principal Team. There is also the potential to contribute to ACET's future development in relation to possibilities for trust growth.

The successful candidate will benefit from support and challenge from the ACET Executive Team and Trustees as well as from the Local Governing Body of Aston Academy. We provide high-quality training and coaching for all principals, alongside induction support and mentoring for those new in post or new to the trust.

The successful candidate will share a commitment to the ACET vision and values and be able to demonstrate a successful track record of senior leadership in a secondary school. It is imperative that the successful candidate can articulate how they will lead the academy from good to outstanding.

If you believe you have the skills, passion, drive and commitment for this exciting role, we very much look forward to hearing from you. To discover more about this exciting opportunity, please contact Gemma Shore, ACET HR Manager via gemma.shore@astoncetrust.org

Yours faithfully,

Rebecca Scutt
Acting CEO

EXTERNAL ADVERTISEMENT



Post Title:	PRINCIPAL
Place of Employment:	Aston Academy (ACET Multi-Academy Trust)
Hours of Work:	Full time
Salary:	Leadership scale, L31 – L37 (£88,187 - £102,159)* <i>*pay award pending, September 2022</i>
Appointment:	Permanent
Date of Commencement:	January 2023 (or as soon as possible after this date)
Closing Date:	12 noon Monday 26th September 2022

We are seeking an exceptionally talented individual, who will provide highly effective leadership of Aston Academy, the founding academy of ACET (Aston Community Education Trust). The successful candidate will already have significant experience at senior leadership level, with a proven track record of successful leadership of a school/academy.

As part of a Multi-Academy Trust, the successful candidate will work collaboratively with other senior leaders of academies across ACET, the Academy Improvement Team and the Executive Team. This is an exciting opportunity to lead the further development of ACET's largest academy and to play a fundamental role in the Secondary Principals' Team, embedding the ACET vision, values and alignment.

The successful candidate will:

- Hold high expectations for every member of the academy community;
- Have the experience, skills and determination to lead a large academy;
- Demonstrate excellent interpersonal, communication and leadership skills;
- Be a highly effective and resilient leader, with a passion for developing others;
- Be experienced, knowledgeable and effective in all safeguarding practices;
- Ensure that the academy provides every student with an outstanding quality of education which promotes the highest possible standards of achievement;
- Secure high levels of performance and value added for all students, especially the most vulnerable;
- Secure the long term success of the academy by maximising potential through the skills and resources available;
- Develop and maintain collaborative links within ACET and the wider education community;
- Be forward-thinking, open to challenge and new ways of working.

Aston Academy is a large secondary academy with more than 1700 students on roll and over 200 staff, therefore, this post is ideal for an existing Headteacher/Principal who can demonstrate success in their current role, and who is looking for the next step in their career.

Application Details

Candidates considering this post are encouraged to arrange an informal discussion with the Acting CEO, Rebecca Scutt, in the first instance. This can be arranged by contacting the Senior HR Manager, Gemma Shore, on gemma.shore@astoncetrust.org.

For further information and to apply, please visit <http://www.astoncetrust.org/index.php/vacancies>. Applications should be made on an ACET application form (CVs will not be accepted), and should be returned by email to gemma.shore@astoncetrust.org by the specified closing date.

Safeguarding

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the 'policy' section of our academy websites.

It is an offence to seek employment in regulated activity if you are barred from working with children. This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are "spent" under the provisions of the Act. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. Additional checks in relation to the Childcare Disqualification Regulations will be undertaken for successful candidates to junior academies. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

Equality

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

Please note if you have not received a reply within three weeks, your application has been unsuccessful.

JOB DESCRIPTION



POST TITLE: PRINCIPAL

OVERALL PURPOSE OF THE POST

The post-holder will:

- Provide strategic leadership and management to ensure every student is provided with an outstanding quality of education, promoting the highest possible standards of achievement;
- Secure high levels of performance and value added for all students, especially the most vulnerable;
- Secure the long term success of the academy by maximising potential through the skills and resources available;
- Build leadership capacity within the academy through a passion for developing others;
- Develop and maintain collaborative links within ACET and the wider education community;
- Ensure the academy contributes positively and inclusively to the local community, developing and maintaining relationships in line with ACET vision and values.
- Contribute to the development of the ACET Secondary Principal Team securing greater alignment and opportunities for collaborative working.

MAIN DUTIES AND RESPONSIBILITIES

Leadership

- Provide positive, aspirational and consistent leadership;
- Establish a culture and curriculum which fulfils the vision and requirements of the local community and the vision of the academy and trust;
- Provide strategic leadership in operational activity, implementing rigorous and sustainable policies and strategies in order to transform outcomes for students;
- Work positively with the academy community to ensure all students access a first class quality of education;
- Promote the reputation of the academy and ACET;
- Actively promote the health and wellbeing of the whole academy community;
- Achieve robust systems for safeguarding, pastoral care and personalised learning to ensure every student feels safe, valued and supported;
- Attend LGB meetings, preparing timely reports on the work of the academy, and on occasion contribute to Trustee meetings at Trust level.

Education Provision and Standards

- Be accountable for academic results at KS4 and KS5, ensuring that all the relevant intervention and monitoring is in place to secure the best possible outcomes for students at the end of each Key Stage;
- Ensure that a relevant and broad curriculum is developed and implemented, resulting in effective learning and assessment practices;
- Encourage and promote innovation ensuring that the academy can meet the changing needs and demands consistent with government guidelines and requirements;
- Ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs;

- Develop a culture where students feel safe, demonstrating exemplary behaviour and attitudes;
- Work as part of the wider trust, sharing best practice, and promoting the development of staff through mentoring and coaching, sharing resources and collaborative working to benefit all academies in the Trust.

Finance, Personnel and Resources

- Secure the support of colleagues and governors from across the academy, as required, to ensure improved outcomes for students;
- Ensure that all activity in the academy is conducted in accordance with, and with strict adherence to, legal requirements and regulations;
- Ensure departmental budgets are managed appropriately;
- Ensure the recruitment, leadership, wellbeing and motivation of a committed, effective and diverse workforce who understand their roles and promote high quality learning;
- Lead and motivate staff at all levels, to ensure effective working relationships and to maximise the contribution of all staff to improve the quality of education for students;
- Manage the effective deployment and performance of staff, including providing effective induction, continuing professional development and performance management;
- Collaborate with the CFO, Assistant CFO and Acting CEO, to make best use of academy funding to optimise the educational environment;
- Ensure that all resources are organised and managed to provide the best possible outcomes for students;
- Ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the academy/trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
- Work in other ACET academies, as required (with travel payment if appropriate).

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

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PERSON PROFILE



POST TITLE: PRINCIPAL	Essential	Desirable
QUALIFICATIONS & TRAINING		
Educated to degree level	✓	
Qualified Teacher Status (QTS) or equivalent	✓	
NPQH or NPQSL (or working towards)		✓
Recent and relevant professional development	✓	
EXPERIENCE		
Successful track record of leadership at Head/Principal level in a secondary setting	✓	
Demonstrable evidence of raising standards of teaching, learning and student progress, which ensures all students are provided with high quality education which promotes the highest possible standards of achievement	✓	
Demonstrable experience of securing high levels of performance and value added for all students, especially the most vulnerable	✓	
Evidence of impact on outcomes/results at KS4 and/or KS5	✓	
Substantial involvement in the strategic academy improvement planning process	✓	
Evidence of highly effective leadership and management of people, including developing staff at all levels	✓	
Evidence of achieving robust systems for safeguarding, pastoral care and personalised learning to ensure every student feels safe, valued and supported	✓	
Detailed knowledge of curriculum at KS3 and KS4 and extensive experience of curriculum delivery, monitoring and assessment	✓	
Knowledge of curriculum at KS5 and experience of curriculum delivery, monitoring and assessment		✓
SKILLS & ABILITIES		
Ability to demonstrate what excellence looks like in educational leadership and management	✓	
Ability to develop, empower and support staff to ensure maximum contribution of all staff to improve the quality of education for students	✓	
Ability to mentor, inspire, coach, influence and motivate others	✓	

Ability to inspire high levels of performance in all students regardless of their starting points	✓	
Ability to analyse and interpret complex data in order to drive academy improvement	✓	
Ability to effectively manage academy and departmental budgets	✓	
Ability to work with the Local Governing Body to achieve best outcomes for the academy community	✓	
ATTITUDE AND BEHAVIOURS		
Commitment to ACET vision and values	✓	
Commitment to own personal and professional development	✓	
Approachable, reliable, resilient, has presence and is highly visible to students, parents/carers, staff and the wider community	✓	
Strong decision maker, with a willingness to take responsibility and ownership	✓	
Innovative, strategic and visionary	✓	
Inclusive and collaborative	✓	
Commitment to promoting and safeguarding the welfare of young people	✓	
Committed to ensuring equality of opportunity for all	✓	
Commitment to working with the wider community, celebrating the diversity of our students and embracing the role of parents/carers and families	✓	
Willingness to work as part of the wider trust, sharing best practice and promoting the development of staff through mentoring, coaching, sharing resources and collaborative working to benefit all academies in the Trust	✓	
OTHER REQUIREMENTS		
Valid driving licence with entitlement to drive in the UK		✓
Satisfactory completion of all pre-employment checks, including an Enhanced DBS disclosure with children's barred list checks	✓	

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ACADEMY INFORMATION

CURRENT PRINCIPAL	Mr Dominic Curran
ADDRESS	Aston Academy Aughton Road Swallownest Sheffield S26 4SF
TELEPHONE	0114 2872171
EMAIL	info@astonacademy.org
WEBSITE	http://www.astonacademy.org

TRUST INFORMATION

ACTING CHIEF EXECUTIVE OFFICER (CEO)	Ms Rebecca Scutt
ADDRESS	ACET House 66 Holderness Drive Aston Sheffield S26 2BH
TELEPHONE	0114 287 1181
EMAIL	contactus@astoncetrust.org
WEBSITE	http://www.astoncetrust.org



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