



Job Application Pack

Assistant Principal - Outcomes

Full time, All Year Round
Salary: L12 - 16

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 academies.

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, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based 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.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

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 a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners 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 graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

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 Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

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

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based 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.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



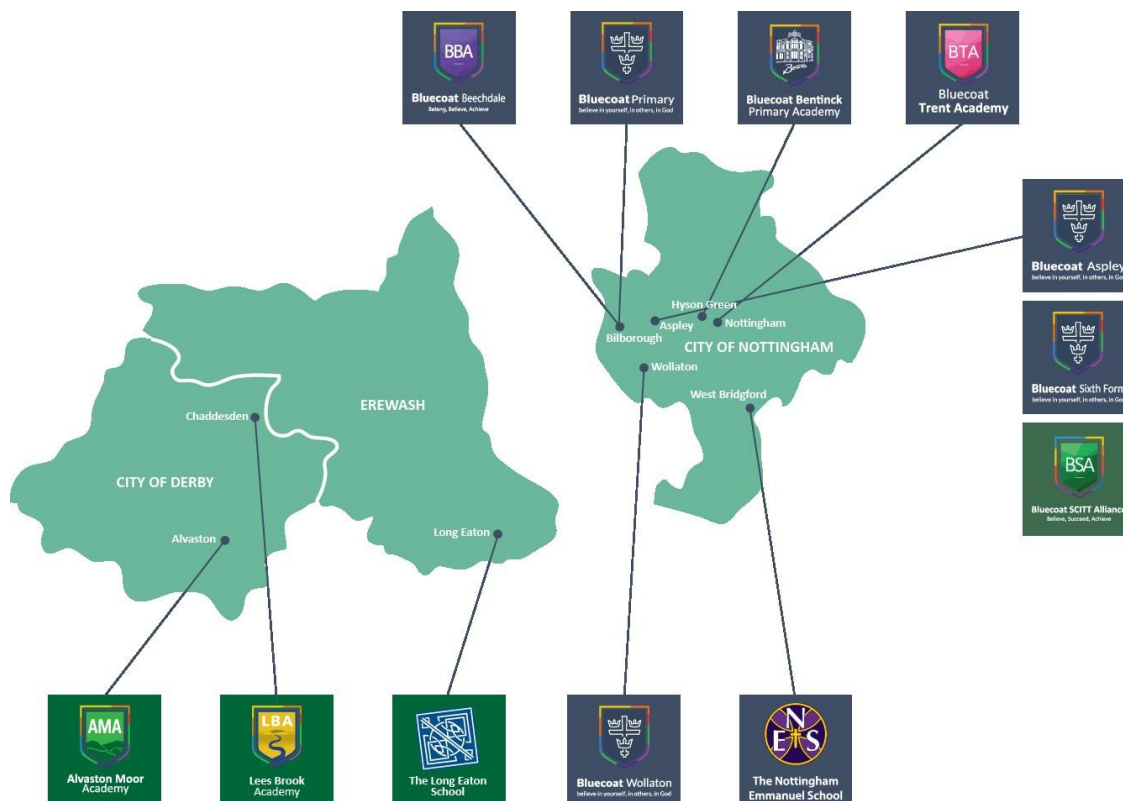
Alvaston Moor Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal



The Nottingham Emmanuel School opened in 2002 and moved to our current building in late 2008. 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.

At The Nottingham Emmanuel School, we strive for excellence in all elements of school life. We are entirely focused on delivering the highest standards of teaching and also insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take the next step in their lives.

We believe that education is a vehicle to transform lives and provide each child the opportunity to not only learn and grow, but also to develop aspiration and character. The Nottingham Emmanuel School has developed an inclusive and supportive environment where students and staff feel secure and valued. Within the school we continue to develop the 'whole child', ensuring that students achieve academic greatness alongside becoming resilient, hardworking and community-focused individuals, who are prepared to go the extra mile to serve and support others. Our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing aspiration.

What sets The Nottingham Emmanuel School apart is its determination to set the highest academic standards alongside strong, inclusive Christian values and ethos. We know that every member of the school community is not a finished product; we all can learn and grow from one another. At Nottingham Emmanuel School our school motto is 'Together to learn, to grow, to serve'. We want to ensure that our students not only achieve great examination results, but also become great citizens who want to serve their local community. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school. The name of the school 'Emmanuel' means 'God is with us' a theme which permeates throughout the values of the school.

I have been in post as Principal of Nottingham Emmanuel School since January 2021. Having lived in Nottingham City all of my life, growing up in council estates in a single parent Christian family; I feel that I have been called to serve the Nottingham Emmanuel School community. As the first member of my family to attend university, I also want to ensure that all students are made aware of all the different life pathways and opportunities available to them. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.

A handwritten signature in black ink that reads "S Stapleton". The signature is written in a cursive, flowing style.

Sandra Stapleton
Principal

The Vacancy

The Trust is seeking self-motivated and passionate candidates who can fulfil the role of Assistant Principal for Outcomes at Nottingham Emmanuel School.



The post holder will work alongside the leadership team to support the Principal in achieving the strategic vision of the school. This will include producing part of the SEF and leading on an aspect of the Academy improvement plan. They will work hard to ensure that all children in the school excel from whatever their starting point, and will be fully committed to going above and beyond to ensure our students receive the very best in terms of opportunity, education and care.

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 Nottingham Emmanuel School 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 The Nottingham Emmanuel School and the vacancy, please visit www.emmanuel.nottingham.sch.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

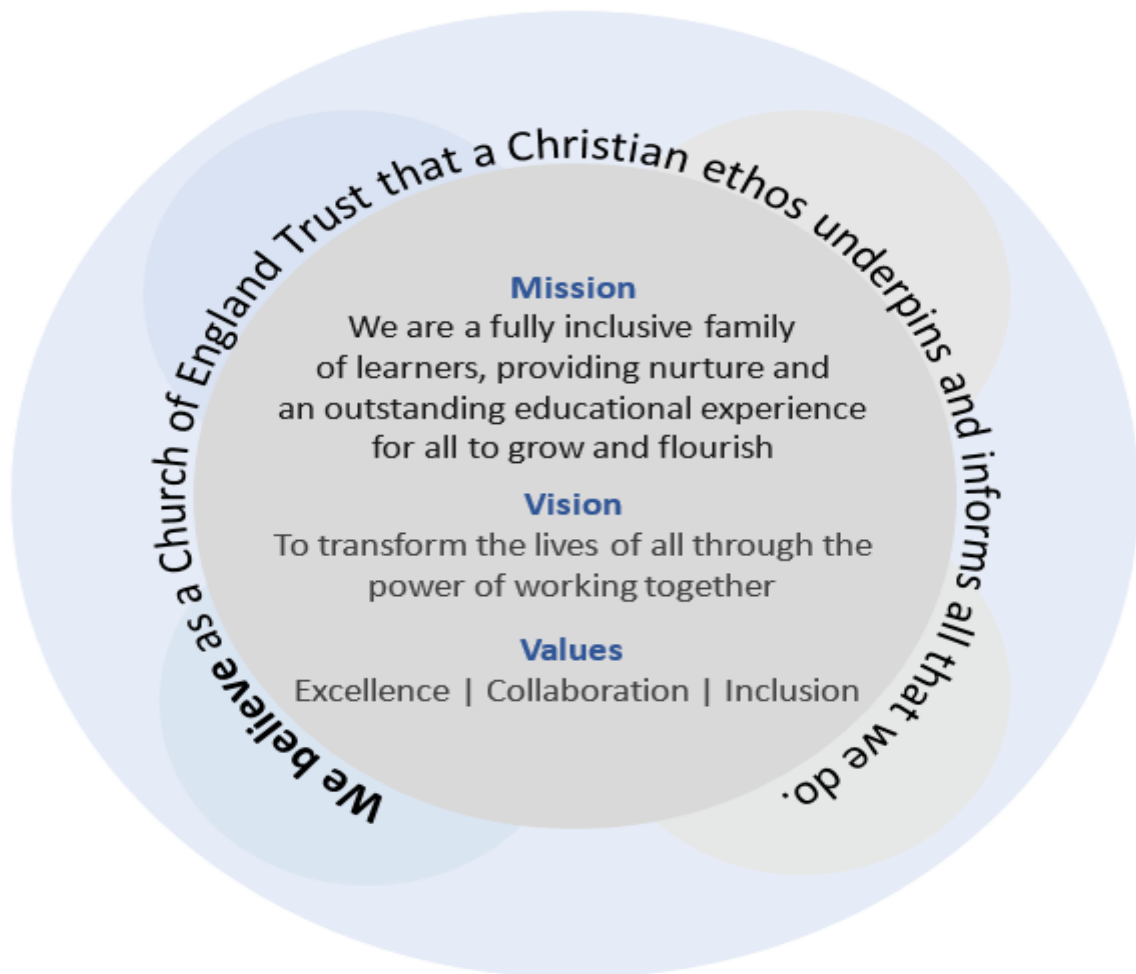
Closing Date: 9am, 19th May 2025

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email recruitmentnes@archwaytrust.co.uk or telephone 0115 977 5380.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

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



Working Together, Transforming Lives

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)
- Online Searches

Job Description

POST TITLE: ASSISTANT PRINCIPAL (OUTCOMES)

GRADE: LEADERSHIP SCALE L12-16

RESPONSIBLE TO: PRINCIPAL

JOB PURPOSE

This post holder will work under the supervision of the Principal and will work with the other members of the Senior Leadership Team, potentially in a range of academies, to provide strategic direction for the academy and overall Trust. The role will support the development of expertise and potential in all staff as well as students, with particular oversight of Outcomes.

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.

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;
- Their own professional and leadership development.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall aims of the Trust and Academy Improvement Plans
4. To develop and implement own professional development and skills
5. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
6. To demonstrate an excellent record of attendance and punctuality.
7. Work cooperatively as part of the Trust wide staff team

8. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

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 Sixth Form students fulfil their potential through effective teaching and learning, and high expectations.

Students Outcomes

1. Lead on the development and implementation of internal assessment, ensuring it is implemented effectively, securing accurate data.
2. Ensuring that all data is relevant, useful and being used by all teaching staff to raise standards.
3. Track the progress and attainment of students, and coordinate subsequent interventions to ensure students' progress and attainment is maximised.
4. Develop strategies to maximise parental engagement in students' achievement, including reporting to parents, and Parents' Evenings.
5. Be the designated teacher for Looked After Children.

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 Directors of Learning to develop new curricular quality assurance;
- 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 Head of School and/or 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 wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – ASSISTANT PRINCIPAL (OUTCOMES)	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Relevant academic and teaching qualifications.	*	
A good honours and masters degree		*
QTS	*	
Be working towards or have achieved relevant educational management qualification		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
KNOWLEDGE		
Previous working knowledge of Arbor database or similar.		*
A sound knowledge of a range of computer applications including high level knowledge of MS Office	*	
Ability to create and analyse complex data	*	
Have experience of leading a team and delivering positive change.	*	
Leadership and management of collaborative activities between academies / school and other organisations		*
Knowledge of relevant policies, legislation and codes of practice	*	
EXPERIENCE		
Previous experience of working within an educational setting	*	
Previous experience in leading a team	*	
Significant experience of administrative processes	*	
Previous experience of managing a budget	*	
PROFESSIONAL SKILLS		
An ability to role model expected behaviours to the pupils that you are working with.	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	

Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues.	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust	*	
Tact, sensitivity, integrity, good judgement.	*	
Suitability to work with children. Enhanced DBS check.	*	