

BLUECOAT TRENT ACADEMY

CLOSING DATE: 28/04/2025

JOB DETAILS: FULL TIME



TEACHING:
FULL TIME, PERMANENT
SALARY: TLFR L12 - L16

SUPPORT:
FULL TIME, PERMANENT, TTO +2
SALARY: GRADE 15, POINT 49-54, FROM
£57,938 - £63,755 (FTE)
ACTUAL SUPPORT SALARY:
FROM £52,834 - £58,139 PER ANNUM

ASSISTANT PRINCIPAL PERSONAL DEVELOPMENT



CONTENTS

- 03 WELCOME TO BLUECOAT TRENT ACADEMY
- 04 STAFF CASE STUDIES
- 05 CAREER PATHWAYS
- 06 ABOUT THE ROLE
- 07 PERSONAL SPECIFICATION
- 08 RESPONSIBILITIES OF THE ROLE
- 11 OUR LOCATION
- 12 HOW TO APPLY & THE RECRUITMENT PROCESS
- 13 MESSAGE FROM THE CEO
- 14 ARCHWAY BENEFITS
- 15 SAFER RECRUITMENT



INSPIRING OUR NEXT GENERATION OF SCIENTISTS!

WELCOME TO BLUECOAT TRENT ACADEMY



We are a Free School in Nottingham City with passion and dedication shining down every newly built hall-way. We have fantastic opportunities for you to imprint the founding footsteps into our brand-new specialist classrooms, science labs, and DT workshops that give you a magnificent learning environment to excite and inspire our local community.

WHAT MAKES US UNIQUE?

Our **Passion** for Education We believe in the transformative power of education and are dedicated to inspiring our students to achieve their full potential.

Our curriculum convergence is designed to be engaging, challenging, and enhance cultural capital, saving time on planning, but continually encouraging innovation and visionary teaching methods.

At Bluecoat Trent Academy Personal Development is outstanding, allowing rich and varying opportunities for our children. We want to challenge ourselves and keep inspiring those children we care so deeply about.

Inclusivity is at the heart of everything we do.

We celebrate diversity and strive to create a welcoming environment where everyone feels valued and respected.

Our comprehensive support systems ensure that all students, regardless of their background or abilities, receive the guidance and resources they need to succeed.

We are committed to promoting equality and challenging discrimination in all its forms.



Our **Leadership Team** is dedicated to fostering a supportive and inspiring environment.

Led by our Principal, Claire McManus, who believes in the transformational power of education, we are committed to ensuring that every member of our community feels empowered and motivated.

Our leaders are approachable, visionary, and dedicated to continuous improvement, ensuring that Bluecoat Trent Academy remains a place where innovation and excellence thrive.

CASE STUDY

Here we meet with 2 of our staff members who have had exceptional journeys with Archway Learning Trust



VICE PRINCIPAL JONNY COOK

Jonny's journey with Archway Learning Trust began in 2011 as a PE Teacher at Bluecoat Wollaton. His dedication and talent saw him rise to Head of Year at Post 16 at Bluecoat Aspley Academy.

Mentored by Claire McManus, Jonny transitioned into an Assistant Principal role as Bluecoat Trent opened their doors, playing a major role in the build of the foundations. In just two years, he advanced to Vice Principal, where he has already completed a successful year.

"Archway has provided me with so many options to prove myself and grow. For anyone looking to join the Academy, I would say find the people that inspire you and roll with it."



ASSOCIATE ASSISTANT PRINCIPAL EMMA GRIFFITHS

Emma is a true success story of our Bluecoat SCITT. Working at Bluecoat Aspley as an NQT then helping to open the doors at Bluecoat Trent as Lead Teacher to Head of Languages and now Associate Assistant Principal.

"Trent is a joyous and happy place. If you show your passion, the kids feed off it. The more you throw in, the more you get out."

Emma has now had the opportunity to be SCITT mentor and SCITT subject lead, giving her a full circle of training new teachers with full empathy for those first steps into Teaching.

CAREER PATHWAYS

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.

CLASSROOM OR
SUBJECT TEACHER

LEAD
PRACTITIONER

ASSOCIATE
ASSISTANT
PRINCIPAL

HEAD OF
DEPARTMENT

VICE PRINCIPAL

PRINCIPAL

We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.



ABOUT THE ROLE

ASSISTANT PRINCIPAL – PERSONAL DEVELOPMENT

Reporting to: Principal

Start date: 1st September 2025

Salary: Details on front page

Location: Bluecoat Trent Academy, Pelham Avenue, NGH 1AJ



Role Overview

We are looking for an enthusiastic and passionate Assistant Principal to lead personal development – taking a specific lead on identified aspects and working as a team to drive forward the personal development provision across the academy.

You will be joining a passionate, high-performing SLT who are committed to maintaining high standards of achievement and ensuring that all students fulfil their potential through effective high standards of behaviour.

The ideal candidate should share the school's beliefs that all students should have access to the highest standards of education provision and opportunity, enhancing their future prospects and life aspirations.

This is an exciting time to join Bluecoat Trent as we design the curriculum for our first Key Stage 4 cohort and implement this in our brand new, £30 million school premises, equipped with 9 brand new labs and prep-room.



[Bluecoat Trent Academy - Our Vision & Values](#)



PERSONAL SPECIFICATION

- You will be committed to creating an environment where outstanding learning and teaching takes place within a nurturing and supportive ethos.
- Can demonstrate experience of successful leadership and management experience in a school.
- Be creative and have highly developed problem solving, negotiation and decision-making skills and the ability to produce practical and innovative solutions
- 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 and Trust.
- An empathy for children from a wide variety of social and cultural backgrounds, but someone who doesn't tolerate low expectations.
- Proven and consistent track record at a middle or senior level of school improvement.
- Ability to set high and clear expectations and hold others to account for their performance.
- Ability to support the Christian Values of the trust

"Our academy is known for its positive culture, where respect, kindness, and collaboration are at the heart of everything we do."

Vice Principal at Bluecoat Trent Academy

STRATEGIC LEADERSHIP

- Engage in team working to develop a key area of responsibility across the Academy determined by the Principal.
- Work as part of the Senior Leadership Team.
- Contribute to whole school and cross-curricular initiatives.
- Provide a strong contribution to the development of Career Professional Development that continually supports strong performance in all aspects of the Academy.
- Engage in the coaching, mentoring and support of all staff and stakeholders that supports raising standards across all aspects of the work of the Academy.
- Lead on Careers, RSHE, Student Leadership, Charity work, Form Time (including the form time website) – managing, developing and evaluating this area of work.
- Work closely with SLT Lead for Behaviour in regard to rewards.
- Lead Assemblies / Acts of Worship.
- Attend senior staff and other Academy committees and meetings as directed.
- Undertake professional duties and tasks as reasonably delegated by the Principal.





- Staff support in matters of student behaviour and discipline.
- Coordination of, participating in and supporting staff duty rotas.
- Contribute to the implementation of the Trust's Appraisal policy.
- 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.
- Building relationships with Primary schools to enhance transition arrangements.
- Delivering CPL when linked to their specific area of responsibility.

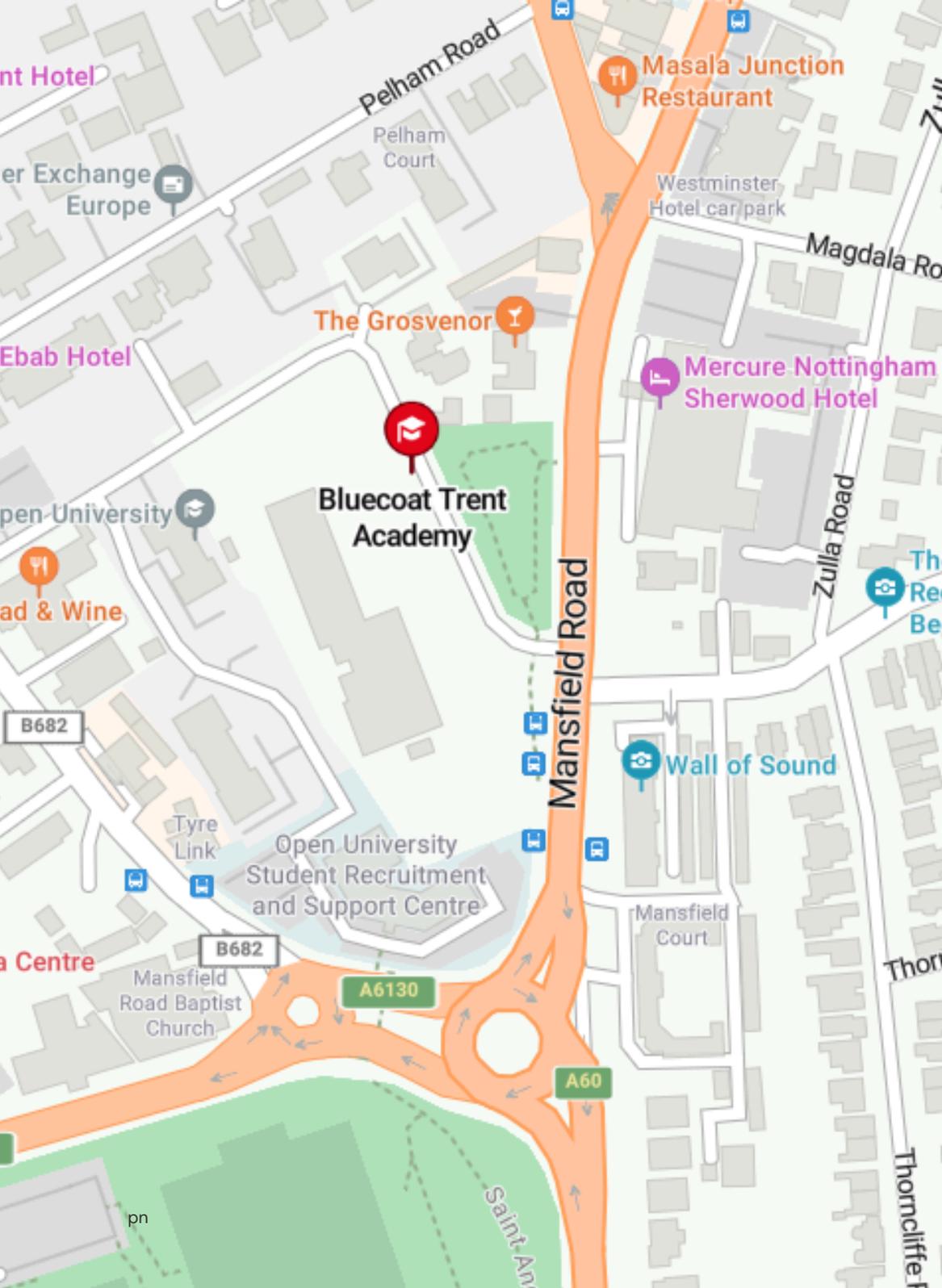
RESPONSIBILITIES IN THE SENIOR LEADERSHIP TEAM

SUPPORTING THE PRINCIPAL

The Assistant Principal will work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.

- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Forge constructive relationships and strengthen partnerships, both in school and beyond, working with colleagues in other schools, parents, carers, the community and external agencies.





BLUECOAT TRENT ACADEMY

Pelham Avenue
Nottingham
NG5 1AJ

0115 900 7245
[Link to virtual tour](#)

HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:
hr@archwaytrust.co.uk

1

Please read our 'Safer recruitment' statement on the following pages below.

2

Follow this [link](#) to complete an online application form: The deadline for application is 28th April 2025. Applications will be reviewed once the advert has been closed.

RECRUITMENT PROCESS



MESSAGE FROM OUR 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.

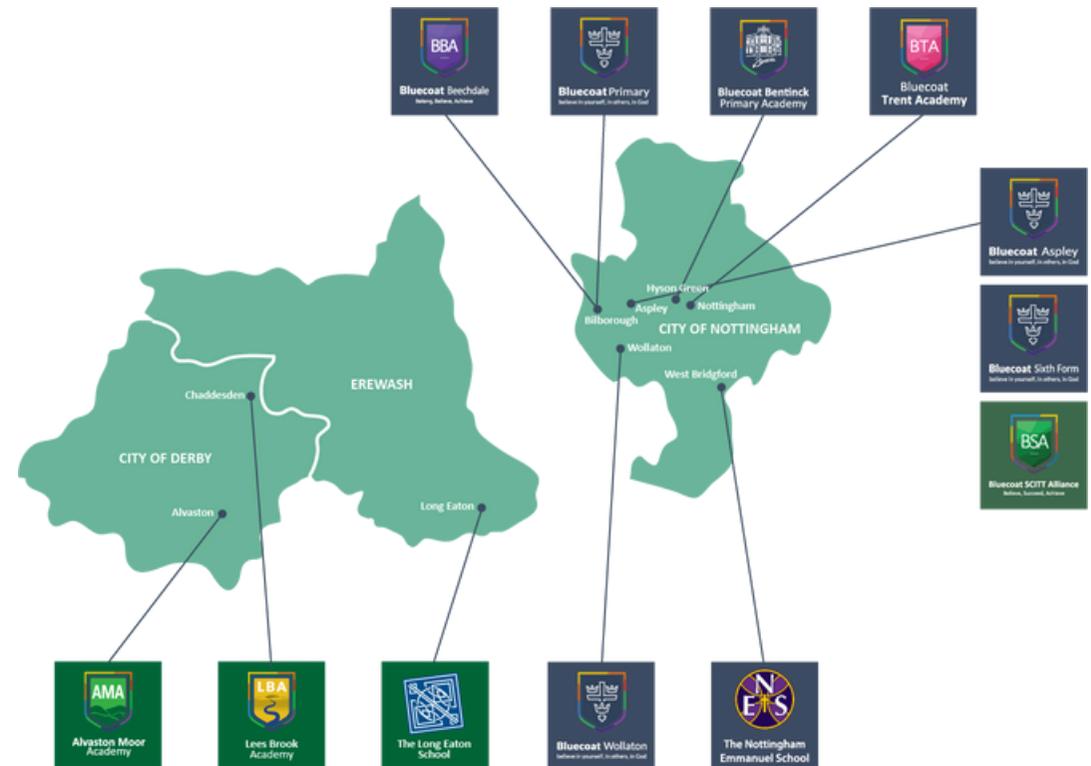
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal 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.

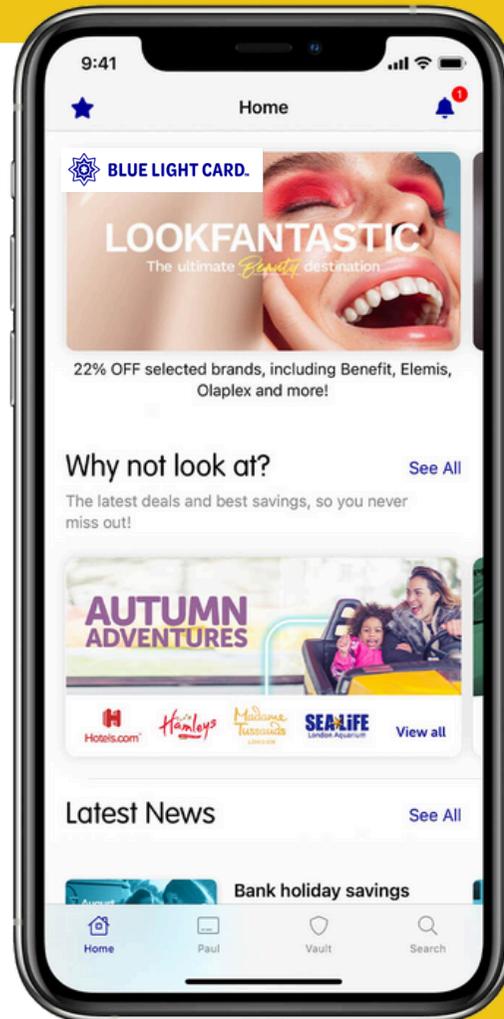
Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes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

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



ARCHWAY BENEFITS



BLUE LIGHT CARD.

- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE ([Keeping Children Safe in Education](#)). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

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.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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Equal Opportunities

Archway Learning Trust 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 student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact hr@archwaytrust.co.uk