



Candidate Information Pack Assistant Principal



New College Durham Academies Trust

New College Durham Academies Trust was established in 2011 and over subsequent years has developed to ensure that our Academies have a strong basis on which to deliver high quality education to the young people we serve.

The Trust now operate two large Academies in North West Durham; Consett Academy and North Durham Academy at Stanley. Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence;

- ♦ The principle of **Inclusion** provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Academy. Our curriculum is broad and challenging, with the academic success of students at the heart of what we do.
- ♦ To encourage **Progression**, the Academy provides effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.
- ♦ The focus on **Excellence** underpins all we do whether in learning areas; working in the community of governing and leading the Academy.

Our Mission is to establish and manage a family of Academies where inclusive principles and academic excellence enables all students to learn within an environment of respect for themselves and others.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy/ School at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.



A message from our Executive Principal

It has been my privilege to be the Executive Principal of Consett Academy since it opened its doors in January 2012. It is the best job in the world. Our young people never cease to amaze me by their creativity, sense of intrigue, compassion and capacity to make me laugh! It is simply a remarkable academy. All who study and work here find inspiration from the stewardship of such an iconic building and, in turn, seek to inspire excellence and fulfil potential for all associated with it.

Our abiding passion is for all students to be nurtured as uniquely talented individuals, finding fulfilment through their learning and the development of their intellectual, creative, physical and emotional capabilities.

We aim for our students to develop moral integrity and become responsible global citizens. We aim to instil values in our students such as compassion, tolerance and resilience. We therefore encourage them to develop a strong sense of responsibility towards each other and to those beyond their immediate community.



The pursuit of academic excellence is crucially important, but the learning experience for Consett students is not confined to the classroom. We are fully committed to the idea of an all-round education where personal development is valued as well as examination success. Learning is at the heart of everything that we do and, from the moment students arrive in Year 7, they are encouraged to think critically about the world in which they live, to be innovative in their thinking, responsive to each other's needs and to express their ideas in a range of imaginative ways.

The Academy is well served by a team of highly committed teachers and support staff, who frequently 'go the extra mile', working in partnership with the Trust Directors, Governors and parents to provide the very best possible education. There is a real vitality here and a strong sense of community; students and staff are proud of their Academy.

Consett Academy students develop their confidence and skills to become well-rounded young adults, ready to take their place in society. By being a part of Consett history they develop a sense of heritage and, by looking forward and preparing for their very different and exciting futures, they develop a sense of destiny too.

We are proud of our students and if you take the opportunity to come and meet us all, as I sincerely hope you will, we believe you will see why.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, which appears to read 'K Reynolds'.

Kevin Reynolds

Executive Principal

A place designed to inspire your career

Our Academy campus was a visionary project to build an iconic, flexible, learning environment and a thriving heart to the local community.

Based on the three key concepts of *inspiration*, *creativity* and *innovation*, an environment will be created that allows each student to excel, whether in academic endeavours, work-centred learning, sport or the arts.

We have shaped contemporary learning areas, supported by modern learning technologies and we use a range of digital technologies, offer bespoke science laboratories/studios, technical areas and a cutting edge design and research area to enhance the curriculum experience for all our students.



What you can expect

We strive to ensure that our Academies are an outward facing inspirational learning hub that allows all students and colleagues to achieve all that they can; have an ethos that ignites a passion for learning, discovery and creativity and nurtures a moral code and self-worth that stays with our young people all their lives.

All our staff have access to an extensive array of professional development opportunities, we ensure our CPD is bespoke to the individual and we work hard to make sure everyone feels like they are being stretched and improving.

We look to create leadership and development opportunities that shape the potential of everyone of our staff, educational and support, these include:

- a comprehensive professional development programme in each of our Academies that meets your individual needs;
- career progression opportunities through from NQT, to middle management, to senior leadership roles;
- the opportunity to work collaboratively to share best practice and expertise with colleagues across the Trust and beyond;
- a data-rich organisation, developing use of data at all levels to enhance individual teacher knowledge and drive whole school improvements;
- appraisal which focuses on developing your skills and rewarding success.

We also offer a range of other benefits to all our staff to support your hard work and to make your working life easier to manage:

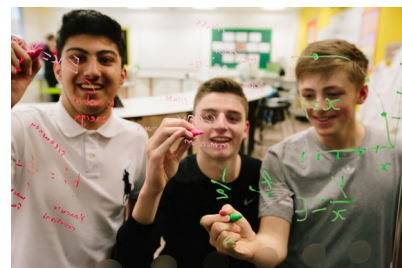
- state of the art facilities at both Academies;
- competitive salary;
- access to Teachers Pension Scheme and Local Government Pension Scheme;
- reduced gym membership;
- cycle to Work Scheme and other Employee Benefit packages;
- online health and wellbeing scheme, including discount directory;
- employee Assistant Provision.

Our current opportunity - Assistant Principal

ATB Terms and Conditions £56,012—£61,826 pa

About the role

Consett Academy is looking to appoint a highly effective senior leader to join us as Assistant Principal from May 2021 or earlier where possible. This is a rare leadership opportunity within a small, financially sound multi-academy Trust, which combines management freedom for effective leaders with secure central support services that encourages collaboration for success.



You will have the opportunity to make a life changing difference to young people's lives in the community by raising their aspirations and affording them the best start in life possible. Working within a dynamic and forward-looking Leadership Team and Governing Body, you will play a major role in helping the Executive Principal ensure the Academy delivers the highest standards for all its students. Your strong leadership skills should be enhanced by imaginative strategic awareness as well as operational understanding, the desire for innovation and the ability to deliver it.

You will be a talented and highly motivated leader with drive and commitment to excellence as well as strong interpersonal skills and the ability to communicate to a range of stakeholders. You will be joining a supportive, committed and passionate team who work hard to ensure that all of our students achieve their potential.

As an experienced professional, you will be able to demonstrate strategic leadership and excellent people management skills, together with a proven track record of success in raising standards.

This is an exciting time to join our leadership team. You will be expected to assist the Executive Principal in playing a key role in shaping the strategic vision for Consett Academy even further whilst ensuring that our students develop their potential, achieve academic success and develop our core values. Reporting directly to the Deputy Principal, the successful applicant will be a key member of the Senior Leadership Team and will have significant responsibility for driving change. Assistant Principals take on key strategic leadership responsibilities across the whole academy defined by experience, expertise and interest, and provide line management for key subject areas. This post provides an outstanding career opportunity to be part of driving our academy forward and to play a critical role in the next phase of the academy's development.

We wish to hear from you if you are committed to changing the life chances for our students and are:

- an enthusiastic, energetic and ambitious leader with a successful track record at secondary level;
- a motivational and inspirational leader with high expectations of staff;
- confident and able to communicate a clear vision for the school;
- able to develop children to reach their full potential regardless of background or circumstance;
- approachable and keen to work with staff across the Trust to ensure wide success;
- able to establish and develop excellent relationships with the community and other stakeholders.

What we can offer you

For the right candidate, the role offers the challenge and excitement that will contribute to your personal growth and will provide a platform for further promotion.

You will receive a competitive salary and development opportunities to work both within the Academy and across the wider Trust.

Consett Academy forms part of New College Durham Academies Trust and as such, it benefits from a successful support infrastructure that allows our Senior Leaders and Teachers to do what they do best. We are proud to embody our vision of '**Students First**' from transition in Year 7 through to their departure in Year 13.

We pride ourselves in offering all our students the opportunity for high academic achievement and personal fulfilment through a broad and balanced curriculum and diverse extra-curricular activities.

Should you wish to visit the academy before making a formal application, you can arrange this by contacting Human Resources via email at hr@ncdat.org.uk. Visits will be offered week commencing 18th January 2021 and will be hosted by a member of the Senior Leadership Team. Social distancing and other Covid-secure safety measures will be observed at all times following the latest government guidelines.

Candidates wishing to have an initial conversation with the Executive Principal/Deputy Principal about this role can also arrange for a telephone call by emailing hr@ncdat.org.uk who will facilitate the arrangements.

Closing date:

Completed applications to be submitted via TES online by Midday 25th January 2021.

Appointment:

Interviews over two days – 8th and 9th February 2021.

As a Trust we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities. New College Durham Academies Trust is committed to safeguarding children and the successful candidate will be subject to an Enhanced DBS check.



JOB DESCRIPTION

POST: Assistant Principal

RESPONSIBLE TO: Deputy Principal and Academy Trust Board

GRADE: ACH002 to ACH006

CORE PURPOSE: The Assistant Principal will work with the Principal and within the Senior Leadership Team to ensure all students maximise their potential through attainment of the required levels of academic progress and outcomes.

The Assistant Principal will lead on and be accountable for a specific area of whole school strategy.

As part of the Senior Leadership Team, the post holder will assist the Deputy Principal and Principal to:

- provide leadership and direction to students, staff; parents, governors and the wider community;
- promote excellence, equality, high expectations and aspirations amongst all members of the academy community;
- make learning exciting and enjoyable for all students by continuously developing the quality of teaching and learning and providing personalised learning opportunities across the curriculum to ensure the highest outcomes can be achieved;
- develop a culture of innovation and creativity in an enterprising environment in which all students, their families and the local community find learning challenging, engaging and motivating leading to high expectations, excellence and outstanding academic/vocational achievements;
- work collaboratively with the Principal, Governing Body and senior leaders to develop excellent provision for students and development for staff;
- deploy all resources effectively to achieve the academy's aims;
- continually evaluate and monitor academy performance, identifying priorities for continuous improvement;
- carry out day to day management, organisation and administration;
- develop a culture where students actively participate within the academy and wider community;
- create a safe learning environment, which is engaging and fulfilling for all students.

SPECIFIC RESPONSIBILITIES

Strategic direction and shaping the future

1. Work with the academy senior leaders and the Trust to implement the academy's vision and values, ensuring that all aspects of the academy contribute to realising its vision.
2. Work within the academy community to translate the Trust vision and ethos into agreed objectives and operational plans which will promote and sustain school improvement.
3. Embed the vision and values in the academy's everyday work and practice.
4. Ensure the academy achieves its performance targets.
5. Challenge, motivate and empower others to attain ambitious outcomes.
6. In collaboration with the senior leadership, implement and grow the post sixteen provision within the academy and across the Trust (as applicable).
7. Motivate and work with others to create a shared culture and positive climate both for students and the local community.

Managing the Organisation

1. Create an organisational structure that reflects the academy's vision values and ethos, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produce and implement clear strategies and policies for the development of the academy and its facilities.
3. Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. Manage the academy's financial resources, effectively and efficiently, adhering to the Trust KPIs, to achieve the academy's educational goals and priorities.
5. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the Trust.
6. Implement successful performance management processes and continuing professional development programmes for all staff.
7. Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
8. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
9. Ensure that all safeguarding procedures are followed in all academy practices.

Leading, Learning and Teaching

1. Develop an inclusive and supportive approach so that the academy is a place where all students and potential students feel welcome.
2. In collaboration with the senior leaders, determine, organise and implement a holistic, imaginative and innovative curriculum, making best use of all available academic and vocational expertise and curriculum opportunities across the Trust.
3. Ensure a consistent and continuous academy-wide focus on students' achievement and attainment, using data and benchmarks to monitor progress in every child's learning.
4. Ensure that student learning and enrichment, through personalised learning strategies, are at the centre of strategic planning and resource management.
5. Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
6. Demonstrate and articulate high expectations, aspirations and standards and set stretching targets for the whole academy community.
7. Provide experiences that will nurture the development of the whole person, their spiritual, emotional and moral health and well-being, as well as academic or vocational ability.
8. Implement strategies that secure high standards of behaviour and attendance.
9. Ensure learning opportunities and curriculum materials are innovative, inspirational and inclusive, so that all students are motivated and excited about their learning and the future learning pathways they will follow.
10. Promote an effective Virtual Learning Environment so that students, and parents, can access their curriculum, assessment and welfare information at all times.
11. Monitor, evaluate and review the quality of teaching and learning and ensure that there is a process of continuous improvement.
12. Keep up to date with national and local educational strategies and developments, communicating them to staff and governors and implementing them as appropriate.

Securing Accountability

1. Fulfil commitments arising from contractual accountability to the Trust Board and Principal.
2. Develop an academy ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
4. Work with the Local Governing Body (providing information, evidence of progress against KPIs, objective advice and support) to enable it to meet its responsibilities.
5. Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including Trust Directors, Principal, Governors, Parents/ Carers.
6. Adhere to and promote the Trust's robust self-evaluation and quality assurance procedures.

Strengthening Community and Partnerships

1. Build an academy culture and curriculum that takes account of the richness and diversity of the academy's communities.
2. Ensure learning experiences for students are linked into and integrated with the wider community.
3. Ensure a range of community and enterprise-based learning experiences are promoted.
4. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional, cultural and mental well-being of and support to students and their families.
5. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
6. Collaborate with the senior leaders in ensuring effective partnerships with businesses and other local stakeholders to promote wider experiences and aspirations for the students.
7. Seek opportunities to engage with parents and carers, community figures, businesses or other local community organisations into the academy to enhance and enrich the academy and its value to the wider community.

Developing Self and Working with Others

1. Regularly review own practice, set personal targets and take responsibility for own personal development.
2. Develop and maintain effective strategies and procedures for staff induction, continuous professional development and performance reviews.
3. Treat people fairly, equitably and with dignity and respect to create and maintain a positive academy culture.
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
6. Build a collaborative learning culture within the academy and actively engage with other schools to build effective learning communities.
7. Manage own workload and that of others to allow an appropriate work/life balance.

PERSON SPECIFICATION

Criteria required to undertake the job are provided under specific headings. How the evidence will be tested is indicated under the remaining columns.

E/D: Essential or Desirable

A: Application Form

I: Interview/Presentation

R/P: References/Pre-Employment Checks

A: TRAINING AND QUALIFICATIONS	E/D	A	I	R/P
1. Qualified Teacher Status	E	✓		✓
2. Degree (or equivalent)	E	✓		✓
3. Evidence of recent professional development	E	✓		✓
4. Be working towards or completed appropriate qualification e.g.NPQSL, NPQH	D	✓		
B: EXPERIENCE OF TEACHING AND LEADERSHIP	E/D	A	I	R
1. Successful leadership and management experience within an educational setting	E	✓	✓	✓
2. Demonstrable successful teaching experience	E	✓	✓	✓
3. Proven track record in one or more of the following, with evidence of positive impact on whole school performance: - Progress and Achievement Curriculum Planning Inclusion and SEND Teaching (Pedagogy) and Learning	E	✓	✓	✓
4. Involvement in school/academy self-evaluation and development planning	E	✓	✓	
5. Evidence of making a positive impact on the sustained development & improvement of a school or other educational setting	E	✓	✓	✓
6. Evidence of successful strategies and data to establish benchmarks and set targets to raise learner progression achievement and attainment	E	✓	✓	
7. Evidence of monitoring, evaluating and reviewing performance, through a robust performance management system	E	✓	✓	✓
8. Evidence of successfully operating at both strategic and operational levels	E	✓	✓	✓
9. Evidence of school/academy finances and budget/financial management	E	✓	✓	
10. Evidence of using strategies to achieve effective learning, teaching and assessment including the use of ICT	E	✓	✓	

C: SKILLS AND KNOWLEDGE	E/D	A	I	R/P
1. Effective interpersonal skills (written, verbal, influencing/negotiation skills)	E	✓	✓	✓
2. Data analysis skills; the ability to use data to set targets, identify weaknesses and demonstrate impact	E	✓	✓	✓
3. Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E	✓	✓	✓
4. Understand and be able to implement the new Ofsted framework and national policies	E	✓	✓	
5. Knowledge and understanding of leading effective curriculum implementation	D	✓	✓	
6. Knowledge and understanding of the needs surrounding SEND	E	✓	✓	
7. Ability to effectively lead and manage people and build positive working relationships	E	✓	✓	✓
8. Ability to work well under pressure, to tight deadlines with competing priorities	E	✓		✓
9. Knowledge of the role of academy Governors	D	✓	✓	
D: PERSONAL SKILLS & ATTRIBUTES	E/D	A	I	R/P
1. High standards of integrity, promote equality and diversity and be a positive role model for students, staff and wider academy stakeholders	E	✓	✓	✓
2. An ability to analyse and interpret information to make informed decisions and exercise good judgement	E	✓	✓	✓
3. An ability to challenge and motivate others to create a forward-thinking organisation committed to academy improvement	E	✓	✓	
4. An understanding of the value of a successful work/life balance for self and others	E	✓		✓
5. Full clean driving license, or access to mobility support	E			✓



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