

**Vacancy Available**



# **Assistant Principal**

## **Castercliff Primary Academy**

**Salary: Leadership Group Range L7-14**

# Introduction

**Thank you for considering a role with Pendle Education Trust. It is an exciting time to become part of our family as we continue to develop and improve the educational standards of academies.**

Sponsored by 'Outstanding' Nelson and Colne College (NCC), we currently have five Academies within our Trust benefiting from NCC's guidance, support and high expectations in creating the best possible opportunities for young people.

Our aim is simple. We exist to empower, enable and inspire schools to provide a world class education, supporting through exceptional leadership collaboration, innovative thinking and a clear understanding of local needs. The aspirations and success of young people locally remains at our heart, and we look forward to welcoming new additions to our Trust over the coming months and years.



# The Role

**We are looking to appoint a dynamic, enthusiastic and inspirational leader to work alongside the Principal and Trust leadership team to develop the vision, values and ethos of Castercliff Primary Academy.**

This is an exciting opportunity in a growing school (NOR 380) to join the Pendle Education Trust family of schools.

We can offer you:

- the opportunity to work with friendly, fantastic children who are an absolute joy
- the chance to grow professionally in order to become an excellent leader
- a supportive school and Trust team
- an enriching working environment with a friendly staff team
- a welcoming community.

We are looking for an Assistant Principal who:

- is an outstanding teacher
- will lead by example and can support, inspire and motivate others to promote excellent teaching and learning, achievement and pupil development
- can focus clearly on the needs of the children and community and work to make sure that this translates into the school's priorities and continued development
- will work hard and be excited by the leadership challenges this post presents
- is committed to aiming high and making Castercliff Primary Academy the very best it can be!

## Part of the Family

Castercliff Primary Academy works collaboratively with all the Academies in our family and especially Pendle Primary Academy and Casterton Primary Academy - there are many opportunities for sharing of good practice and ideas.

## Why join our Family?

Aside from the opportunity to change local children's lives, joining our Trust will open up a number of additional opportunities to share best practice with our other Academies. We are keen to develop a strong group of inspirational leaders who can contribute to the future success of the Trust. In doing so, we will offer future opportunities for career progression.

There will be considerable opportunities for professional development including the Trust sponsoring you through recognised leadership qualifications. In addition there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all trust staff.

Your terms and conditions of employment will be exactly the same as they are now. Pendle Education Trust implements National Teachers' Pay Standards and the same annual leave; pension arrangements; sick pay entitlement, etc. apply. You really won't notice any change at all to the contract of employment other than Pendle Education Trust will be your employer.

As an Assistant Principal you will benefit from the expert, specialist advice of core trust staff for Human Resources, Finance, Estates, Health and Safety and Network Systems. We support our leadership teams by providing these services responsively and in line with the needs of our academies.

If you would like to talk informally about the role, or visit the school, please contact our HR team - [hr@pendleeducationtrust.co.uk](mailto:hr@pendleeducationtrust.co.uk) or via 01282 617627. **We look forward to hearing from you!**



**Anita Ghidotti**  
Chief Executive  
Pendle Education  
Trust

## Purpose of the role

To work alongside the Principal and as part of the Senior Leadership Team to ensure effective strategic and operational leadership across the Academy and hold accountability for standards achieved, quality teaching and learning and high achievement rates for all. Key responsibilities will depend on the successful candidate's knowledge, skills and experience.

## Key Responsibilities

- Ensure all Safeguarding systems and practices across school are effective.
- Work alongside the SENCO to ensure identification, systems and correct provision for those with special needs are met by school and class teachers.
- Maintain clear vision, purpose and high expectations focused on pupil achievement.
- Inspire, motivate and influence staff to reach the highest standards in all respects.
- To be a role model for all staff and students and be a visible, supportive and challenging senior leader.
- With the Principal, be responsible for monitoring and improving the quality of teaching and any CPD requirements across school.
- Monitor the induction and progress of new staff.
- Undertake rigorous self-evaluation and use the findings effectively.
- Plan and lead whole staff training as required.

## Teaching, Learning and Assessment

- Work with the Principal and other leaders to monitor the quality of teaching and learning within the school.
- Participate in and, at times, lead internal subject reviews including setting targets for development and feeding back to subject heads.
- Provide coaching to teachers to upskill class teachers and subject leaders.
- With the Principal, advise the senior leadership team of relevant developments within teaching and learning.
- Further refine the approach to curriculum/assessment across Foundation subjects.

## Staff Recruitment and Development

- Promote the school actively to potential staff and play a key part in the recruitment of new teaching staff.
- Oversee aspects of the school CPD calendar, identifying areas of priority and designing appropriate training.
- Lead T&L Teams as directed and work with them to improve the quality of teaching across the school.
- Work closely with subject leaders to support their work in developing teaching in different curriculum areas.

**Role:** Assistant Principal Castercliff Primary Academy

## Safeguarding

To be responsible for promoting and safeguarding the welfare of all pupils and for raising any concerns in line with School procedures.

## Equality and Diversity

To be responsible for promoting equality and diversity in line with School policies and procedures.

## Health and Safety

To be responsible for following health and safety requirements in line with School policies and procedures.

## Training and Development

To participate proactively in training and development including qualification development required in the job role.

## Other Responsibilities

To undertake as required other duties and responsibilities relevant to the job as directed by the Principal .

## Trust Responsibilities

Share the Trust's Vision, Mission, Values and Behaviors and communicate them effectively.

Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.

Value diversity and promote equality.

Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.

Contribute to cross-Trust events.

Adhere to Trust policies and procedures including Health and Safety.

Be responsible for safeguarding and promoting the welfare of children and young people.

# Person Specification

## Qualifications and Attainments

Qualified teacher status  
Degree

**Essential**

**Essential**

## Experience

Successful leadership and management experience in a school (minimum 3 years)  
Demonstrable success as a core subject leader  
Class teacher experience across two key stages  
Experience as Designated Safeguarding Lead  
Involvement in school self-evaluation and development planning  
Demonstrable experience of successful line management and staff development

**Essential**

**Essential**

**Essential**

**Desirable**

**Essential**

**Essential**

## Skills and Knowledge

Data analysis skills with the ability to set targets and identify weaknesses  
Understanding of high quality teaching with the ability to model this, including the planning phase, to support others  
Effective communicator and interpersonal skills  
Ability to build effective working relationships  
Ability to communicate a vision and inspire others

**Essential**

**Essential**

**Essential**

**Essential**

**Essential**

## Personal Skills and Attitudes

A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school  
Ability to work under pressure and prioritise effectively  
Commitment to safeguarding and equality

**Essential**

**Essential**

**Essential**



## Application deadline: Midnight on Monday 20th June 2022

You can apply by visiting the Trust's recruitment website at [careers.pendleeducationtrust.co.uk/](https://careers.pendleeducationtrust.co.uk/)

**Shortlisting: Tuesday 21st June**

**Interviews and tasks: Tuesday 28th June**

**Start date: January 2023 or sooner**

### Equality of Opportunity

Equality and Diversity is at the heart of what we do. We ensure children and staff are aware of the value placed upon equality and diversity and will address disadvantage and seek to raise the aspirations of all.

We collect and monitor data to ensure that all groups are treated equally and fairly to identify any under representation.

### Safeguarding of Children and Vulnerable adults

We recognise that our staff play a vital role in safeguarding the welfare of children in our care. We have a comprehensive child protection policy to ensure that the welfare of our children is placed at the centre of all of our activities.

All appointments are subject to satisfactory DBS checks and references.

### Data Protection

Any personal information we gather for recruitment and selection processes will be kept secure and handled with respect in accordance with the processing principles set out in the Data Protection Act.



## Contact Pendle Education Trust

Tel 01282 617627

Email [hr@pendleeducationtrust.co.uk](mailto:hr@pendleeducationtrust.co.uk)

### **Pendle Education Trust**

Nelson and Colne College  
Scotland Road  
Nelson  
BB9 7YT