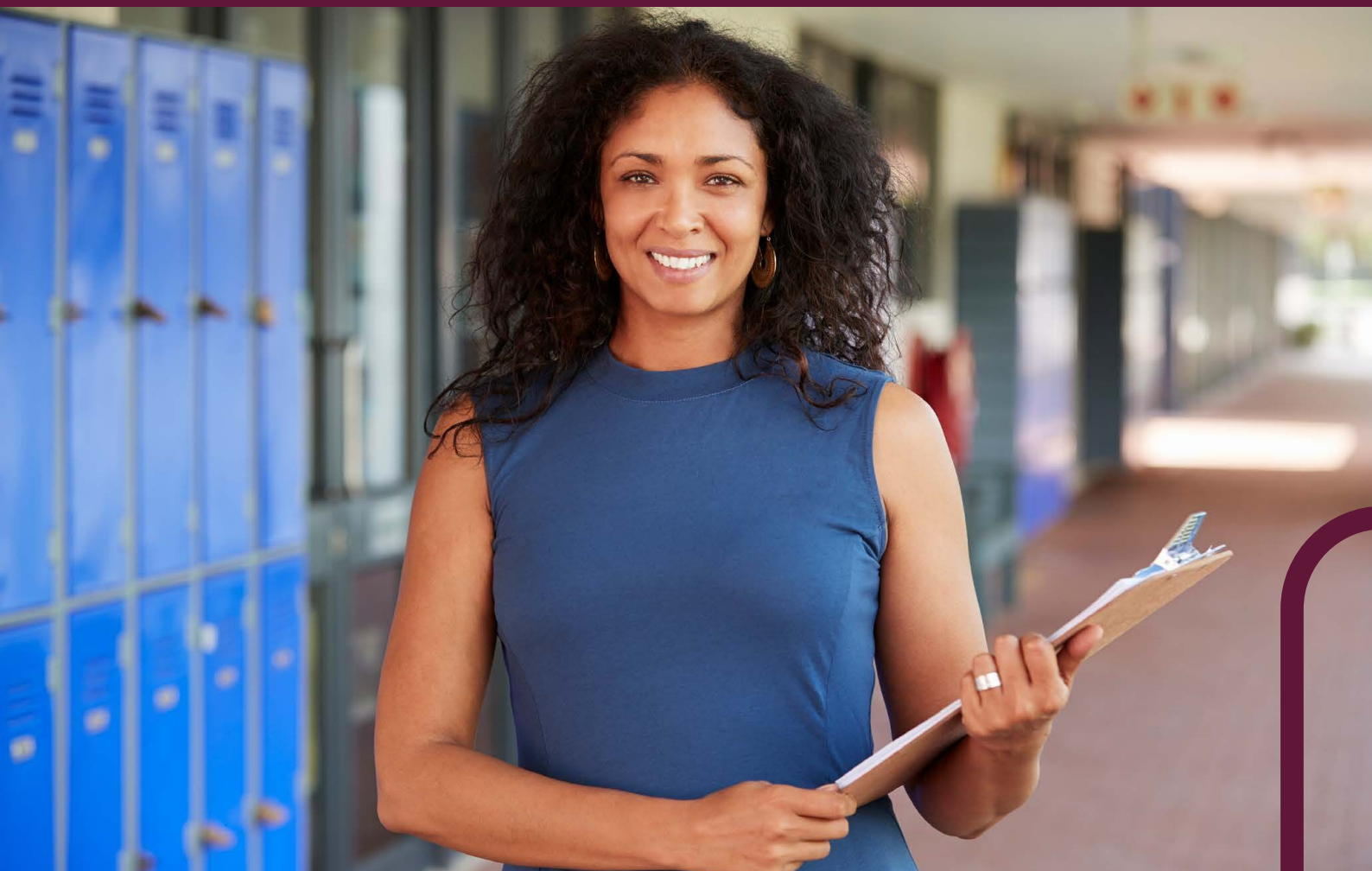


# Assistant Head of College (Assistant Principal)

## The Hundred of Hoo Academy



More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 31 academies across Kent, Medway and South-East London.



## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



# Welcome

Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As of 1st September 2021, our Trust comprises 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 2,500 talented staff. The Trust is establishing four 'clusters' of academies: North West Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school hub and is an accredited apprenticeship provider. Our future plans are found in our Vision 2025 document available on our website.

We are now recruiting to appoint an exceptional leader to the role of Assistant Principal at The Hundred of Hoo Academy. The role of Assistant Principal is a pivotal role in the school's future journey as our appointed leader will continue to build and evolve our unique and inspirational place of learning at The Hundred of Hoo Academy. The successful candidate will work closely with the Principal and other senior leaders across the Trust to maintain and further develop a strong network of effective academies across the organisation.

Our ideal candidate will be experienced in either middle or senior leadership. We are looking for an exceptionally talented leader who will use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements.

Our successful candidate will receive encouragement, support and guidance to develop your own career within the Trust. This is a career defining opportunity and we look forward to hearing from those who are ready for the next step.

**Carl Guerin-Hassett**

Principal  
The Hundred of Hoo Academy



# The Hundred of Hoo Academy

I am delighted to welcome you to The Hundred of Hoo Academy, a place where we will combine good manners and etiquette with 21st Century innovation and creativity to ensure our pupils are more than just educated, they become globally minded citizens who will be empowered to change their own lives and the lives of those around them.

At The Hundred of Hoo Academy we have a strong belief that all students deserve a world class education, which we strive to offer as their local community school. We want our students to leave our school as well-rounded, lifelong learners and global citizens that are ready for sixth-form, college and beyond.

The Hundred of Hoo Academy is a Middle Years Programme (MYP) candidate school and we approach learning, teaching and living in the spirit of the International Baccalaureate, appreciating that academic learning is very important but not the only measure of success. We provide a curriculum that challenges students to solve problems, show creativity and resourcefulness, but also to act with integrity and participate actively in our community.

At The Hundred of Hoo Academy we have high expectations of our pupils, hence we are a well disciplined academy, where pupils thrive in a culture defined by mutual respect and good behaviour. Pupils should all wear the correct uniform and be fully equipped for learning, they should have excellent attendance and arrive on time. We see parents and carers as our partners and work closely with families to secure the best possible outcomes for their children. We believe passionately that education transforms lives, that

there is no ceiling to achievement and we are extremely proud of the academic progress that our pupils make. Our results improve year on year and are a testament to the collective hard work of pupils, staff and parents.

We pride ourselves on our digital offer to our pupils and in being at the forefront of digital development within our curriculum offer. All of our pupils have access to their very own Chromebook which enables them to take ownership over their own learning and means that they are able to challenge themselves further. The Chromebooks are an integral part of our teaching and learning at the academy meaning that we are shaping the future for our children in the digital age. This also means that our staff have access to a wealth of digital training opportunities and will gain certification in Google as well as in many other digital tools.

We are looking for a passionate senior leader with drive and boundless enthusiasm to move the academy forward on its journey from Good to Outstanding. It is essential that they have a positive outlook, are supportive of others and openly share excellent practice, modelling this consistently to the rest of the staff. They should embrace a forward thinking approach to further raising standards in teaching, frequent coaching feedback and live modelling in lessons, ensuring that our pupils have access to highly effective learning experiences, developing their acquisition of knowledge and skills and enabling all to be life-long learners.

We look forward to welcoming you as members of our academy family.

# Vacancy

From September 2022, we are looking for an exceptional candidate to join us as an Assistant Head of College (Assistant Principal). The successful candidate will work alongside the Principal and Vice Principal, to support the academic and pastoral development of its students.

We are looking for an individual who can confidently establish and develop excellent relationships with all stakeholders. They will be a highly effective and inspirational teacher and leader, with strong behaviour management and experience of leading highly successful teams at a secondary level. We expect all of our students to be challenged, to be inspired and to achieve beyond expectation. Prospective Assistant Principals will be experienced middle leaders who have worked in roles such as Heads of Departments or equivalent.

As a community we believe in working collaboratively and sharing good practice. If you want to be part of a team which embraces innovation and creativity then we are interested to hear from you.

For our successful candidate, being a member of staff at The Hundred of Hoo Academy and the wider Trust means you'll receive access to a great range of employment benefits from day one. [Click here](#) to view the current benefits package, and be mindful that the list is always growing.

We'd like to hear from candidates who are:

- An excellent leader who is passionate about learning and has strong subject knowledge within their own subject
- Collaborative, able to build strong professional relationships
- Able to motivate and inspire students and staff to achieve their full potential
- Energetic and have a can-do attitude
- Confident and has strong career aspirations
- Committed to safeguarding and the happiness and wellbeing of everyone at the Academy

<b>Position</b>	Assistant Head of College (Assistant Principal)
<b>Location</b>	The Hundred of Hoo Academy
<b>Responsible to</b>	Principal
<b>Basis</b>	Permanent, Full-Time
<b>Commencement</b>	September 2022
<b>Salary</b>	Leadership commensurate with experience

# Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates will be keen to visit the academy before making a formal application, you can arrange this by contacting Kathy Blackwell (Office Manager) - [kathy.blackwell@hundredofhooacademy.org.uk](mailto:kathy.blackwell@hundredofhooacademy.org.uk). Visits will be hosted by a member of SLT. Please ensure you offer a range of dates when you are available in your initial email to ensure we can coordinate a visit that works for both you and the Academy.

Candidates wishing to have an initial conversation with the Principal about this role can also arrange for a telephone call. Those wishing to do so should also contact Kathy Blackwell, as above, in the first instance.

To submit an application in full, please do so online via the following link;

[Assistant Head of College \(Assistant Principal\) \(The Hundred of Hoo Academy\) - Online Application](#)

If you have any queries on any aspect of the application process or need additional information please contact Holly Neve (Recruitment Coordinator) on 01634 412 263 or [holly.neve@latrust.org.uk](mailto:holly.neve@latrust.org.uk).

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

**Closing date for applications**

Friday 20th May 2022

**Interviews and assessment activities**

Friday 27th May 2022



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## Job Profile

**Role: Assistant Head of College (Assistant Principal) -  
The Hundred of Hoo Academy**  
**Reporting to: Principal**

### Core Purpose

To ensure outcomes for students are exceptionally high in relation to their starting points, showing high rates of progress in all areas of their studies and personal development. To assist the Vice Principal / Head of College in leading the school within the Academy, creating a thirst for learning where expectations are aspirational, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values and building strong relationships with families and other stakeholders. To promote a culture where students are tolerant, empathetic, and have the determination to succeed. To effectively promote the educational vision associated with the Leigh Academies Trust and to successfully lead a whole academy with whole school responsibility.

### Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. They may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal and Head of College may from time to time ask the post-holder to perform.

*In addition to standard leadership expectations, the main focus of the role will be:*

- The monitoring and supporting of academy students to maximise progress, ensuring that all groups are challenged and supported to make progress.
- To be a full and active member of the appropriate school leadership.
- To line manage and hold account the school pastoral teachers.
- To line manage and hold account allocated faculties where appropriate.
- To undertake specific whole Academy responsibilities that will lead to the progress of students and the safe, efficient, smooth running of the Academy as agreed by the Principal.

### Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy,





numeracy and ICT.

- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised academy activities elsewhere.
- To contribute to the effective running of the academy.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may

be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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## Person Specification


As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Assistant Principal, we would expect candidates to demonstrate:

- passion for continuous personal and social improvement by self and others;
- professional integrity and respect for the opinions and circumstances of others;
- personal impact and presence with all stakeholders;
- leadership ability to inspire and motivate staff and students;
- excellent interpersonal and communication skills;
- passion for raising secondary achievement and solid understanding of what constitutes an outstanding school;
- significant leadership and management experience in a similar role;
- creative and innovative skills in finding new solutions;
- strong relationships with governors, parents and other stakeholders;
- willingness to share knowledge and work collaboratively with other academies and trust executives;
- abundant enthusiasm and energy;
- ability to think reflectively and adapt well to change;
- resilience and the ability to remain calm and consistent under pressure;
- reliability and ability to meet deadlines;
- sense of humour;
- effective organisational skills;
- excellent personal ICT skills.

*The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.*



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“Our values decide our character; our character decides our value.” – *James Kerr*

The ethos created within our community are based on the values we promote:


ASPIRE – to the very highest standards

ACHIEVE – to the best of our ability

EXCEL – in all that we do

“Set High Standards, remain true to your values, listen to your conscience and do yourself proud.”  
– *Frank Sonnenberg*

The Hundred of Hoo Academy has at its core the pursuit of the highest standards possible in education. We are unashamedly uncompromising, in our promotion of excellence for all, respect, politeness and determination.

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# 4

## Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

### Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another.

### Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- Access to a range of benefits and discounts that are sourced specifically for our staff.

### Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Gold' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns.

### Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free/discounted gym access
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting.



# An overview of the Trust you'd be joining

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses over 20,000 students, between the ages of 3 and 19, in 31 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

## Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our 'can-do' attitude towards continuous improvement and innovation.

## Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

**Our Mission: Shaping Lives,  
Transforming Communities**

Leigh Academies Trust  
Carnation Road  
Rochester, Kent  
ME2 2SX

t: 01634 412 263  
e: [talent@latrust.org.uk](mailto:talent@latrust.org.uk)  
[www.leighacademiestrust.org.uk](http://www.leighacademiestrust.org.uk)

