

Assistant Principal

Molehill Primary 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 30 academies across Kent, Medway and South-East London.



LEIGH
Academies Trust

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 2022, our Trust comprises 30 geographically organised academies (14 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 3,000 talented staff. The Trust is establishing four 'clusters' of academies: North 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 2030](#) document available on our website.

We are now recruiting to appoint an exceptional leader to the role of Assistant Principal at Molehill Primary 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 Molehill Primary 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 an existing Assistant Principal or motivated Senior Teacher with considerable experience of leading whole school programmes for teaching and learning, with a track record of raising academic standards. We are looking for an exceptionally talented leader who will use their expertise, energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements.

Laura Smith

Principal
Molehill Primary Academy



Molehill Primary Academy

Thank you for your interest in the role of Assistant Principal at Molehill Primary Academy.

The positive and caring ethos at Molehill is combined with a clear, relentless focus and an ambition that all pupils can and will achieve well, regardless of their different starting points. Teachers have embedded a culture of high expectations; we will all do whatever it takes to create better life opportunities for our children who deserve the very best. We help to develop one another in an open and supportive environment. This extends across the Trust, allowing us to work with other academies, either within the cluster or further afield, whilst still maintaining our own unique personality and driving our own priorities.

We have created a culture which enables both pupils and staff to thrive and achieve their very best. Relationships between staff and the children are highly positive and this creates a warm and vibrant atmosphere in lessons and during social times. With the support and guidance of leaders, teachers provide well-organised, calm and purposeful classrooms in which children can enjoy their learning. Pupils and teachers across the Academy take pride in the school and their areas of responsibility.

To enhance our curriculum delivery, we are an academy for the International Baccalaureate

Primary Years Programme (IB PYP), an IB World School. This is an inquiry-led framework that develops independent learners and recognises that personal success is essential for academic achievement, as well as learners who continue to thrive. We employ conferencing, high quality learning conversations and scaffolding with no written feedback, as our evaluation and feedback approach.

As Assistant Principal, you will be working within the Senior Leadership Team and take on key areas of whole-school responsibility. You will be class-based, but with designated leadership time to ensure you are able to fulfil your responsibilities. The Senior Leadership team is immensely experienced and relentlessly focused on ensuring Molehill Primary Academy continues its journey to excellence. As a LAT academy, you can expect to receive high quality professional development, on-going support, and opportunities to work both cross-cluster and cross-Trust. We welcome applications from both internal and external candidates and look forward to discussing this exciting opportunity with you.

Vacancy

Molehill Primary Academy is looking to appoint an Assistant Principal to join the current Senior Leadership Team, contributing their energy and vision to drive the school to achieve its full potential. This is an excellent leadership opportunity and is ideal for those of you who are seeking career progression. The overarching purpose of the role is to provide professional leadership and management of Teaching and Learning across the school in order to raise standards of student attainment and achievement. This role would particularly suit a strong and ambitious Key Stage Leader seeking to take their experience to the next level, or a current Assistant Principal looking to develop a long term career within one of the most successful Multi Academy Trusts. You will receive the support and guidance you need to not only develop the school but also your own career within the supportive environment of the Trust.

The successful candidate will be:

- An enthusiastic and energetic Key Stage Leader or current Assistant Principal with proven successful Primary experience who is dedicated and resilient
- A motivational leader with high expectations of all staff
- A confident, inspirational leader who is able to communicate and deliver a clear vision for the school
- Committed to developing our children to reach their full potential regardless of background or circumstance
- Approachable and willing to work with staff across the Trust and Governors to implement strategies to move the school forward
- Able to develop and establish excellent relationships with the community and other stakeholders

In return we can offer:

- Excellent opportunities to develop your leadership skills within Molehill Primary Academy and the Leigh Academies Trust
- The opportunity to join an improving academy and make a difference to pupil progress and attainment with the support of a dedicated senior leadership team that is very supportive
- Opportunities to work closely with other Primary Leaders within the Leigh Academies Trust to share best practice

We wish to hear from you if you are committed to changing our education world and are:

- An enthusiastic, energetic and ambitious leader with a successful track record at secondary level
- An 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.

Position	Assistant Principal
Location	Molehill Primary Academy
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	April 2023
Salary	Leadership scale commensurate with experience

Application Process

On the basis that interested candidates will be keen to visit the academy before making a formal application, you can arrange this by contacting **Laura Golding**, contactus@molehillprimaryacademy.org.uk

Visits will be offered throughout January and will be hosted by the Principal, **Laura Smith**. 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 Principal.

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 **Laura Golding**, contactus@molehillprimaryacademy.org.uk (as above) in the first instance.

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

[Assistant Principal \(Molehill Primary Academy\) - Online Application](#)

If you have any queries on any aspect of the application process or need additional information, please contact **Elene Redelinghuys** (LAT Talent Team) at elene.redelinghuys@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	Monday 30th January 2023
Shortlisting date	Tuesday 31st January 2023
Interviews and assessment activities	Monday 6th February 2023



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Job Profile

Role: Assistant Principal - Molehill Primary Academy Reporting to: Principal

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Job Purpose

In conjunction with the professional duties set out in the current School Teachers' Pay and Conditions

To provide professional leadership and management across the school in order to raise standards of student attainment and achievement across the school by:

- Establishing systems for Quality Assurance to inform the Academy Performance Agreement and Ofsted Action Plan and to establish a positive culture of self-review and improvement
- Leading innovation and development of Teaching and Learning through the academy

Leadership

- To be accountable for the achievement, attainment and progress of students across the school
- Strategic lead on the development of Teaching and Learning for all staff
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives
- To strategically develop the whole school use of national initiatives to ensure effective planning for future improvements

- Line Management of identified curriculum areas
- To continue to build on the current ethos and vision of the academy

Curriculum

- Lead on the continuous enhancement of the broad, balanced and ambitious curriculum to ensure that it continues to meet the needs of all learners
- To monitor classroom performance and manage interventions and support
- To be accountable, evaluating Teaching and Learning strategies
- Create structures to ensure Teaching and Learning is innovative and of high quality throughout the school
- To ensure behaviour for learning is at least good at all times

Learning

- To keep up to date with national developments in pedagogy
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy
- To ensure that challenging targets are set, understood and used effectively to raise standards of attainment
- To develop a culture of independent learning
- To ensure that new technologies are introduced and deployed effectively across the school and that pedagogy embraces and develops with available technologies
- Demonstrating outstanding classroom practice in their own classroom



Staff Development

- To undertake Appraisal Review(s) and to act as reviewer for other school staff
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To participate in the school's ITT programme and support students and ECTs.
- To support development in Teaching and Learning within and across curriculum areas through CPD, monitoring and review
- To support colleagues to be successful in their own leadership role through mentoring, coaching and line management
- To contribute to mentoring/coaching programmes and induction of new staff and ECTs in conjunction with the rest of the Senior Leadership Team

Assessment

- To evaluate the performance data provided and take appropriate action on issues arising – setting realistic deadlines where necessary and reviewing progress on the action taken
- To provide all relevant bodies with robust information relating to the school's performance and development
- To contribute to intervention and mentoring strategies

Communication

- To ensure that all members of the school are familiar with its aims and objectives
- To ensure effective communication/consultation

as appropriate with the parents of students and other relevant stakeholders

- To represent the school's views and interest in a professional manner
- Ensuring positive relationships to enable productive transition and consistency across Key Stages

Operational

- To be directed by the Principal / Vice Principal
- To promote teamwork and to motivate staff to ensure effective working relations
- To update the website where necessary

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/business unit at the reasonable discretion of the Principal/Director. 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.

The background is a solid blue color. In the top-left corner, a thick yellow line starts from the left edge, moves horizontally, then curves 90 degrees down, then horizontally again, and finally curves 90 degrees right to meet the top edge. In the bottom-right corner, a thick white line starts from the right edge, moves horizontally, then curves 90 degrees down, then horizontally again, and finally curves 90 degrees left to meet the bottom edge. A thick yellow line also starts from the left edge, moves horizontally, then curves 90 degrees down, then horizontally again, and finally curves 90 degrees right to meet the bottom edge.

We work together to create excellence
for all, inspiring confident, resilient
children.

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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 30 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:
Education for a better world**

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