

# Assistant Head of College (Assistant Principal) - Inclusion/SEND

## Strood 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.



# 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 Strood Academy. The role of Assistant Principal is a pivotal role in the school's future journey as our appointed

## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



leader will continue to build and evolve our unique and inspirational place of learning at Strood 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 with considerable experience of leading whole school programmes for teaching and learning, a teaching background in a core subject is desirable but not essential, and 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.

# Strood Academy

I am hugely privileged to introduce myself as the Principal of Strood Academy. We are a successful, thriving and vibrant learning community for 11-19 year olds. At Strood Academy we are extremely proud of our pupils and have a strong belief that all pupils deserve a world class education, which we continue to offer as their local school.

We deliver innovative teaching and learning through our ambitious and inclusive curriculum allowing our pupils to experience a rich variety of subjects. Our curriculum and lessons are sequenced to enable our pupils to build upon their prior knowledge and further develop their understanding to enable academic success.

Our staff at Strood Academy are dedicated to providing an excellent learning environment where pupils are challenged to achieve their potential enabling the choice in life they truly deserve.

Our enrichment programmes and curriculum are designed to support the development of our pupils into well rounded individuals. This enables our pupils to engage as positive citizens within their communities, as well as becoming lifelong learners with strong knowledge of the 21st century and beyond.

Pupils are encouraged and supported to flourish through a culture of high-expectations, aspirations and traditional values. We have a warm and fair approach and expect our pupils to uphold the highest standards in terms of attitude to learning, behaviour, engagement, attendance and appearance.

At Strood Academy we have a small school structure where pupils are placed into one of three colleges. This allows our highly skilled staff to provide excellent pastoral support, nurturing pupils academically, socially and spiritually in a much smaller environment. Our Academy building provides incredible facilities

## Jon Richardson

BSc PGCE MA NPQH

Principal designate  
Strood Academy



and inspirational opportunities for our pupils to thrive and develop.

Our vision is to be an inclusive community where we are all kind, respectful and resilient in our journey towards excellence. Our pupils thrive through an enriching and diverse curriculum that offers a global perspective, empowering all to become inquisitive lifelong learners.

### Our core values are to be:

- Inquisitive
- Respectful
- Resilient
- Kind

### Our purpose at Strood Academy is to:

- nurture pupils' aspirations and build resilience within an environment of tolerance, respect and empathy;
- shape leaders within a global community;
- develop and celebrate knowledgeable and inquiring minds to promote lifelong learning and;
- help young people develop into well educated, considerate and caring citizens.

Our recent OFSTED inspection has confirmed that Strood Academy continues to be judged 'Good' and is very strong in many areas. To read the full report please [click here](#).

Strood Academy is part of Leigh Academies Trust and together with our skilled Governing Body we are committed to providing educational experiences that enable our pupils to reach their full potential. We know that pupils achieve their best in a supportive, caring environment and a strong home/school partnership being essential in helping to develop our pupils into successful individuals.

We look forward to welcoming you.



# Vacancy

We are looking for an exceptional candidate to join us as an **Assistant Head of College (Assistant Principal) - Inclusion/SEND**. The successful candidate will work alongside the Vice Principal/Head of School to support the academic and pastoral development of its students. The Assistant Principal will hold a whole academy responsibility of inclusion and SEND and therefore should be a qualified SENCO looking for their next steps into senior leadership. As SENCO you will need a strong commitment to raising educational attainment for children and young people with SEND and have a willingness and ability to develop specialist knowledge and keep up to date with local and national developments.

We are looking for an individual who can confidently establish and develop excellent relationships with all stakeholders. They will be a highly effective and a inspirational teacher and leader, with strong behaviour management and experience of leading highly successful teams at secondary level. We expect all of our students to be challenged, to be inspired and to achieve beyond expectation. Candidates considering the role should have experience in leading a SEND department and collaborating with external agencies.

The role of SENCO can be highly rewarding, as you'll have the opportunity to directly contribute to pupils receiving the support they need to achieve their full potential.

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.

At Strood Academy we are commencing an incredibly exciting next phase in our journey with SEND and inclusion. We have a brand new, state of the art extension being built from Easter 2023 for a Specialist Resource Provision. The SRP will provide up to 50 places for pupils with an EHCP and specialise for pupils with autism. This is a hugely exciting chapter in the history of the Academy in which the Assistant Principal will have a leadership responsibility for. This will continue to drive the importance of inclusion and SEND across the mainstream

Academy to ensure that we continue to provide the highest class in education for all pupils with SEND.

To view the structure of the senior leadership team, please [click here](#).

For our successful candidate, being a member of staff at Strood 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.

#### What we are offering:

- A competitive salary commensurate with the profile of the post
- Bespoke CPD with mentoring and coaching opportunities
- The opportunity to work laterally across a number of Leigh Academies Trust schools to benchmark best practice and to be involved in teaching and learning innovation

#### We'd like to hear from candidates who are:

- An excellent leader who is passionate about learning and has strong subject knowledge
- 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
- Prepared to be involved in leading co-curricular activities either within or outside of their teaching subject

<b>Position</b>	Assistant Principal - Inclusion/SEND
<b>Location</b>	Strood Academy
<b>Responsible to</b>	Principal
<b>Basis</b>	Permanent, Full-Time
<b>Commencement</b>	September 2023
<b>Salary</b>	Leadership scale 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 Molly Allen, PA to Academies Director, on [molly.allen@latrust.org.uk](mailto:molly.allen@latrust.org.uk). Visits will be hosted by Emma Elwin, Academies Director, Jon Richardson, Principal designate, or a member of the Senior Leadership Team. 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 about this role can also arrange for a telephone call. Those wishing to do so should also contact Molly Allen in the first instance.

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

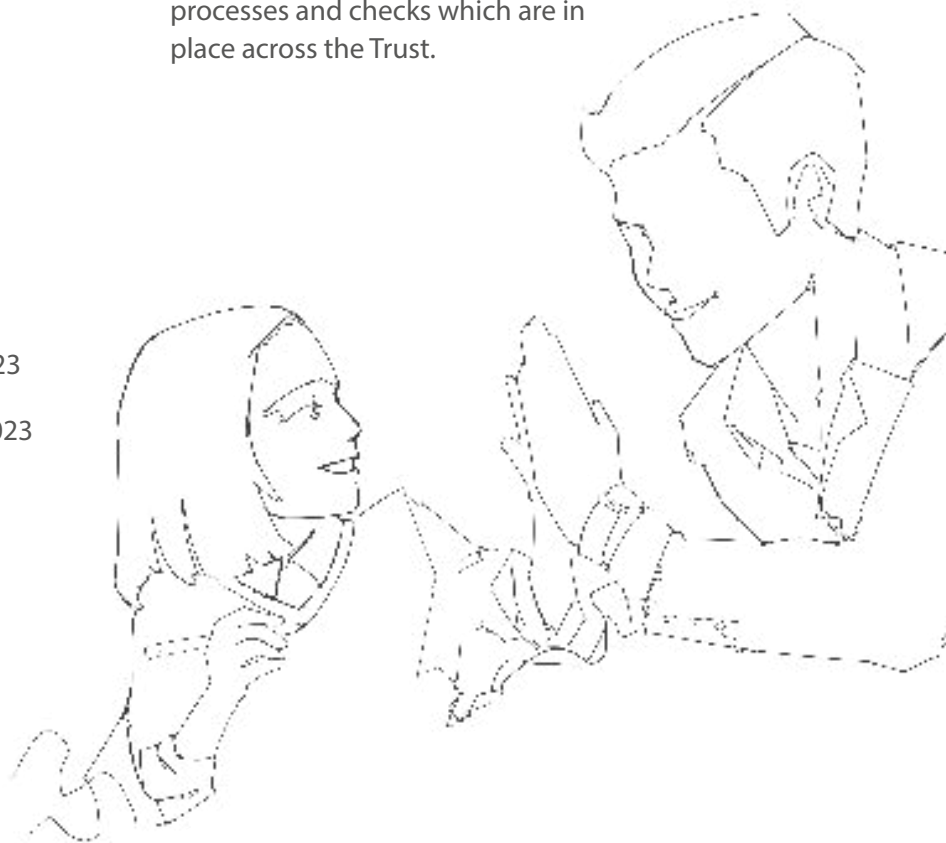
This can be submitted on Jobtrain via the following link;

[Assistant Head of College \(Assistant Principal\) - Inclusion/SEND - Online Application Form](#)

If you have any queries on any aspect of the application process or need additional information, please contact Rachel Cribben (LAT Talent Team) on [rachel.cribben@latrust.org.uk](mailto:rachel.cribben@latrust.org.uk) or **01634 412 258**.

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 21st April 2023, midday
Shortlisting date:	Monday 24th April 2023
Selection activity date:	Thursday 27th April 2023



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## Job Profile

**Role:** Assistant Head of College (Assistant Principal) - Inclusion/SEND - Strood Academy

**Reporting to:** Principal

### Core Purpose

To ensure outcomes for SEND 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 School 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 SEND students to maximise progress, ensuring that all groups are challenged and supported to make progress.
- To lead and devise the strategic direction of the new SRP.
- 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 SEND 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/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.



# 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.



**This is a hugely exciting period for the history of Strood Academy, with a brand new Specialist Resource Provision being built from Easter 2023. Inclusion and SEND continues to be extremely high within the priorities of the Academy and to lead and devise the strategic intent and implementation for the next phase of inclusion and SEND within the Academy will be truly transformational.**

# 4

## 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: Shaping Lives,  
Transforming Communities**

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