

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

Leigh Academy Rainham



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 2023, our Trust comprises 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 3,000 talented staff. Nearly 40% of our academies are judged outstanding overall by Ofsted, versus 15% nationally. 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 - Inclusion/SEND at Leigh Academy Rainham. 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 Leigh Academy Rainham. 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/SEND Co 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.

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

Alex Millward
Principal
Leigh Academy Rainham



Leigh Academy Rainham

I am delighted to introduce myself as the Principal of Leigh Academy Rainham, a brand new co-educational comprehensive secondary school that opened its doors for the first time to year 7 in 2021. Already highly oversubscribed, our new school is firmly set to be a beacon of excellence for secondary education in Medway and we are looking for a highly skilled senior leader to join our current staff body as an Assistant Principal for Inclusion/SEND.

At Leigh Academy Rainham our values are underpinned by high expectations and aspirations, with a focus on modelling exceptional manners and developing students to be the best versions of themselves through our LEIGH learner values of Leadership, Emotional Intelligence, Inquisitiveness, Grit, Humility. Our college system ensures that there is a small school model for pastoral care between year groups, encouraging opportunities for healthy competition and celebrations between colleges and a structured approach to collaboration between college subjects. In addition to supporting their assigned Head of College (Vice Principal) with pastoral support for students within their college the Assistant Principal is responsible for line management of some subjects within their small school, ensuring a cohesive and collaborative approach is taken between departments to ensure the best possible outcomes are achieved for our young people. In addition the successful candidate will be given whole school roles and responsibilities that they will strategically and operationally oversee with the support of their Vice Principal.

As leaders we ensure we provide our students with a rich co-curriculum offer with all teachers and leaders delivering at least one enrichment activity or club once a week and leading on additional opportunities to broaden students' cultural capital. Leaders play an instrumental role in ensuring that

teaching is consistently highly effective within their colleges, by coaching staff using their sound knowledge of evidence based research regarding the neuroscience of learning and Rosenshine's Principles.

Highly robust and consistent behavioural systems, modelled by leaders, allow all teachers to feel supported and foster a culture within which teachers are enabled to focus on delivering high quality digital learning experiences as part of our IB Middle Years Programme (MYP) Curriculum, as opposed to managing behaviours. All students have a 1:1 device and all teachers play an instrumental role in shaping them into responsible and confident digital citizens through the implementation of their curriculum. The MYP curriculum is delivered to years 7-9 and provides a framework within which all our students can flourish, becoming inquiring, compassionate and culturally aware young adults. As leaders we ensure that departments collectively embed the essential skills, knowledge and attributes needed by students to be highly successful in achieving their own personal goals, as caring members of our community and as leaders in tomorrow's world.

Working in a brand new school is a unique and rare opportunity. A flexible approach with a can-do ethos is necessary, as is drive, grit and boundless enthusiasm, as nearly everyday we experience something new for the first time. It is essential that leaders have a positive outlook, are supportive of each other and openly share best practice, modelling this constantly to the growing staff body. Leaders embrace a forward thinking approach to raising standards in teaching, with our open door policy, frequent coaching feedback and live modelling in lessons, ensuring all students have access to highly effective learning experiences.

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 SENDCO looking for their next steps into senior leadership. 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 Assistant Principal for Inclusion/SEND 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.

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

Position	Assistant Head of College (Assistant Principal) - Inclusion/SEND
Location	Leigh Academy Rainham
Responsible to	Head of College (Vice Principal)
Basis	Permanent, Full-Time
Commencement	September 2024
Salary	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 may be keen to visit the academy before making a formal application, you can arrange this by contacting Stella Poulter (Office Manager) via stella.poulter@leighacademyrainham.org.uk.

Visits will be offered in March 2024 and will be hosted by a member of the Senior Leadership Team. Please ensure you offer Stella Poulter 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 SLT about this role can also arrange for a telephone call. Those wishing to do so should also contact Stella Poulter (as above) in the first instance.

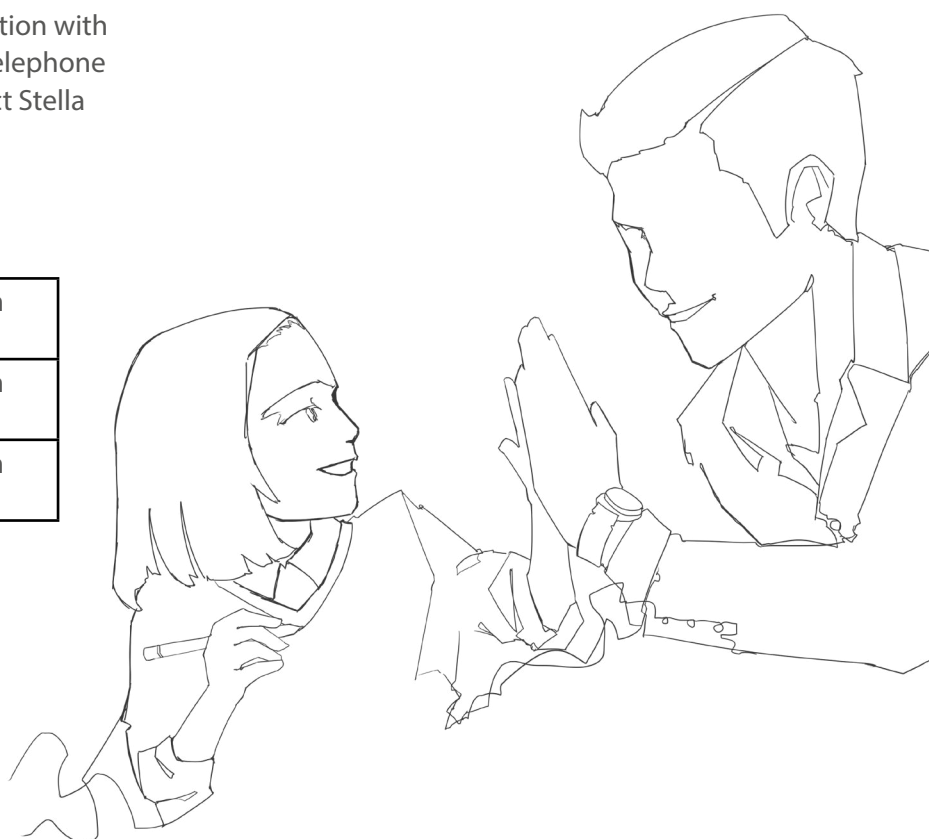
To submit an application in full, please do so online via the following link;

[Assistant Head of College \(Assistant Principal\) - 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 (Recruitment Advisor) on **01634 412 258** or rachel.cribben@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:	Tuesday 19th March 2024 (noon)
Shortlisting date:	Tuesday 19th March 2024 (pm)
Interview date:	Tuesday 26th March 2024



2

Job Profile

Role: Assistant Head of College (Assistant Principal) - Inclusion/SEND
Reporting to: Head of College (Vice Principal)

Job 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 future 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.

3


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, there is a thick yellow line that runs horizontally and then turns 90 degrees downward, ending in a rounded corner. In the bottom-right corner, there is a thick white line that runs horizontally and then turns 90 degrees downward, also ending in a rounded corner. Additionally, a thick yellow line runs horizontally across the bottom of the page, starting from the left edge and ending just before the white line's vertical segment.

All of our academies
work closely and
collaboratively together,
along with our partners,
seeking to exploit the key
educational philosophy of
human scale education.

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. Nearly 40% of academies are judged outstanding versus 15% nationally.

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

Leigh Academies Trust
Carnation Road
Rochester, Kent
ME2 2SX

t: 01634 412 258
e: talent@latrust.org.uk
www.leighacademiestrust.org.uk



LEIGH
Academies Trust