

Great Heights Academy Trust

Exciting Career Opportunity:

Assistant Principal

to start September 2021 or earlier if possible

Salary L2 – L6 £43,251 - £47,735

with the opportunity to contribute to the Trust



Applicant Pack

Assistant Principal based at –West Vale Academy

To start September 2021 or earlier if possible

Salary L2 – L6 £43,251 - £47,735

Closing date for applications – Thursday 20th May 2021 - 12 noon

Great Heights Trust is seeking an inspiring Assistant Principal based at West Vale Academy with responsibility for continuing to drive forward standards and with additional specific roles focussed on Assessment and teaching within Key Stage 2. The successful candidate will strengthen the Senior Leadership Team, support school improvement and be proactive in future proofing leadership at West Vale.



The Greetland Academy



Rayville Academy



West Vale Academy



Carlinghow Academy



Bowling Green Academy

Job Opportunity at Great Heights Academy Trust Assistant Principal for West Vale Academy

Candidates Information Pack

Candidates welcome from the CEO	3
Overview of the position of Great Heights Academy Trust	4
Geographical locations – ‘Where and who we are’	5
Details about West Vale Academy	6
Overview of the job description	7
Personal Specification and How to Apply	8/9



Virtual tours can be arranged at West Vale Academy and discussions with trust leaders are encouraged. Please contact Fiona Gardiner, Principal 01422 372804

Job Opportunity at Great Heights Academy Trust Assistant Principal for West Vale Academy

Welcome Letter

Dear Applicant,

I am delighted that you are considering the position of Assistant Principal.

We are keen to work with leaders who can see the potential at West Vale Academy and are inspired to both utilise and contribute to the Trust's school improvement offers including making the most of our local, regional and national work especially in light of the Education Secretary renewed vision (April 2021 <https://www.gov.uk/government/news/drive-for-stronger-school-system-to-benefit-all-pupils>) for all schools to be part of a strong multi-academy trust, after the pandemic highlights benefits of a trust model.

West Vale joined the Trust in 2018 and many changes have been made over the past two years to move the school forward. We now wish to extend the Senior Leadership Team to take the school to the next level on their school improvement journey.

This is a great opportunity for an ambitious and high achieving teacher who has demonstrated a significant impact on teaching and learning in their current role and also has a clear strategy for raising pupil attainment to bring a fresh vision, accompanied by expertise and initiative to this role.

You will have access to a wide pool of resources, not least in the area of school improvement. The successful candidate will be supported by the Trust's key strategic partners including the CEO of the MAT, Director for School Improvement, Miss Dani Worthington and Director of Leadership & Governance, Mr Andrew Midgley. All Principals and leaders within our designations have strong proven track records and contribute towards joint school improvement.

The Great Heights Academy Trust continues to play a pivotal role across the region providing specialist school improvement support as a National Support School with linking system leaders, including a National Leader of Education and Specialist Leaders of Education. The MAT is passionate about providing high quality training for the next generation of teachers and is an accredited School Centre Initial Teacher Training provider (SCITT). We believe strongly in providing continuous professional development for all school staff we work with and those within our strategic partnership in order to support their career pathways. As such, we are the designated teaching school 'Teamwork's Teaching School Alliance'. As CEO I am currently the Lancashire and West Yorkshire Teaching School Council Lead representative and we are one of 22 National Research Schools and also an English Hub.

We hope that the applicant pack provided will give you all the information that you require. I look forward to receiving your application.

Best of luck to all.

Yours faithfully,

Mrs Amanda Bennett OBE
CEO Great Heights Academy Trust



Job Opportunity at Great Heights Academy Trust Assistant Principal for West Vale Academy

Overview of the Position of Great Heights Trust

'Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect'

The Trust Board and Local Governing Body are seeking a highly driven and talented individual to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in school improvement and who are capable of playing a major role in our evolving plan to deliver exceptional provision for the children in our communities.

The post would suit an experienced teacher who is looking to further enhance their experience within a Multi Academy Trust which provides options to progress with the growth of the Trust. We want to hear from individuals who have the leadership qualities and communication skills to make the most of potential at West Vale Academy, and lead a team of dedicated staff, hardworking children and supportive parents. The successful applicant should have a strong track record of school improvement and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating staff at all levels, and working closely with the local community.

About the Trust

The Trust currently comprises five primary schools, three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and one in Kirklees (Carlinghow Academy).

You will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.

This Trust vision drives both our School Improvement Strategy and our Strategy for Growth. Our mantra across our partnerships embraces the themes:

Great teaching and learning opportunities for all within the partnership

Real life opportunities to develop an understanding of the wider world

Enthuse a love of learning and mutual respect

Academic development to nurture potential for all

Thorough accountability

Job Opportunity at Great Heights Academy Trust

Assistant Principal for West Vale Academy



Baroness Berridge of the Vale of Catmose
Parliamentary Under-Secretary of State for the School System
Sanctuary Buildings Great Smith Street Westminster London SW1P 3BT
tel: 0370 000 2288 www.education.gov.uk/help/contactus

15 July 2020

Dear Mrs Bennett,

I would like to take this opportunity to thank you personally for the effort and dedication you have shown in providing support to those schools in greatest need, particularly in light of the fact that your trust may be facing challenges of its own. Your support is vital to ensure these schools are able to adjust to the impact of Covid-19 and recover as quickly as possible.

Additionally, I am so impressed to hear that Great Heights Trust is at the forefront of excellence in training and research as a partner of the UCL Early Career Teacher Consortium. I am very grateful to trusts like yours that are going above and beyond to support those who most need it during these extremely challenging times. Thank you for all the work you continue to do.

ELIZABETH BERRIDGE

PARLIAMENTARY UNDER SECRETARY OF STATE

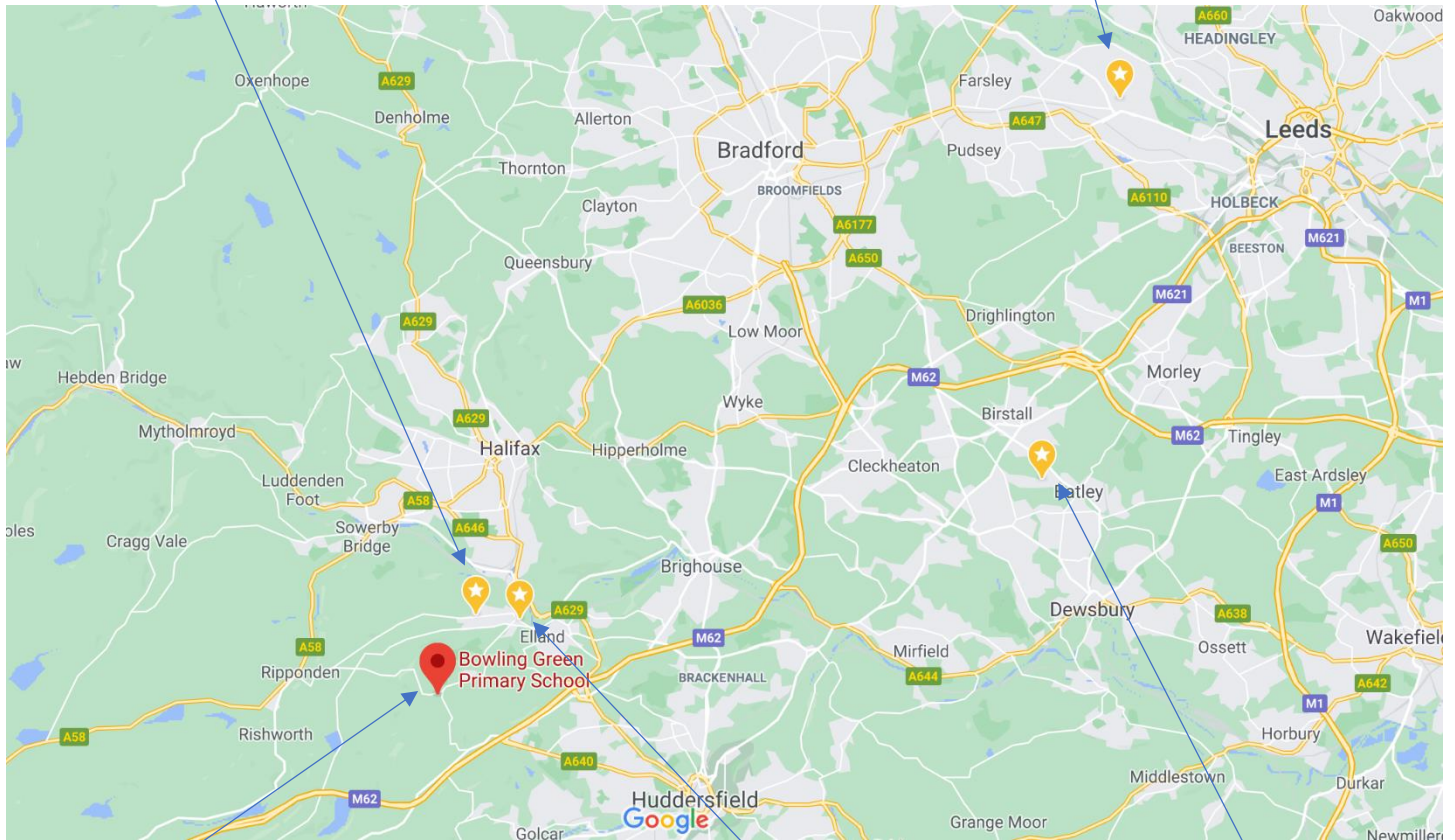
We are pleased to have recently further developed our Trust operational working with a new site development at West Vale Academy. Miss Dani Worthington and Dr Jo Pearson are supported by a dedicated Workforce Development department housing the SCITT, research School and Teaching School. Principals and key leaders across our academies all play key roles and contribute to local and national projects: Mrs Helen Crowther from Greetland Academy leads the English Hub; Mrs Fiona Gardiner from West Vale supports ITT; Mr Andrew Midgley from Raynville Academy supports leadership developments/governance; and Miss Dani Worthington from Carlinghow Academy directs School Improvement. New to the team is Mr Jamie Stuttard who became Principal at Bowling Green in April 2021. We look forward to welcoming new leaders as our trust grows who can continue to support our offers locally and nationally.



THE
GREETLAND
ACADEMY



RAYNVILLE
ACADEMY



BOWLING
GREEN
ACADEMY



WEST VALE
ACADEMY



CARLINGHOW
ACADEMY



GREAT
HEIGHTS
ACADEMY TRUST

Job Opportunity at Great Heights Academy Trust Assistant Principal for West Vale Academy

West Vale Academy



The position will be based at West Vale Academy which also hosts our on-site 'Workforce Development' base led by Dr Jo Pearson. It is 1 mile away from the current MAT central team base at The Greetland Academy.

West Vale Academy is a 4-11 primary which has been at the heart of the community since opening its doors in 1879 as West Vale School.

The academy has a 26-reception intake with 154 pupils on roll. The school is a Victorian building, built in 1879. The School has seven classrooms, a library, hall, staff room, staff workroom, pastoral support room, headteacher's office, and dining room. The proportion of pupils who are eligible for support through the pupil premium is in line with the national average. The catchment is mixed, with well behaved, sensible children who are keen to learn and parents are supportive.



Mrs Gardiner, Principal

“West Vale Academy’s promise to our children is that we will attract, retain and develop excellent staff and so the personal welfare and professional development of staff is paramount to us. We believe that our team should be at the heart of our vision and that we should use their talents to achieve our goals”

Job Opportunity at Great Heights Academy Trust

Assistant Principal for West Vale Academy

Job Description

Prime Objectives of the Post

To be an active member of the Senior Leadership Team with particular focus on:

- Driving the Academy's school improvement journey forward at pace
- To drive change and take others with you
- Be Ofsted ready at all times
- To promote the academy at all times to secure pupil numbers
- To network with Leaders across the Trust in collaborative projects
- Act as the strategic lead for Assessment tracking and data analysis including catch-up, pupil premium and PE plans.

Management

1. To make a significant contribution to the support and promotion of the academy's ethos, aims and core values in order to promote the welfare, progress and high levels of attainment and continued development of the academy and pupils.
2. To assist senior management in the operational management of the curriculum provision to reflect both the academy, local and national priorities and to personalise routes for all pupils.
3. To assist in the analysis of relevant data to help develop overall school objectives ensuring that information on pupil progress and achievement is used to improve teaching and learning, to inform and motivate pupils.
4. To assist senior management in the planning of continued professional development of staff in the academy.
5. To be responsible for the day to day operation of assessment and coordination of the provision made for individual children, working closely with staff, parents and carers, and other agencies.
6. To support the development and encouragement of an effective partnership with the local community, sharing information and ideas and working collaboratively.

Teaching and curriculum

1. To maintain an up to date knowledge and understanding of the professional duties and responsibilities of teachers and the statutory frameworks.
2. To support the promotion of excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on pupils' progress and development in moral, spiritual, physical and social terms as well as academic achievement.
3. To assist in the successful creation, implementation and development of extra and cross curricular activities to enrich and broaden pupil experience.
4. To articulate high expectations in setting targets to engage the whole academy community by implementing strategies that secure high standards of behaviour and attendance.
5. To be responsible for the effective teaching of a designated class or group of classes at the academy identifying appropriate achievement and attainment targets.
6. To plan teaching and differentiate appropriately to build on existing pupil capabilities demonstrating knowledge and understanding of how pupils learn having a clear understanding of their individual needs.
7. To teach lessons within the context of the academy's plans, curriculum and schemes of work designing and implementing appropriate strategies.

Job Opportunity at Great Heights Academy Trust

Assistant Principal for West Vale Academy

8. To mark and monitor pupils' class-work and homework, providing constructive oral and written feedback, and setting appropriate targets for pupils' progress.

Specific Duties:

1. To review assessment data for the whole school, analyse data at pupil, cohort and whole school level to identify, where necessary, plans to put in place individual pupil programmes.
2. To analyse and interpret relevant national, local and school assessment data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
3. To lead training, support and advice on the management and implementation of the assessment policy and practice throughout the academy.
4. To assist in reviewing, implementing and drafting the School Development Plan focusing on issues identified when evaluating the school's data.
5. To monitor pupil progress on a termly basis from teachers' on going assessments against key learning objectives and provide summary information.
6. To provide short, medium and long term plans for the development and resourcing of individual, cohort and whole school level.
7. To monitor pupil premium, PE and catch-up action plans.

General

1. To play a key role in assemblies, open evenings and other major academy events.
2. To develop effective working relationships with schools, parents (including PTA), partners, other providers and other agencies especially the promotion of parental and community involvement.
3. To develop specific links with pre-school agencies to ensure a smooth transition from home to school and transfer.
4. To support the Principal in developing positive working relationships with and between all pupils and staff and share responsibility for ensuring the safeguarding and welfare of pupils.
5. To assist in the liaison with other educational establishments in order to promote continuity of learning, progression and curriculum developments.
6. To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
7. To manage efficiently the staffing, physical and financial resources, giving reports as requested.
8. To fully participate in CPD activities.
9. To undertake any other duties as directed by the Principal of school.

School Improvement Across the MAT

1. To support through collaborative working the improvement of key areas across the Trust.
2. To be a positive advocate for the work of the Trust.
3. To champion both the contribution to and receiver of collaborative networking and support within the Trust family of academies and designations.

Job Opportunity at Great Heights Academy Trust Assistant Principal for West Vale Academy

Qualifications and Training	E	D	I
Qualified teacher status	✓		A
General evidence of related CPD educational activities (including teaching and learning) in the last 2 years	✓		A
Good honours degree in a relevant discipline		✓	A
NPQML/SLE		✓	A
Experience	E	D	I
Excellent primary practitioner able to demonstrate outstanding practice in supporting others to improve	✓		A//R
Experience of developing a collaborative working relationship with staff, parents, governors, other schools and agencies	✓		A//R
Ability to use effective/successful models of teaching and learning	✓		A//R
Experience of managing and leading whole school projects and evaluating impact on pupil achievements	✓		A//R
Experience of formulating aims, policies and plans and of monitoring, evaluating and reviewing the impact of these	✓		A//R
Experience of monitoring standards and developing curriculum delivery with successful target setting and tracking which has raised standards of attainment	✓		A//R
Involvement in school self-evaluation and development planning	✓		A//R
Line Management experience	✓		A//R
Experience of contributing to staff development	✓		A//R
Experience of conducting training/leading INSET	✓		A//R
Knowledge and Skills	E	D	I
Up to date knowledge including national policies, pedagogy, safeguarding, Ofsted framework, research findings	✓		A//E
Good oral and interpersonal communication skills	✓		A//E
Knowledge of current and emerging priorities for the primary sector	✓		A//R
Ability to manage and prioritise workload and, where appropriate, delegate to others	✓		A//R
Ability to develop and maintain appropriate relationships and establish effective partnerships with pupils, parents/carers, colleagues and governors	✓		A//R
Awareness and commitment to safeguarding and promoting the welfare of children including the expectation that all staff will share this approach	✓		A//R
Ability to use data and a range of sources of evidence to make judgements and identify next steps (data, lesson observations, work samples)	✓		A//R
Excellent record keeping skills	✓		A//R
Skilled in collaborative working and networking with a wide range of partnerships within and beyond the academy		✓	A//R

Job Opportunity at Great Heights Academy Trust Assistant Principal for West Vale Academy

Initiative	E	D	I
Ability to self-motivate with excellent organisational skills and facility to prioritise workload effectively	✓		A/I/R
Ability to demonstrate readiness to accept and implement change with an openness and willingness to learn	✓		A/I/R
Ability to work flexibly within a team and lead by example	✓		A/I/R

How to Apply

Please read the specification carefully.

You must ensure that you address the criteria outlined in the person specification when completing the application form, giving examples where appropriate.

Legend to criteria:

- E - Essential
- D - Desirable
- I - How identified

Means of identification:

- A - Application form
- I - Interview
- E - Exercise (assessment)
- R - Reference

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

Application Timeline –West Vale Academy	
Job advert and application pack available	Wednesday 12 th May 2021
Application forms to be submitted by	Thursday 20 th May 2021 - 12 noon
Interviews Panel members will include representation from the Trust Board, Local Governing Body and Central Trust team.	WB 24 th May 2021

To apply, please download an application pack from the Great Heights Academy Trust website:
<https://greateightstrust.org.uk/employment-opportunities/>

Please return your completed application form by email to Katherine Humphreys, HR Manager at recruitment@greateightstrust.org.uk or alternatively post to: The Greetland Academy, School Street, Greetland, Halifax HX4 8JB, marking the envelope 'FAO Katherine Humphreys