

Vacancy Available



Senior Deputy Principal
West Craven High School

Salary: Leadership Group Range L16 - 20

Introduction

Thank you for considering a role with Pendle Education Trust. It is an exciting time to become part of our family as we continue to develop and improve the educational standards of academies.

Sponsored by 'Outstanding' Nelson and Colne College (NCC), we currently have five Academies within our Trust benefiting from NCC's guidance, support and high expectations in creating the best possible opportunities for young people.

Our aim is simple. We exist to empower, enable and inspire schools to provide a world class education, supporting through exceptional leadership collaboration, innovative thinking and a clear understanding of local needs. The aspirations and success of young people locally remains at our heart, and we look forward to welcoming new additions to our Trust over the coming months and years.



The Role

As a Senior Deputy Principal at West Craven High School, you will be providing essential support to the Principal and the Senior Leadership Team.

The role provides an excellent career opportunity for a driven and ambitious leader to directly impact on the lives of local children by ensuring that day-in, day-out they receive the very highest standards of teaching and learning, have varied life experiences and are nurtured in a safe and positive educational environment. Our school ethos is that every child is known, valued and supported.

As a key member of the Senior Leadership Team the successful candidate will have a key role in the raising of standards and securing excellent provision, for both students and staff, on our journey of school improvement. Working in an incredibly supportive environment, the successful applicant will have considerable opportunities for professional development through both recognised qualifications and coaching/mentoring opportunities.

West Craven serves the local community of Barnoldswick on the Lancashire / Yorkshire border and the wider community and is a small and vibrant secondary school for young people aged 11 to 16 years. In September 2016, West Craven High School elected to become an academy in Pendle Education Trust, sponsored by the outstanding Nelson and Colne College.

At West Craven our educational philosophy is summed up by our school motto 'Ad Vitam Paramus', meaning 'We are preparing for life'. Our dedicated team of staff are committed to ensuring all students fulfil their potential and strive towards the academic or vocational career of their choice. Our small size ensures that all students are known, understood and cared for. Our core values of ASPIRE: Ambition, Supportive, Positivity, Independence, Resilience and Equality underpin all that we do in school. Selected by students, our core values promote our high expectations and aspirations, balanced with our highest level of care and support. We are very proud of what West Craven High School stands for in its community. As part of Pendle Education Trust and with help and guidance from the 'Outstanding' Nelson and Colne College, the future of our school is bright.

The school is on a programme of rapid transformation and improvement. We just need an outstanding and passionate Senior Deputy Principal to share and support in delivering our vision.

Part of the Family

West Craven High School works collaboratively with all the Academies in our family and especially Colne Primet Academy - there are many opportunities for sharing of good practice and ideas.

Why join our Family?

Aside from the exciting opportunity to change local children's lives, joining our Trust will open up a number of additional opportunities to share best practice with our other Academies. We are keen to develop a strong group of inspirational leaders who can contribute to the future success of the Trust. In doing so, we will offer future opportunities for career progression.

There will be considerable opportunities for professional development including the Trust sponsoring you through recognised leadership qualifications. In addition there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all trust staff.

Your terms and conditions of employment will be exactly the same as they are now. Pendle Education Trust implements National Teachers' Pay Standards and the same annual leave; pension arrangements; sick pay entitlement, etc. apply. You really won't notice any change at all to the contract of employment other than Pendle Education Trust will be your employer.

As a Deputy Principal you will benefit from the expert, specialist advice of core trust staff for Human Resources, Finance, Estates, Health and Safety and Network Systems. We support our leadership teams by providing these services responsively and in line with the needs of our academies.

If you would like to talk informally about the role, or visit the school, please contact our hr team by emailing hr@pendleeducationtrust.co.uk. **We look forward to hearing from you!**



Anita Ghidotti
Chief Executive
Pendle Education
Trust



Lynne Blomley
Executive Principal
Pendle Education
Trust

Purpose of the role

To work alongside the Principal and as part of the Senior Leadership Team to ensure effective strategic and operational leadership across the Academy and hold accountability for standards achieved, quality teaching and learning and high achievement rates for all.

Key Responsibilities

- To provide outstanding leadership and promote the vision, ASPIRE core values and ethos of the Academy throughout normal daily practice and at internal and external events.
- Assume responsibility for the discharge of the Principal's functions at any time when they are absent from the Academy in accordance with Academy policy and the agreed approach of the Principal.
- To establish innovative and effective working relationships within the Academy bringing out the potential for leadership in others and stimulating colleagues with a positive, active and supportive attitude.
- Assume responsibility for the overall development and training of all staff, ensuring opportunities for their own CPD alongside statutory and whole-school training.
- To ensure there is a healthy and positive culture among staff at all levels, where opinions can be shared, and concerns voiced, ensuring appropriate measures are in place to allow this.
- To develop, monitor and evaluate quality assurance standards for the Academy, to ensure the highest possible standards in teaching and learning, quality of student work and student outcomes.
- To report to the Principal and governors on the quality of education at the Academy with recommendations, as necessary, on strategies required to address any areas of concern or inconsistency.
- To participate fully in the Academy's appraisal process, appraise staff, regularly review own practice, set personal targets and take responsibility for own development.
- To monitor performance to identify, share and promote best practice across the Academy and take action to address inconsistencies and tackle under performance of staff at all levels.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies and to promote the careers guidance and development opportunities for students.
- To ensure regular reporting to and effective links with the governors and parents/carers of students and other key stakeholders regarding quality of education, attainment, achievement and progress of students, and ensure that all reporting meets with statutory requirements.
- To ensure effective intervention is in place for all students in order to address key development aims for the Academy and maximise the achievement and progress of students.

Key Responsibilities

- To ensure effective and efficient management, organisation and deployment of learning resources, including information and communications technology.
- To contribute to the recruitment of staff in the Academy as requested by the Principal.
- To create and promote positive strategies for ensuring equality of opportunity for all and ensure the fair and equal treatment of all staff, students, parents/carers and stakeholders.

Trust Responsibilities

- Assist in the task of ensuring that management, finances, organisation and administration of the Academy support its vision and aims and are appropriate to the Academy's present and likely future resources..
- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Work flexibly including, where necessary, evenings and weekends.
- Any other duties that the Principal/Executive Principal consider appropriate.

Person Specification

Qualifications and Attainments

Education to degree level	Essential
Teaching qualification	Essential
Higher degree	Desirable
Professional qualification in a relevant area	Desirable

Knowledge

A thorough knowledge and understanding of the major aspects of secondary provision and the issues which impact the sector	Essential
Knowledge of new Government legislation and curriculum requirements	Essential
A sound understanding of equality and diversity	Essential

Experience

Successful experience of leadership in a secondary school setting	Essential
Experience of sustaining the delivery of high quality teaching and learning	Essential
Experience of responsibility for developing, monitoring and evaluating an aspect of school provision	Essential
Experience of monitoring and analysing data at an academy-level to drive improvement	Essential
Experience of leading, managing, coaching and mentoring staff	Essential

Skills and Abilities

To be flexible and able to take both a proactive and responsive approach to change	Essential
To be a good communicator and be able to present to a wide range of audiences	Essential
To promote equality of opportunity throughout all aspects of Academy life	Essential
To lead others with energy, enthusiasm and tenacity to command respect and to provide an environment where others feel valued and motivated	Essential

Attitudes and Beliefs

Commitment to excellence	Essential
Commitment to inclusivity, equality and diversity	Essential
Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential	Essential
Commitment and passion for excellence in teaching and learning for children at all levels	Essential
Commitment to ensuring a healthy and safe environment and the welfare of children and staff	Essential
Commitment to quality and to continuous personal and Academy improvement	Essential
Commitment to high professional and personal standards of work and conduct	Essential
Commitment to the values of Pendle Education Trust	Essential

Application deadline: Midday on Wednesday 11th May 2022

You can apply by visiting the Trust's recruitment website at careers.pendleeducationtrust.co.uk/

Selection process: 18th and 19th May 2022

Equality of Opportunity

Equality and Diversity is at the heart of what we do. We ensure children and staff are aware of the value placed upon equality and diversity and will address disadvantage and seek to raise the aspirations of all.

We collect and monitor data to ensure that all groups are treated equally and fairly to identify any under representation.

Safeguarding of Children and Vulnerable adults

We recognise that our staff play a vital role in safeguarding the welfare of children in our care. We have a comprehensive child protection policy to ensure that the welfare of our children is placed at the centre of all of our activities.

All appointments are subject to satisfactory DBS checks and references.

Data Protection

Any personal information we gather for recruitment and selection processes will be kept secure and handled with respect in accordance with the processing principles set out in the Data Protection Act.

Role: **Senior Deputy Principal** West Craven High School

Contact Pendle Education Trust

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Email hr@pendleeducationtrust.co.uk

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