

# **Springwell Leeds Academy**



Springwell  
Leeds

**Assistant Principal  
Information Pack**

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Dear Applicant,

Thank you for your interest in the role of Assistant Principal at Springwell Academy. If you are successful, you will be joining a fantastic team and will be a key part of a new and exciting project to transform education for children with Social, Emotional and Mental Health needs in Leeds. In this specific role, you will have a unique opportunity to lead in a brand new school with purpose built state of the art facilities.

At Springwell Academy Leeds, you will work as part of a team committed to collaboration, creativity and innovation. We are dedicated to bringing the very best practice and resources to each of our settings. We are committed to developing a diverse, relevant and engaging curriculum, delivered through learning experiences built around the individual needs of our children and young people. Your challenge will be to ensure that our students receive the best care, support and education that they deserve whilst at Springwell.

By joining us at Springwell Leeds, you will become part of an expert, enthusiastic, hardworking and dedicated team that is committed to making a difference to the young people with which we work. This is an exciting time to join us. For the last two years, we have been working with Leeds City Council to reshape the SEMH provision for the city. In January 2018, we received the first of three, specially designed buildings, which will help us deliver the world-class provision that is our goal. Over the following two terms we receive two more buildings in the South and North of the city.

We are looking for a committed and inspirational leader and outstanding teacher who has a successful record of accomplishment in school. If this is you and you are interested in transforming the lives and opportunities of young people with SEMH needs, we will be very interested to hear from you.

Yours sincerely,



Scott Jacques  
Executive Principal  
Springwell Leeds Academy

## **About Wellspring Academy Trust**

Wellspring Academy Trust is a Multi-Academy Trust with a Barnsley-based Head Office.

We are a Trust at the cutting edge of educational innovation.

### **We have:**

- Outstanding aspiration.
- A vision to provide children and families with exceptional educational opportunities.

### **Our Core Principles are:**

- Excellence in teaching and learning.
- Knowledge and skills growth that is celebrated by the community.
- Collaboration with all partners in education and the community.
- Succession planning within the institution and beyond.
- Providing an exceptional school experience for our children.

### **Our Team:**

#### **Mark Wilson**

CEO Wellspring Academy Trust

National Leader of Education (NLE). OFSTED registered inspector. Ex-Executive Head teacher, London borough of Lewisham (two outstanding schools, one good school). Executive Head of Teaching School. Ex-Head teacher at Robin Hood Primary for 9 years and achieving an Outstanding judgement from Ofsted in April 2011. Mark believes in taking a global perspective on school improvement and has visited schools in Germany, South Korea, Italy and Australia to look at practice there.

#### **Dave Whitaker**

WAT Director of Education (SEN & Alternative Provision)

Executive Principal, Springwell Special School and PRU and National Leader of Education. Ofsted rated outstanding. Springwell designated a Teaching School in 2013. The School is cross phase from age 4-18. Experience in all aspects of school leadership. Involved with the development of a new approach to learning. Developed The Elements+ Curriculum.

#### **Scott Jacques**

Executive Principal, Springwell Academy Leeds

Experience of teaching and senior leadership in Primary, Secondary and Special education as well as ten years work in school improvement. Seconded to work as a Primary Teacher Adviser for the LA and later as a Secondary Consultant within the National Strategies team. Working with a wide range of schools on securing improvement and developing and implementing strategy. Five years working as an Adviser with the LA in Leeds, creating, developing and implementing eLearning strategy as well as supporting school improvement. This school improvement experience ranged from hands on support, developing teaching and learning in classrooms, through to working with heads and senior leaders on whole school development and implementation of policy. Scott spent a year as an Assistant Principal in a large secondary school before becoming Head of a School in a Leeds special school. During this time the school received an outstanding judgement from OfSTED in 2012.

## **Our commitment to you:**

### **Professional Development**

We believe that outstanding professional development underpins outstanding schools. The more members of staff who are enabled and empowered with expert skills and knowledge, the more effective their impact upon learning. We believe in the power of Professional Development. We believe that it can and should be happening every minute of every day. Wellspring Academy Trust has access to a rich seam of Professional Development for all staff through our network of leaders, colleagues and schools, and through the Teaching School.

### **Leaders Professional Development**

Inside every successful school, you will find successful leaders. Almost every study of school effectiveness has shown both Primary and Secondary leadership to be the key factor. At Wellspring, we emphasise the importance of ongoing professional development for school leaders. We work together as leaders. We share our experiences and expertise. We recognise that we are stronger together.

Our recognition of the pivotal importance of effective leadership means that the Professional Development pathway into Executive Leadership across more than one school is open to you with Wellspring.

## About Springwell Leeds Academy

Springwell Leeds is a new provision for children and young people with Social, Emotional and Mental Health (SEMH) needs for the city of Leeds, which we will be developing across on a number of different sites between now and September 2018.

Our aim is to provide the best possible care and education that we can for children and young people with Social, Emotional and Mental Health (SEMH) needs. Unconditional Positive Regard is at the centre of what we do and we are creating an academy that is welcoming, caring, safe, warm and believes that all its pupils can be supported and empowered to succeed.

We are creating individual and personalised pathways for our students that are built around their varied needs that will help them achieve positive outcomes and prepare them for their onward destinations into continuing education, work or training. In order to achieve this we are developing a curriculum that provides opportunities for academic progression as well as vocational learning, whilst being engaging, creative, and innovative.

We see strong relationships with students, parents, carers and the wider community as the key to our success – and we ensure that our academies are welcoming safe places for children to learn and prosper. We believe in working closely with our families and carers and welcome their support, but also realise that at times they will need our support too. We work closely with Leeds City Council and other agencies and schools to make sure we do all we can to make learning and life the best it possibly can be.

We will eventually be an Academy for 340 5-16 year olds on four sites across the city. Our Primary site at Oakwood, has been significantly refurbished and upgraded to provide a high quality specialist setting. Our KS3 and KS4 students are currently accommodated in five temporary sites around Leeds.

Between January 2018 and September 2018, our KS3 and KS4 provision will be moving to three, brand new, purpose built settings across the city. These will be at Seacroft (Opened Jan 18), Middleton (Easter 18) and Tinshill (Sept 18). Wellspring has worked for the past 2 years with Leeds City Council to ensure that these new designs meet the requirements of our children and that they are world class facilities.



An Architect's drawings of one of the completed buildings.



## **ASSISTANT PRINCIPAL JOB DESCRIPTION**

**POST TITLE:** ASSISTANT PRINCIPAL

**GRADE/SCALE:** L8 – 12 (£46,799 - £51,639)

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### **Purpose of the post**

To teach and also undertake the professional responsibilities of the Assistant Principal as directed by the Associate Principal

To work with and support the Executive Principal, Associate Principal and the Trust in developing the Academy and shaping year on year growth and development.

Alongside the Associate Principal, to establish and support in providing and sharing the vision and ethos of the Academy.

To support the supervision and performance management of teaching and support staff in relation to the conditions of service.

In the first instance to work alongside other teachers in the classroom and to be flexible in terms of the future balance of class teaching and strategic leadership as the school grows.

To lead and coordinate a specific area across the Academy.

To ensure that the quality of teaching and learning is improved so that it is consistently outstanding.

To support in the development of CPD and quality assurance across the Academy.

To inspire high quality teaching and learning and high expectations through the modelling of excellent practice meeting all the varied additional needs of pupils at the Academy.

To contribute to the school's strategic development and evaluations as a leading member of the school's leadership team.

To support the Associate Principal in maintaining and developing the good name of the Academy at all times, both internally and externally.

### **KEY AREAS**

1. Leadership & Management
2. Staffing
3. Pupils
4. The curriculum
5. Resources and budget
6. The site and premises
7. Trust, Governing body, parents and community

## **1. Leadership & Management**

- 1.1 To uphold the core principles, values and ethos of Springwell Leeds Academy.
- 1.2 In partnership with the Associate Principal to be actively involved in Academy improvement issues including extra curricula education.
- 1.3 To take a lead in initiatives, promoting and modelling best practice.
- 1.4 To share responsibility for the Academy self-evaluation process.
- 1.5 To work with the Executive Principal, Associate Principal, Governors and the Trust in strategic planning including work on the Academy Improvement Plan.
- 1.6 To formulate, promote and model the implementation of the policies, aims and objectives of the Academy.
- 1.7 To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned and evaluated effectively, and relevant actions agreed and followed up.
- 1.8 To be able to use ICT effectively in all aspects of Academy work.
- 1.9 To lead and support in the development of policies and ensuring they are adhered to.

## **2. Staffing**

- 2.1 To contribute to the development of the Leadership Team.
- 2.2 To support the Associate Principal in ensuring proper standards of professional performance and conduct are established and maintained.
- 2.3 To promote and take responsibility for areas agreed with the Associate Principal e.g. Continuous Professional Development.
- 2.4 To take a team leader role in Performance Management of teaching staff, including the team leader role for all support staff, and to facilitate continued professional development.
- 2.5 To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff with high positive regard and mutual respect for all within the context of equal opportunity.
- 2.6 To offer leadership, guidance and support to staff in relation to teaching and learning and behaviour improvement strategies.
- 2.7 To model and support of the use of unconditional positive regard throughout the Academy.
- 2.8 Provide a professional role model for all staff and support the Associate Principal in creating and maintaining a climate that is supportive of staff, pupils and parents.
- 2.9 To support the Associate Principal, Trust and Governing Body as appropriate with the selection and recruitment of staff to the Academy.
- 2.10 To organise staffing timetables and cover classes where required.

### **3. Pupils**

- 3.1 To undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate curriculum in line with Academy policy.
- 3.2 To take responsibility for the welfare of all pupils in the absence of the Associate Principal.
- 3.3 To encourage a consistent, positive approach to the pastoral welfare of all pupils.
- 3.4 To promote the good behaviour of all pupils working with colleagues, parents and the community.
- 3.5 To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- 3.6 To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.
- 3.7 To model, promote and develop across all staff, a consistent, positive and inclusive approach to behaviour improvement in line with Academy policy.
- 3.8 To ensure the following of all safeguarding, health and safety, modern British values, inclusion and equality policies and procedures.

### **4. The Curriculum**

- 4.1 To liaise with the Associate Principal to determine the arrangements for the organisation of the curriculum and to support staff in its effective delivery.
- 4.2 To lead curriculum innovation and practice and take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high.
- 4.3 To liaise with the Associate Principal and Leadership Team with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation.
- 4.4 To keep up to date with new initiatives, attending professional development courses, where appropriate, and disseminating information to staff.
- 4.5 To take a role in the programme for Collective Worship and its delivery.

### **5. Resources and Budget**

- 5.1 To be involved in all aspects of the school's development and improvement and assist the Principal, Trust and Governors in setting the school's budget in line with the School Development Plan.
- 5.2 In liaison with the Associate Principal be responsible for a budget relating to specific areas.

## **6. The Site and Premises**

- 6.1 To be aware of and assist in supporting the Health and Safety policy of the governing body, the Trust and to advise the Associate Principal of any known concerns regarding security.
- 6.2 To advise the Associate Principal of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Associate Principal.
- 6.3 To take necessary and appropriate action in the absence of the Associate Principal.

## **7. Trust, Governing body, parents and community**

- 7.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Executive Principal or Associate Principal from time to time, in consultation with the post holder.
- 7.2 The post holder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  - b) Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
  - c) It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging or reporting it.

### **7.3 Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Academy's and the Trust's responsibilities towards safeguarding.

**RESPONSIBLE TO:** Associate Principal

**RESPONSIBLE FOR:** TBC on appointment depending on skill set and experience

**ASSISTANT PRINCIPAL PERSON SPECIFICATION:-**

**Qualifications**

- QTS
- Evidence of further relevant qualifications

**Experience**

- Successful experience of School Leadership
- Experience of leading and developing a whole school aspect of education within a school / academy setting
- Experience of teaching in more than one Key Stage
- Efficient and effective budgetary management
- Managing resources and personnel
- Experience of 'Change management'

**Personal Qualities**

- Innovative, creative
- Positive problem solver
- Rigorous
- The enthusiasm, initiative and commitment to ensure that excellent practice embedded throughout the Academy
- A clear and coherent educational vision
- The ability to build a collaborative and creative learning culture
- A commitment to raising standards
- An ability to provide planning for the long-term future of the Academy
- The ability to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively
- Ability to work in partnership and with support the Principal
- Commitment to collaborative working
- Drive, determination and energy
- Commitment to own professional development

**Leading Learning and Teaching**

- Commitment to and expertise in developing an relevant and engaging curriculum
- Commitment to achieving excellence
- A track record of raising standards
- A track record of effective senior leadership or middle management in schools
- Good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity and inclusion strategies

**Developing Self and Working with Others**

- Commitment to continuous professional development for all staff
- Able to identify and nurture talent
- Able to build a strong, supportive staffing network
- Able to manage improved and improving performance
- Able to motivate staff, pupils and community

- Able to identify and acknowledge excellence and challenge poor performance
- Able to bring out the best in everyone

### **Managing the Organisation**

- Able to manage the running of the school efficiently and effectively
- Able to delegate management tasks and monitor their delivery
- Able to ensure that the management, finance, structure and administration of the school support its priorities and objectives
- Able to develop and sustain a safe, secure and healthy school environment

### **Securing Accountability**

- Knowledge of statutory frameworks
- Able to work effectively with the Governing Body and the Trust

### **Strengthening community**

- Commitment to promote the Academy, its ethos and achievements
- A track record of developing effective relationships with stakeholders
- Evidence of celebrating heritage and cultures.

## **HOW TO APPLY**

Please complete the application form sent as a separate attachment to this pack. Along with this, you may submit a covering letter of no more than two sides of A4 outlining your suitability for this role and evidence of outstanding leadership to date.

Applications should be e-mailed to Sarah Reeder, PA to Executive Principal at [s.reeder@springwellacademyleeds.org](mailto:s.reeder@springwellacademyleeds.org)

Visits are encouraged. To arrange these please contact Sarah Reeder at the email address above or on: 0113 4689792

## **TIMELINE**

**Closing date:** Noon, Monday 29<sup>th</sup> January

**Shortlisting date:** Tuesday 30<sup>th</sup> January

**Interview date:** Potentially Friday 2<sup>nd</sup> February

**Start date:** 16<sup>th</sup> April 2018

**Springwell Leeds Academy**  
**Assistant Principal**  
**L8-12 (£46,779 - £51,639)**  
**Based at our South site- Middleton**

- Are you an exceptional, creative practitioner who really wants to make a difference every day to the lives of the most vulnerable children?
- Are you an outstanding teacher who feels stifled by the mainstream system?
- Are you passionate about the making a difference to the lives of children and young people?
- Do you want the unique opportunity to lead the development a world-class provision from scratch?
- Do you want to be driven by a sense of moral purpose rather than data?
- Do you want high quality professional development and support?
- Do you want to teach small classes where getting to know the children really well is a priority and a pleasure?
- Do you want to work with highly supportive colleagues who share your values and ethos?
- Do you want to work in an organisation that supports career progression and has opportunities beyond your own school?

We seek to recruit an exceptional leader to join our team at Springwell Academy Leeds who will lead on a key of school development. You will be part of a newly appointed leadership team who will be appointed a term in advance to set up systems for the new site which will open in April 2018.

The successful candidate will have the amazing opportunity to train, plan and work with a wide range of staff a full term before the new school opens to students.

<b>Reporting to</b>	<b>Associate Principal</b>
<b>Duration of Post</b>	<b>Permanent</b>
<b>Work Commitment</b>	<b>Full time</b>
<b>Salary</b>	<b>L8-12 (£46,779 - £51,639)</b>
<b>Closing date</b>	<b>Noon, Monday 29<sup>th</sup> January 2018</b>
<b>Shortlisting date</b>	<b>Tuesday 30<sup>th</sup> January 2018</b>
<b>Interview date</b>	<b>Friday, 2<sup>nd</sup> February 2018 (TBC)</b>
<b>Start date</b>	<b>16<sup>th</sup> April 2018</b>

For further information and an application pack please contact Sarah Reeder, PA to Executive Principal at [s.reeder@springwellacademyleeds.org](mailto:s.reeder@springwellacademyleeds.org)

The Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

<http://springwellacademyleeds.org/>