

# **Springwell Leeds Academy**



Springwell  
Leeds

**Associate Principal  
Information Pack**

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Dear Applicant,

Thank you for your interest in the role of Associate Principal at Springwell Leeds Academy. If you are successful, you will be joining a fantastic team and will be a key part of an 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 the development of what will become a world-class provision for children with SEMH needs.

At Springwell Leeds Academy, 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 dedicated 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 one of our new, world class, state of the art settings meets that standard.

By joining us at Springwell Leeds, you will become part of and lead an expert, enthusiastic, hardworking and dedicated team that is committed to making a difference to the lives of 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 opened the first of three, specially designed buildings, which will help us deliver the world-class provision that is our goal. You will lead our North setting in Tinshill, which is the largest of our new facilities and will open after Easter 2018. The successful candidate will join us a term before this site open and will therefore have the opportunity to work with their team throughout the planning and mobilisation process.

We are looking for a committed and inspirational leader who has a successful record of leadership in mainstream, special or alternative settings. 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

## **Springwell Leeds Academy is a Proud Member of Wellspring Academy Trust**

### **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.

### **The Wellspring Trust 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 with Leeds City Council. 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 and supporting school improvement. Scott also worked with DFE, QCA and National Strategies on development of training and materials at a national level.

Scott spent a year as an Assistant Principal in a large inner city secondary school before becoming Head of a School in a Leeds special school. During this time the school received an outstanding judgement from OfSTED. Scott joined the Trust in 2015 working in leadership at the Forest Academy and then as Executive Principal of two alternative academies in NE Lincs.

### **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 is 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 which 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 2 temporary sites and one brand new building around Leeds.

Our first new site opened in January 2018 in the East of the city and our second will open in the South, at Middleton, at Easter 2018. The third site will open in the North of the city at Tinsill in September 2018. 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 the completed North building.



## Springwell Leeds Academy (North) Site Progress and information

The new building in Tinshill, North Leeds will be the third and final of our three new, purpose built SEMH special academies to open. Due for opening in September 2018, it will be home for up to 100 students between Y6 and Y11. Photographs below show progress at Jan 2018.



The new buildings have specialist purpose built facilities for students with SEMH needs and are part of a £45m investment by Leeds City council.

The site is situated close to the Outer Ring Road and therefore has excellent access to/from the wider region as well as Leeds itself.



The site features excellent sports facilities including a 3G sports pitch. There is also a farm and horticultural area and 4 immersive IT spaces.

## **JOB DESCRIPTION & PERSON SPECIFICATION ASSOCIATE PRINCIPAL**

**Job Title:** Associate Principal,  
**Grade:** L21-25

### **1. PURPOSE OF THE JOB**

To work with the Executive Principal in the leadership and management and organisation of a setting within the Academy in order to achieve the highest standards of pupil achievement efficiency, and deputise in the absence of the Executive Principal both at short notice and over a longer term.

To play a major role in assisting the Executive Principal to:

- Formulate the aims and the objectives of the Academy
- Establish the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring pupil progress
- Developing, implementing and monitoring of a curriculum to meet the needs of the pupils within the Academy
- Ensure behaviour improvement and the safety and well-being of students

### **2. IN RELATION TO THE STATUTORY REQUIREMENTS**

The Associate Principal shall carry out his/her professional duties in accordance with the 'Conditions of Appointment of Head Teachers' set out in the School Teachers Pay and Conditions Document (published annually).

### **3. DUTIES AND RESPONSIBILITIES**

**Shaping the future** - The Associate Principal will:

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all
- Motivate and work with others to create a shared culture and positive climate
- Play a leading role within the Academy translating the local and national vision into strategic plans which will sustain improvement
- Develop systems and organisation to deliver the aims of the Academy
- Support and assist the Executive Principal in developing the vision, ethos and policies of the Academy and promote high levels of achievement throughout the Academy.
- Actively support the Executive Principal, Governors and staff in the promotion and achievement of the aims and objectives of the Academy.
- Play a leading role in the planning, monitoring, evaluation and development of the Academy curriculum through the Academy Improvement Plan.
- Support all staff in achieving the priorities and targets the Academy sets and monitor the progress towards meeting them
- Contribute to the Academy's organisation and overall strategy of the Academy through Leadership and Senior Management Team meetings.
- Take a leading role in exploring and ensuring that the Academy drives development and seeks accreditation through appropriate external charter marks.

**Leading teaching and learning** - Associate Principal will:

- Lead and drive the development of the curriculum within a setting, ensuring that it:
  - meets the diverse needs of the pupils, being broad, balanced, relevant, challenging and appropriately differentiated
  - fulfils statutory requirements
  - encourages creativity and engaging teaching and learning
  - enables students to receive appropriately accredited qualifications where possible
  - reflects innovative practice from across the country and beyond
- Be a leading role model to all teaching staff within the Academy and reflect a high level of professional teaching standards
- Support the Executive Principal in evaluating the curriculum and its assessment in order to identify and act on areas for improvement
- Facilitate collaborative working within and across settings between class teachers, learning teams and colleagues from other services
- Ensure there is a continuous focus in the Academy on pupil's behaviour, achievement, effectively using data and benchmarks to monitor the progress in every pupil's learning.
- Monitor and implement policies which impact on outstanding practice and are understood and implemented by all stakeholders.
- Assess, monitor and evaluate the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.
- Support the Executive Principal to monitor the quality of plans for individual children, their implementation and impact
- Ensure stimulating and challenging learning environments which secure effective learning and provide high standards of achievement, behaviour
- As part of the leadership team, monitor, evaluate and review class room practice and manage improvement strategies
- Analyse and interpret data to inform class room practice across the Academy
- Lead the monitoring and evaluation of the range of intervention strategies employed throughout the Academy's settings ensuring that resources are targeted correctly towards those pupils requiring additional support
- Contribute to monitoring the quality of teaching and children's achievements across the both Academies including the analysis of performance data, in partnership with the Executive Principal and other members of the leadership team

**Developing self and working with others** - The Associate Principal will:

- Lead Continuing Professional Development ensuring that:
  - there is a coordinated approach to professional development
  - professional development reflects improvement priorities
  - staff development is clearly linked to performance management and enables staff to meet performance management objectives
  - statutory requirements are met regarding up to date staff training (e.g areas such as Safeguarding and First Aid)
  - where possible, staff are empowered to plan and choose elements of their Professional Development
  - the effectiveness and impact of the programme is monitored and evaluated

- Lead and ensure effective staff induction
- Manage positive working relationships with all staff
- Motivate and challenge all staff to maintain high expectations of behaviours
- Support professional development and performance review
- Lead and co-ordinate student and graduate teacher placements

**Managing the organisation** - The Associate Principal will:

- Take lead responsibility for the **admission** of students into the Academy, ensuring that:
  - students are appropriately placed within the range of available settings
  - parents / carers are appropriately briefed and informed on admission
  - the receiving Academy / setting has all appropriate documentation regarding the student
  - the schools Academies admissions guidance is implemented and reviewed as appropriate
  - the interests of the Academies are represented as appropriate at FAP and MAP meetings
  - numbers of students within the Academies satisfy our obligation to the Local Authority / other commissioners
  - arrangements are in place for baseline assessment of students on entry into the Academy
  - students suitable for return to mainstream schools are identified and supported appropriately through this process
- Contribute to procedures to recruit, retain staff
- Deploy staff appropriately on a day to day basis within their setting
- Under the direction of the Executive Principal develop and implement policies and practices that take account of national and local policies, initiatives and legislation
- Take a key role in the self-evaluation process across the Academies utilising a range of tasks to promote thorough self-review
- Be involved in the implementation of Performance Management of colleagues and integrate this into their professional development
- Lead, organise, monitor and evaluate the work of those members of staff responsible for implementing intervention strategies across the Academy
- Support the development of pastoral care of pupils and staff across the Academy
- Ensure staff are well informed of all aspects of Academy life in order to promote good communication and high morale. Encourage the practice of working as a team
- Assist the Executive Principal in maintaining and developing a positive and constructive partnership with parents and the local community
- Manage organisational change effectively.

**Securing accountability** - The Associate Principal will:

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Provide information for the Executive Principal or Governing body to enable them to meet their statutory responsibilities
- Seek out opportunities for and present the Academies' performance and other Academy initiatives to a range of audiences; parents, Governors, Leadership team and other external agencies

**Strengthening the community** - The Associate Principal will:

Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community

- Actively seek out and build the reputation of the Academy with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development

**Safeguarding** - The Associate Principal will:

Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff

Ensure that sufficient resources and time is allocated to enable staff to discharge their child protection related responsibilities effectively

**Efficient and effective deployment of resources** - The Associate Principal will:

- Work with the Executive Principal and Strategic Business Manager to set Academy budgets and monitor their effectiveness.
- Work with the Executive Principal in establishing priorities for expenditure for the Academy, and in monitoring the effectiveness of spending and usage of resources

**Accountability** - the Associate Principal will:

- Be accountable to the Executive Principal for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the Academy as delegated by the Executive Principal.
- Play a key role in designing and maintaining a self-evaluation framework for the Academy which clearly identifies strengths and areas for development, in order to inform the improvement agenda and maintain high standards.
- To ensure that the Academy presents a clear, coherent and accurate account of its' performance to a range of audiences including WAT, Governors, parents and carers and the local community.

**Other Duties** - The Associate Principal will:

- Take on any additional responsibilities that might from time to time be determined by the Executive Principal.

<b>ASSOCIATE PRINCIPAL: PERSON SPECIFICATION</b>	<b>Essential / Desirable</b>	<b>How Identified</b>
<b>Leadership and management</b>		
Ability to build effective relationships with staff, parents, governors and other agencies	E	APP / SP
Ability to line manage staff	E	APP / SP
Ability to make and implement difficult decisions	E	APP / SP
Clearly communicates the vision of the Academy	E	APP / SP
<b>Shaping the future</b>		
Implements an improvement plan across a whole school setting identifying the priorities and evaluating the impact	E	APP / SP
Works with and motivates teams and individuals to implement changes across the school	E	APP / SP
<b>Leading Teaching and learning</b>		
Knowledge of leading and designing curriculum	E	APP / SP
Being an outstanding teacher – by national standards	E	APP / SP
Knowledge of using data to monitor pupil progress	E	APP / SP
Knowledge of assessment tools to monitor teaching and learning	E	APP / SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	APP / SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	APP / SP
<b>Developing self and working with others</b>		
Has experience and understanding of effective CPD programmes	E	APP / SP
Regularly reviews own practice and continually participates in quality CPD	E	APP / SP
Uses CPD to motivate, enthuse and develop staff	E	APP / SP
Ability to plan and allocate work effectively	E	APP / SP
Ability to coach and mentor staff	E	APP / SP

<b>Managing the organisation</b>		
Contributes to the vision of the Academy	E	APP / SP
Recruits, retains and manages a range of Academy staff	E	APP / SP
Provides operational guidance to senior leaders	E	APP / SP
<b>Securing accountability</b>		
Contributes to whole school self-evaluation	E	APP / SP
Holds people to account for what they have agreed to deliver	E	APP / SP
Works effectively with the governing body to fulfil statutory duties	E	APP / SP
Provides performance data to parents and governors	E	APP / SP
<b>Strengthening the community</b>		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences	E	APP / SP
Promotes the school	E	APP / SP
Works with parents and carers to improve pupil achievement	E	APP / SP
<b>Child protection</b>		
Can manage and implement effective CP policies and procedures	E	APP / SP
Ability to deal with sensitive issues in a supportive and effective manner	E	APP / SP
<b>Qualifications and training</b>		
Qualified Teacher Status or other educational qualification	E	APP / SP
A degree or management qualification	D	APP / SP
Commitment to undertake or qualification in leadership training programme	E	APP / SP

<b>Experience</b>		
Of leading or managing a school or similar setting	D	APP / SP
Of effective teaching and learning within the specialist, AP or similar Sector	D	APP / SP
Of successful team leadership at a range of levels	E	APP / SP
Of leading and managing initiatives at whole school level	E	APP / SP
Of working effectively with a range of colleagues, external agencies, LA and schools	E	APP / SP
<b>Personal qualities and attributes</b>		
Moral purpose (Equality, children and adults treated with respect)	E	APP / SP
Excellent communicator (Listening, putting a message across)	E	APP / SP
Child centred	E	APP / SP
Resilient	E	APP / SP
Integrity	E	APP / SP
Self motivated and able to motivate others	E	APP / SP
Enjoys challenge	E	APP / SP
Works to deadlines	E	APP / SP
Enthusiastic and optimistic	E	APP / SP
Excellent problem solving/analytical skills	E	APP / SP
Self awareness, knowledge of strengths and limitations	E	APP / SP
Have vision, commitment, enthusiasm and energy	E	APP / SP
Be committed to equal opportunities and the inclusion of all	E	APP / SP
Be hardworking and willing to be involved in the whole sphere of the Academies	E	APP / SP
Be flexible and work effectively under pressure	E	APP / SP
Be innovative and creative	E	APP / SP
Have high standards and expectations of self and others	E	APP / SP

**Springwell Leeds Academy  
Associate Principal (North)  
Scale: L21-25 (£64,417.00 - £71,053.00)  
Required: September 2018**

Are you an exceptional school leader who:

- Wants to make a difference every day to the lives of the most vulnerable children?
- Is passionate about the difference specialist education can make to the lives of children and young people?
- Feels stifled by the mainstream system?
- Wants to be driven by a sense of moral purpose rather than data?
- Wants the unique opportunity to take a leading role the development a world-class SEMH provision?
- Believes that children should be treated with unconditional positive regard?
- Wants high quality professional development and support?
- Relishes being part of a highly supportive team of colleagues who share your values and ethos?
- Wants to work in an organisation that supports career progression and has opportunities beyond your own school?
- Thinks the curriculum should be exciting, relevant, engaging and personalised?

We require a values driven, committed and inspirational leader to lead our North Leeds SEMH setting. We are looking to appoint someone who is able to motivate and lead teams to provide outstanding education within our growing Academy.

This role provides a once in a career opportunity to shape the future of our Academy, working with students with Social, Emotional and Mental Health needs (SEMH). You will lead our North Leeds setting, at Tinshill, where we will have 100 children (Y6 -Y11) aged 11-16 with SEMH.

<b>Reporting to</b>	Executive Principal
<b>Duration of Post</b>	Permanent
<b>Work Commitment</b>	Full time
<b>Salary</b>	L21-25 (£64,417.00 - £71,053.00)
<b>Closing date</b>	Noon Monday 12 <sup>th</sup> March 2018
<b>Shortlisting date</b>	Week Commencing Monday, 12 <sup>th</sup> March 2018
<b>Interview date</b>	15 <sup>th</sup> March 2018
<b>Start date</b>	1 <sup>st</sup> September 2018 – or sooner if possible.

***Candidates are strongly advised to arrange a visit to the Academy.***

For further information, to arrange a visit to the Academy and to request 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/>