



## ASSISTANT PRINCIPAL INFORMATION PACK



**Siobhan Hearne**  
**Principal**

## Welcome to The Latimer Arts College

Thank you for your interest in our College: there has never been a more important and exciting time to come and join our team!

It really is a privilege to work at The Latimer Arts College: those already in our community and visitors to the school can sense it; it was very much recognised in our last Ofsted Inspection; and we hope that you will feel the same.

Our students are fantastic and thrive in a happy, safe and purposeful learning environment where *'the culture of being happy and safe at school means pupils can, and do, enjoy being at school.'* Ofsted February 2018

Our staff share a passionate and steely determination to make the College *the best that it can be* for the good of our students. The inspection team acknowledged our *'desire to ensure all pupils surpass their potential'* in a climate where students *'enjoy learning and always try their best.'* Ofsted February 2018

We want to be the very best and are looking for staff to join our team who will share this passion.

## Our Vision

At The Latimer Arts College, we all share one key aim: for each individual to secure personal success by aiming for excellence in all that they do.

We place no boundaries on ambition, no limits on aspirations and no barriers in the way of achievement.

We work together to ensure that everyone in our learning community feels respected, valued and is provided with every opportunity to be the best that they can be!

To achieve this, we actively encourage our students to develop the qualities and skills that will prepare them for life-long success, these being:

Leadership  
Organisation  
Resilience  
Initiative  
Communication

If you share our vision and ethos, are an outstanding leader with great potential and you like what you read in this pack, we would love to hear from you!

## Joining Our Senior Leadership Team

We are passionate about our vision for personal success for our students. Therefore, we need leaders with the ambition, talent and capacity to deliver this.

Our College is successful, popular and over-subscribed: we have rapidly grown in recent times and our year groups are full!

We are determined to nurture our students through and out of the pandemic with no educational disadvantage: we do not want to dwell on 'curriculum recovery' and 'catch-up' and create a 'Covid Lost Generation'. We want to look forward, to continue to nurture our fundamental belief that anything is possible and to ensure that we equip our students with everything that they need to achieve this.

Therefore, the governors have taken the decision that the time is right to expand the Senior Leadership Team so that we can be true to our word! Currently the team consists of five leaders (Principal, Vice Principal, three Assistant Principals): we are seeking to appoint an Assistant Principal and increase the team to six.

### Senior Leadership Team Roles

As a team we have a great range of skills and experiences and our aim would be to match our new Assistant Principal to their area of expertise in one of the roles below. We are open and flexible to considering shaping roles in different ways for the right candidate.

*(Please note that the Sixth Form role is the exception to this as the current post-holder will continue in this role in September 2021).*

Primarily, we are looking for an Assistant Principal who is passionate and excited about joining the College, has skills in strategic leadership and is 100% committed to making a difference to student outcomes.

This role will provide a great stepping stone for colleagues who aspire to headship in the future and we have a great track record of developing leadership potential.

**Full details of how to apply are included below. In your letter of application, we would like you to indicate which of the areas of strategic leadership you would be most passionate about leading, explaining why and outlining your specific strengths and experiences in these areas. You are also welcome to indicate the areas that you would not wish to lead!**

Broadly, in September 2021, our SLT roles are likely to be:

**Principal:** Vision and Direction

Our five additional **Senior Leaders** will each then undertake one of the following roles:

#### Curriculum and Pathways

Curriculum Intent and Design

Pathways and Transition Processes (KS2-3, KS3-4, KS4-5)

Timetable Strategy and Operational Maintenance

KS2 Curriculum Liaison

## **Learning and Teaching**

Developing Best Practice in Learning and Teaching

Study Skills Across the Curriculum

Extended Learning (Educational visits; enrichment, homework)

ITT and NQT Programmes

Staff Appraisal Process

Staff Well-Being

## **Raising Aspirations**

Designated Safeguarding Lead

Achievement of Priority Children

Careers and Raising Aspirations Programme Lead

Behaviour, Attendance and Admissions

## **Sixth Form and Student Personal Development**

Sixth Form Standards

16-19 Study Programme

Post-18 Pathways

Student Personal Development Programme (whole school)

## **Standards: Progress and Attainment**

College's Standards Process Lead

Target Setting, Progress Tracking and Intervention

Assessment and Feedback

Reporting to Parents and Carers

Internal and External Exam and Testing Processes



## Nurturing Your Talents

Our staff are one of the secrets of our success and so we are fully committed to their professional development and well-being. At our College, *'the strengths and talents of staff are extremely valued.'* Ofsted February 2018

We are looking to appoint staff who thrive on collaboration, innovation and a desire to be amazing: colleagues who will have a passion for improving student outcomes and be bursting with ideas as to how to achieve this. It is our job to nurture you to deliver this success!

We have a highly successful induction programme for new staff and we offer an extensive range of training. We make the most of every opportunity to work collaboratively to improve the experience that our students receive.

Through a range of developmental strategies, including a robust appraisal system, all members of staff are able to identify their training needs. We endeavour to support staff who wish to study for Masters Degrees, NPQH and other professional qualifications.

### In addition to this, we offer:

Full School Teachers Pay and Conditions, including continuous Service, for Teaching Staff

Employer Pension Contribution – Teachers' Pension Scheme (Teachers) / Local Government Pension Scheme (Non-teaching staff)

Maternity / Paternity / Adoption Leave and Pay

Child Care Vouchers

A laptop for every teacher

Work from Home (WFH) PPA time

Health Assured (Employee Assistance Programme) - a free confidential information, support, counselling and advice service available 24 hours a day

Free flu jab organised through a local pharmacy

Regular staff well-being activities

Free access to our sporting facilities (up to 6pm weekdays)

A break time tea and coffee service (and some delicious homemade cakes!)





## Nurturing Our Students

Although we are currently having to operate a 'year group' tutoring system, ordinarily we have vertical tutoring. This system epitomises the caring, family ethos that we promote at the College: we share, we laugh and we grow together!

We promote care for others as well and each House supports a local and national charity: historically we raise around £5,000 a year.

At The Latimer Arts College we passionately believe that participation in enrichment activities plays a significant contribution to personal growth and high academic achievement. That is why we do our best to provide a range of extended opportunities throughout the academic year (and beyond!). We are gradually re-introducing these now and very much hope that they will be fully restored at the start of the next academic year.

All students are invited, and indeed encouraged, to take part in as many of the exciting activities on offer as possible, which range from team sports, drama clubs, music groups, chess club and film club to name but a few.

And then we celebrate each phenomenal year at our annual Pride of Latimer Awards – an Oscar style celebration of excellence and contribution. Trust us: there is not a dry eye in the house at the end of the evening!

## Providing a Positive Learning Environment for All

Ensuring that our staff and students can thrive in a positive learning environment is one of our key priorities. Each year we invest significant resources to ensure that each learning zone is well-equipped with the specialist resources that individual subjects require and that there is sufficient access to IT equipment.

We are delighted that significant investment has been made to our estate in recent years which means that we are the proud owners of a brand new, state of the art Science Learning Centre, a multi-use Sports Centre and a 4G all-weather pitch. In addition to this we have our own theatre.

Not only do these provide great facilities during the school day, but they are also available for free for staff and students to use post-school. This helps to add to our strong community ethos.

## What Our Students and Parents and Carers Say:

‘An amazing school! What more can I say?  
It’s the best by a long way!’

‘Latimer is a school where we all feel safe and comfortable. Students are respectful and kind to each other – they are always happy to help each other out and to help the school out.’

‘The support and education I received during lockdown needs to be praised and congratulated.’

‘I want to express my gratitude for all of the school’s efforts throughout the past 12 months. It goes without saying that teachers have had to adapt to a strange way of working and done an amazing job. Latimer have been excellent in keeping parents informed of latest plans and offered continuous support to students and parents in uncertain times.’

‘We are like a family and help and look after one another all of the time.’

## What Ofsted Say:

We were inspected in February 2018 and our status as a ‘Good’ school was once again confirmed.

The culture of being happy and safe at school, which has been created, means that pupils can, and do, enjoy being at school.

Senior leaders have continued to inspire and motivate staff in the school.

Pupils were unanimous that they would get support from the school if they ever needed it.

During lessons observed, there were no occasions of low-level disruption that affected learning, and most pupils were engaged and involved in their learning tasks.

The Latimer Arts College remains a school where the strengths and talents of pupils and staff are very highly valued.

The ethos encourages pupils to aspire to achieve their potential, enjoy learning and to always try their best.

The Principal and senior leaders have instilled high expectations for pupils and are fully committed to ensuring that each fulfils their potential.

There is a strong focus on the development of the whole child.

The strength and passion of the leadership team has ensured that there is a strong focus on the part of all staff to develop in the pupils the necessary knowledge, understanding and skills to achieve.

Staff are appreciative of the training opportunities the school provides.



## Location

Northamptonshire is known as the 'rose of the shires' and is renowned for its picturesque villages and is home to some of the most beautiful countryside in England. There are miles of walks, beautiful country parks, stately homes, canals and substantial areas of ancient woodland.

In and around the main market towns there are excellent leisure facilities with great shops, restaurants, museums, galleries, theatres and cinemas, health clubs and spas, and a thriving nightlife. Rushden Lakes Shopping Centre is also nearby and is a very popular destination with shops, lakeside restaurants and cafes and a cinema complex.

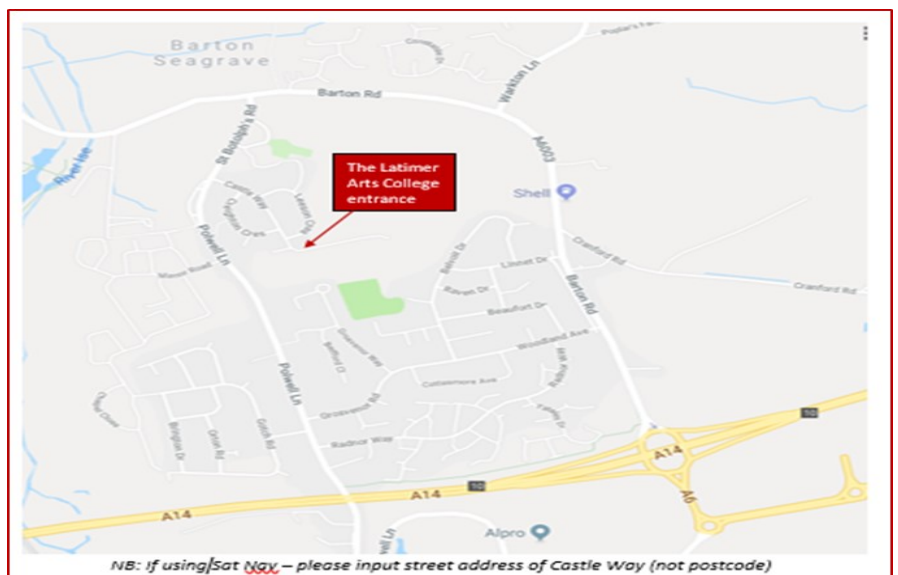
Local sporting highlights include Silverstone motor racing circuit, Northampton Saints rugby team, football league teams and county cricket. You can also enjoy spectacular golf courses, equestrian and country pursuits, and excellent watersports centres.

Northamptonshire is a fantastic place to live and offers affordable housing and is one of the UK's fastest growing counties. Due to its central location and idyllic countryside, Northamptonshire has one of the highest levels of employment in the country.

The local town of Kettering has good rail links and we are within a one hour drive of London, Birmingham, Oxford and Cambridge.

The College itself is located in Barton Seagrave, in the borough of Kettering, which is situated in east Northamptonshire. This is an ideal location due to its proximity to the A14 and the Kettering to London rail link.

Barton Seagrave enjoys a rural location, surrounded by the Wicksteed estate and farm land, woods and spinneys. It has its own Parish Council and forms the Barton ward of Kettering Borough Council. There are local shops, a church, village hall, hotel, and historic buildings in the village.





## **Job Description: Assistant Principal**

Role: Assistant Principal

Line Manager: Principal

Teaching Hours: 14/50 (approx)

Scale: L12-16

### **General Responsibilities**

- To provide professional leadership and management of identified strategic areas;
- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

### **Senior Leadership Team General Responsibilities**

To contribute to general senior leadership responsibilities by:

- Supporting and securing the commitment of others to the vision, ethos and policies of the College and promoting high levels of progress, ensuring ambitious standards for all students, overcoming disadvantage and advancing equality so that we are all the best that we can be;
- Instilling a strong sense of accountability in staff for the impact of their work on students' outcomes;
- Initiating and managing effective change and improvement, in order to develop the College and its staff;
- Taking part in the self-evaluation processes of the College, including lesson observation, learning walks, book sampling and data analysis and to act upon findings in the most effective manner;
- Contributing to the maintenance of the Self-Evaluation Form (SEF) and College Improvement Plan (CIP);
- Exercising accurate financial planning and management of budgets, to ensure the most effective deployment of resources, in the best interests of students' achievements and the College's sustainability;
- Enthusiastically engaging with professional learning opportunities to promote your own professional effectiveness;
- Acting as SLT line manager to specific Progress Leaders (Heads of Department) and Non-Teaching Staff Leaders, recording notes of meetings, following these up and reviewing them at subsequent meetings;
- Acting as SLT link to one of our Houses/Year Groups;



- Acting in a supportive capacity to colleagues, being available for advice, guidance and support;
- Carrying out operational duties commensurate with being a member of the senior leadership team, including contributing to the assembly rota, duty rota, internal exclusion room rota, detention rota and managing other day-to-day issues, such as student behaviour and contact from our parents/carers and other members of the local community;
- Attending College events such as Open Evenings, Curriculum Information Evenings, music concerts, proms and other events (some of which are on a rota basis, shared with other members of SLT);
- Attending GCSE and A Level results days (on a rota basis, shared with other members of SLT);
- Acting as associate governor at Full Governing Body meetings when required;
- Being responsible for the maintenance of relevant policy and procedural documents;
- Undertaking any additional duties as required by the Principal.

### **Specific Leadership Responsibilities**

To be agreed with the successful candidate based on roles outlined above.

### **Classroom Teacher**

To fulfil and maintain the Teaching Standards by:

- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole college improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the College's meeting cycle.

*This job description will be finalised with the post-holder and reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post-holder's professional responsibilities and duties.*

*Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.*

## Person Specification: Assistant Principal

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Qualified Teacher Status	X		Application Form
Good Honours Graduate	X		Application Form / Verified at interview
Masters Degree or equivalent		X	Application Form / Verified at interview
A commitment to professional development	X		Application Form / Interview
Completion of further study in preparation for leadership (for example NPQSL)		X	Application Form / Verified at interview
Commitment to Safeguarding	Essential	Desirable	Method of Assessment
Motivation to work with children and young people	X		Application Form / Interview
Commitment to, and belief in, the equal value of all students	X		Application Form / Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application Form / Reference / Interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Application Form / Interview
Teaching and Learning	Essential	Desirable	Method of Assessment
Proven track record of outstanding teaching and outstanding results	X		Application Form / Interview
Ability to raise self-esteem and expectation of children and young people	X		Application Form / Interview
Proven track record of raising academic standards against targets and national benchmarks	X		Application Form / Interview
Leadership Experience	Essential	Desirable	Method of Assessment
Successful leadership at middle leader level for at least two years	X		Application Form / Interview
Experience of undertaking effective self-evaluation strategies, including data analysis, lesson observation, scrutiny of students' work and stakeholder consultation	X		Application Form / Interview
Experience of contributing to the formulation of and monitoring of a Department and/or School Improvement Plan	X		Application Form / Interview
Experience of leading a whole college project		X	Application Form / Interview
Proven track record of improving teacher performance through performance management, classroom observation, coaching and training	X		Application Form / Interview
Leadership and Interpersonal Skills	Essential	Desirable	Method of Assessment
Ability to lead, provide vision and command respect	X		Application Form / Interview
Outstanding interpersonal skills with the ability to communicate and relate well to all stakeholders	X		Interview
A commanding presence that inspires, motivates and challenges others to be the best they can be	X		Interview

Leadership and Interpersonal Skills	Essential	Desirable	Method of Assessment
Reliability and integrity	X		Application Form / Interview
Creativity, energy and enthusiasm	X		Application Form / Interview
Evidence of working effectively under pressure and showing resilience	X		Application Form / Interview
Outstanding problem solving skills and adaptability to change and new ideas	X		Application Form / Interview
Outstanding ICT skills	X		Letter / Interview
Outstanding attention to detail: a finisher!	X		Application Form / Interview
High level of oral and written communication skills	X		Application Form / Interview
Outstanding time management and organisational skills	X		Application Form / Interview
A team player	X		Application Form / Interview
Good sense of humour and a sense of the enjoyment of working in a school	X		Application Form / Interview
Ability to be reflective and self-critical	X		Application Form / Interview
A future Head Teacher		X	Application Form / Interview

## How to Apply

Applicants are requested to read the information carefully, especially the job description and person specification. Please ensure your application satisfies all the criteria in the person specification and you display evidence of this.

Please specify the role that you are applying for, and also ensure that you submit a covering letter addressed to the Principal, Ms Hearne, as part of your application.

Please ensure that you have completed the reference section with TWO referees. Please note that:

The first referee should normally be your present or most recent Headteacher or equivalent person.

If you are not currently working with children, please provide a referee, if you have one, from your most recent employment involving children.

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is 'time expired' and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

We hope that you have found the information provided in this brochure enough to persuade you to apply but if you need further encouragement, please visit our website at [www.latimer.org.uk](http://www.latimer.org.uk).

Please visit the vacancies page on our website [www.latimer.org.uk](http://www.latimer.org.uk) to download a copy of the application form. Alternatively an application pack can be requested from Ms J Ridley, PA to Principal tel 01536 720310 or email [vacancies@latimer.org.uk](mailto:vacancies@latimer.org.uk).

Completed application forms, together with a supporting letter of application to be no more than 2 sides of A4, font size 11, should be sent to [vacancies@latimer.org.uk](mailto:vacancies@latimer.org.uk).

***In this letter, we would like you to indicate which of the areas of strategic leadership you would be most passionate about leading, explaining why and outlining your specific strengths and experiences in these areas. You are also welcome to indicate the areas that you would not wish to lead!***

Alternatively, post to: The Principal, The Latimer Arts College, Castle Way, Barton Seagrave, Kettering, Northamptonshire, NN15 6SW.

***Please note that we do not accept CVs – any received will not be taken into consideration during the shortlisting process.***



## Safer Recruitment

The Latimer Arts College is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the College follows a rigorous selection process to discourage unsuitable applicants. This process is outlined below:

**Disclosure:** all applicants for employment are required to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The College's policy on the recruitment of ex-offenders is available on the College website.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

**Shortlisting:** Only those candidates meeting the person specification criteria will be taken forward to interview. *NB: CVs are not accepted.*

**Interview:** Those shortlisted will take part in an in-depth interview process – candidates for teaching posts will be required to teach a lesson as part of the interview process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

**Reference checking:** References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

**Probation:** All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the College with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

## **Data Protection**

The information collected on the application form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the application form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form will be retained as part of your personnel record.

## **Equal Opportunities**

The Latimer Arts College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).