

Springwell Learning Community Lincolnshire



Associate Principal Information Pack

A proud member of the Wellspring Academy Trust



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Dear applicant,

Thank you for your interest in the role of Associate Principal at Springwell Learning Community Lincolnshire. 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 across Lincolnshire.

This is an exciting opportunity for someone who is passionate about education, who wants to work with and for young people, through supporting them to develop the knowledge and skills to be successful learners, as well as supporting colleagues in their abilities to achieve this. The successful candidate will be expected to work with the Executive Leadership Team, taking responsibility for the leadership, management and organisation of an Alternative Academy within Springwell Lincolnshire, and to support the Executive Leadership Team to achieve the highest standards of education and pupil progress.

At Springwell Alternative Academies, you will work as part of a team committed to collaboration, creativity and innovation. 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 you contribute either directly or indirectly to an environment where young people feel valued, understood and their social and emotional needs are met, which allow them to become successful independent learners.

If 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



Lisa Ashcroft-Day
Executive Principal

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About Springwell Lincolnshire

Springwell Learning Community Lincolnshire is a collaboration of four Alternative Academies working together across Lincolnshire. Springwell Alternative Academies are located in Lincoln, Mablethorpe, Grantham and Spalding. We provide a caring, nurturing and developmental environment for young people who are unable to remain in mainstream education.

Whether pupils have been permanently excluded or whether they are with us on a short placement, we are determined that after receiving our support, our pupils move on to their next destination having felt known, valued and understood.

Message from the Director of Learning

It is an exciting time for myself, the staff and the pupils here at Springwell. There have been many changes over recent months and there are many more to come. The Wellspring Academy Trust, in partnership with Lincolnshire County Council and the Department for Education are investing significant amounts of money in providing the best possible education for the children of Lincolnshire who can no longer access mainstream education. It is our intention to develop state of the art alternative provision across the county so that our pupils are given the best possible chance in life.

Our values are fundamental to everything we do. Although we believe in high standards we also understand that we are working in a complex world. We believe in second chances, unconditional positive regard and a culture of nurture and support. With that in mind, we aim to provide the best possible opportunities for all our pupils to develop and thrive in a climate of support, guidance and authentic care.

We also value the support of all our families and believe that if we work in partnership, understand the collective challenges and face them together then we can really make a difference.

Dave Whitaker
WAT Director of Learning
Wellspring Academy Trust

Why work for Springwell Lincolnshire Learning Community

- Working in alternative provision and/or SEMH gives you a chance to break free from the stifles of mainstream
- Here at Springwell our staff are able to work in a values-driven environment where the personal development and welfare of the children are our core business
- Staff are of the utmost importance to us. With that in mind, training and development is a priority. Opportunities exist with The Wellspring Trust to create and develop a meaningful and exciting career
- If you are ambitious then there are opportunities for development at all levels. Some of the greatest teachers in the Wellspring Trust joined us as Teaching Assistants. We have developed Specialist Leaders of Education and behaviour experts who work in our academies but also deliver training and support across the region.
- Leadership development programmes allow aspirant senior leaders to fast-track their careers and are given opportunities and training to aspire to Principal and Executive Principal roles
- We value every pupil as an individual, showing everyone respect and tolerance
- We want our pupils to be the very best that they can be – and will try to give them every opportunity to show success

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Some testimonials from staff who have progressed into more senior roles throughout their time here:



"I started at Springwell in the position of Pastoral Teaching Assistant at Lincoln having worked in mainstream education for many years. I had fantastic support in my first year at Springwell, lots of really good CPD, great support from colleagues and absolutely loved my job. My Line manager always made time for me and gave me the support and guidance I needed to learn about working in AP. This really gave me the confidence to take on more responsibility and I am now the Pastoral Manager working across 2 schools. I have the opportunity to work with pupils, parents, mainstream schools and outside agencies and really do feel I can make a difference to the pupils and families I work with." **Jayne Battersby, Lincoln**



"I began working as SENDCo at Springwell in May 2017 which took me all over Lincolnshire and into many schools. I quickly settled in to the friendly team at Springwell and straight away was able to 'make that difference' I was hoping to do. Within 5 months I was promoted to Head of School where I was responsible for the day to day running of a super little school with brilliant staff and students. I am now Executive Vice Principal, working strategically across schools whilst being able to maintain meaningful relationships with children, which I love. The support, opportunities and development I have received since joining has been second to none." **Sarah Jorgensen, Lincoln**



"I joined Springwell as a class TA, having had extensive experience in Early Years settings in mainstream. When a vacancy came up for an SEMH Learning Practitioner working with the SENDCo on interventions, I applied, and was successful. Since then, I have worked closely with the SENDCo and Head of Primary to develop a specific intervention for children working in the Early Years Foundation Stage. This innovating and exciting project received some grant funding that has enabled me to lead an EYFS class, and also send me on a leadership development course aimed at system leadership and influence." **Louise Bostock, Spalding**



"Having no previous experience of working in schools but a desire to work in the education sector I applied for a TA level 1 position at Springwell in December 2017. I had a great induction and the opportunity to take part in lots of CPD. This gave me the confidence I needed apply for an internal TA level 2 opportunity to become a member of the Care Team. This role taught me so much about the importance of building trusting positive relationships with pupils and I was able to begin to deliver a range of different interventions to support pupils to develop their regulation skills. As part of this role I was given the opportunity to become a certified Team teach instructor and I was able to deliver whole staff Team Teach training. In September 2020 I was successful with my application for the Behaviour for Learning Lead position at Springwell Alternative Academy Mablethorpe. Relationships really do matter at Springwell Lincolnshire and the support I have had from the senior leadership team, my line manager and my colleagues is second to none." **Paul Jervis, Mablethorpe**



"I started as a TA at Springwell in Sept 2016. Springwell kindly supported me through the Straight to Teaching program, and I have now been a qualified teacher for 3 years. Springwell Lincolnshire have been brilliant throughout my journey into teaching - identifying potential, nurturing ambition and providing support on many levels." **Dale Kitchen, Grantham**

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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 nine 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 Learning (SEND & Alternative Provision)

Executive Principal, Springwell Special School and PRU and National Leader of Education. Ofsted-rated Outstanding. Springwell was 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.

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.

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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.

Safeguarding

Springwell Learning Community Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to DBS clearance.

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Job Description: Associate Principal

Job Title: Associate Principal

Grade: L14-18

1. PURPOSE OF THE JOB

To work with the Executive Leadership Team, taking responsibility for the leadership, management and organisation of an Alternative Academy within Springwell Lincolnshire. Support the Executive Leadership Team to achieve the highest standards of education and pupil progress.

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 pupils

Ensure a safe, calm and nurturing environment that promotes the well-being of pupils and enables them to make progress

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 vision into strategic plans which will sustain improvement
- Develop systems and organisation to deliver the aims of the Academy
- Support and assist the Executive Leadership Team in developing the vision, ethos and policies of the Academy and promote high levels of achievement throughout the Academy.
- Actively support the Executive Leadership Team, 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 the Academy sets and monitor the progress towards meeting them
- Contribute to the Academy's organisation and overall strategy of the Academy through Leadership Team meetings.

Leading teaching and learning – The Associate Principal will:

- Drive the implementation 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
- Be a leading role model to all teaching staff within the Academy and reflect a high level of professional teaching standards
- Support the Executive Leadership Team 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 settings/services
- Ensure there is a continuous focus in the Academy on pupil's SEMH progress and achievement, effectively using data and benchmarks to monitor the progress in every pupil's learning.

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- 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 Leadership Team to monitor the quality of plans for individual children, their implementation and impact
- Ensure engaging and challenging learning environments which secure effective learning and provide high standards of achievement
- As part of the leadership team, monitor, evaluate and review classroom practice and manage improvement strategies
- Analyse and interpret data to inform classroom 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 Academies including the analysis of performance data, in partnership with the Executive Leadership Team and other members of the Extended Leadership Team

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

- Lead Continuing Professional Development within the setting 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 Team Teach 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
- Support professional development and supervision of staff

Managing the organisation - The Associate Principal will:

- Work closely with the Pastoral Manager and Pupil and Parent support team to support the admission of pupils into the Academy, ensuring that:
 - pupils are placed within the appropriate class
 - parents / carers are appropriately briefed and informed on admission
 - arrangements are in place for baseline assessment of students on entry into the Academy
 - Pupils suitable for return to mainstream schools are identified and supported appropriately through this process
- Contribute to procedures to recruit and retain staff
- Deploy staff appropriately on a day to day basis within their setting
- Under the direction of the Executive Leadership Team 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 for the Academy utilising a range of tasks to promote thorough self-review
- Be involved in the implementation of Performance Development of colleagues and review this regularly as part of staff supervision
- 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 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 Leadership Team in maintaining and developing a positive and constructive partnership with parents and the local community
- Manage organisational change effectively.

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Securing accountability - The Associate Principal will:

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Provide information for the Executive Leadership Team or Governing body to enable them to meet their statutory responsibilities
- Seek out opportunities for and present the Academy 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
- Act as the Academy Designated Safeguarding Lead
- 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 Leadership Team 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 Leadership Team 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.

Person Specification

	Essential / Desirable	How Identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	A/I
Ability to line manage staff	E	A/I
Ability to make and implement difficult decisions	E	A/I
Clearly communicates the vision of the Academy	E	A/I
		A/I
Shaping the future		
Implements an improvement plan across a whole school setting identifying the priorities and evaluating the impact	E	A/I
Works with and motivates teams and individuals to implement changes across the school	E	A/I
Leading Teaching and learning		

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Knowledge of leading and designing curriculum	E	A/I
Being an outstanding teacher	E	A/I
Knowledge of using data to monitor pupil progress	E	A/I
Knowledge of assessment tools to monitor teaching and learning	E	A/I
Ability to identify effective interventions to ensure pupils maintain good progress	E	A/I
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	A/I
Developing self and working with others		
Has experience and understanding of effective CPD programmes	E	A/I
Regularly reviews own practice and continually participates in quality CPD	E	A/I
Uses CPD to motivate, enthuse and develop staff	E	A/I
Ability to plan and allocate work effectively	E	A/I
Ability to coach and mentor staff	E	A/I
Managing the organisation		
Experience of contributing to the vision of an Academy	E	A/I
Experience of recruiting, retaining and managing a range of Academy staff	E	A/I
Providing operational guidance to senior leaders	E	A/I
Securing accountability		
Has contributed to whole school self-evaluation	E	A/I
Has held people to account for what they have agreed to deliver	E	A/I
Has worked effectively with a governing body to fulfil statutory duties	E	A/I
Has provided performance data to parents and governors	E	A/I
Strengthening the community		
Has built relationships with community groups, outside agencies and other schools to create innovative learning experiences	E	A/I
Has promoted a school	E	A/I
Has worked with parents and carers to improve pupil achievement	E	A/I
Child protection		
Can manage and implement effective CP policies and procedures	E	A/I
Ability to deal with sensitive issues in a supportive and effective manner	E	A/I
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	A/I
A degree or leadership qualification	D	A/I
Commitment to undertake or qualification in leadership training programme	E	A/I
Experience		
Of senior leadership in a school or similar setting	D	A/I

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

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