



**Harbour  
Learning  
Trust**

Success and happiness for all

Welcome to  
our family!



Assistant Principal:  
**Ermine Primary Academy**



Assistant Principal:  
**Hartsholme Academy**



Assistant Principal:  
**St Giles Academy**



**Careers at Harbour Learning Trust**

# Dear Prospective Candidate

There can be few things more daunting than the thought of stepping into your first senior leadership post. I ask you to be brave and believe in yourself!

Courage is critical to taking this step and at Harbour we need leaders who are courageous, brave, risk-takers and problem solvers. We need leaders who lead by example, model the behaviours they want to see from others, and lead with their own authentic style. We need leaders who are kind, compassionate and genuinely care about the communities they serve.

Your job as a leader is to light fires, inspire others, empower the great people in our schools and build teams that collaborate, share best practice, constantly want to improve their professional practice and model relentless positivity. Your job is to build a community dedicated to success and happiness for all, ensuring all our children achieve great outcomes that unlock pathways to a bright future in an inclusive environment where every child matters and every child is championed.

What you need to know is that we are with you every step of the way and you will receive great support from the rest of your senior leadership team, the VP/AP network and the central team. It's our job to support and coach you, developing your skills in a safe environment where you will not be judged but will be supported and challenged. Our VPs and APs meet regularly and have a strong network where they share best practice and provide mutual support. They also have whole trust responsibilities for collaborating to produce critical trust documents such as our Quality Assurance guide. They feel valued and heard and have agency to make critical leadership decisions. Our central team includes a dedicated HR team who are at your side to navigate staff management and provide you with advice and wellbeing support. You will receive line management support, benefit from a comprehensive appraisal process and peer support from the VP/AP network. We pride ourselves on supporting, growing, coaching, developing and empowering our leaders, knowing that great leaders and great teams are what makes our schools so successful.

We are a happy organisation. Values-led, we encourage everyone to find the delight and joy in their work as this means we give the best service to our children who need to see adults every day who exemplify optimism, hope, love and relentless positivity. We define the behaviours we expect all staff and leaders to exhibit and call out staff who do not live up to these values and behaviours. Our school worlds need to model the society we want our children to believe in, cherish and replicate in their own adult lives so kindness, love and joy are paramount.

We're very proud of our achievements over the last couple of years. Our trust is driving collaboration and systems leadership. We believe that to improve we must learn from the best, become even better and then give back and support others. We are proud to have the highest performing primary and secondary schools in our area and we are proud to have been shortlisted for the TES Inclusive Trust of the Year Award. Most importantly, we are proud that we are improving the life chances for our children and giving them the tools and the values to lead happy and successful lives.

Our Lincoln schools are great places to learn your leadership craft under brilliant Principals and in a supportive environment. They serve disadvantaged communities - exactly the kind of places that need great leaders like you. I hope you are the next piece of the jigsaw to drive us forward to even greater things for our children, staff and communities and I look forward to meeting you.

**Richard Briggs**  
CEO  
Harbour Learning Trust



*Be brave and believe!*



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Success and happiness for all

Our timeline!

## Our Journey to Date

**2014**

Healing Academy and  
Healing Primary Academy form  
Healing Multi Academy Trust

**2016 - 2017**

Great Coates Academy and  
William Barcroft Academy  
join the Trust

**2018 - 2019**

Hartsholme, St Giles and Woodlands  
Academies join in 2018, with Ermine  
Primary Academy joining in 2019.  
Trust is rebranded to Harbour Learning  
Trust



Join our friendly,  
supportive team!

## Our People

We believe that supporting, empowering and inspiring our people to be their best is fundamental to ensuring the best for the children in our schools.

It's also really important to us to have staff working in our schools and central team who have opportunities to develop themselves, and fulfil their careers within Harbour Learning Trust.

As a Values Driven Trust we are ambitious for our people, and see them grow through our Professional Learning Communities, dedicated CPD and Development programmes.



# Assistant Principal,

Ermine Primary Academy  
Hartsholme Primary Academy  
St Giles Academy

Salary Scale: L1 – L5

Contract: Permanent

Reports to: Principal

Start Date: Sept 2026



## The Role:

As our Assistant Principal, you will be a vital engine of the academy and the community. You are not just a leader; you are a visionary partner responsible for supporting the outstanding day-to-day leadership, internal organisation, and strategic direction of our school. You will be the bridge between our ambitious academic goals and the families we serve, ensuring that “success and happiness for all” is a lived reality in our schools.

### Key Priorities:

**Provide Inspiring Leadership:** Lead by example by modeling the Harbour Learning Trust’s DANCE values and “Magnificent Seven” leadership behaviours. You will provide creative and purposeful direction to ensure the smooth day-to-day running of the school.

### Drive Strategic Growth:

**Growth:** Work in close partnership with the Principal and Vice Principal to adopt a proactive role in strategic planning, policy implementation, and the delivery of school self-evaluation procedures.

### Champion Teaching & Learning:

Secure an environment that promotes outstanding teaching and ensures all pupils have access to a curriculum that meets their needs and results in a tangible impact on learning.

### Empower the Team:

Serve as a Performance Management team leader, guiding the professional learning of both teachers and support staff to foster a culture of growth and accountability.

### Foster True Inclusion:

Lead and assist staff in the active implementation of behaviour and inclusion policies, ensuring every child receives the very best education in a safe, supportive environment.

## The Person: What We Are Looking For

We aren’t just looking for a set of qualifications; we are looking for a specific kind of human. One who wants to join the school at an exciting phase of school development. You will embody success and happiness, possessing the clinical skill to raise standards and the human heart to nurture a community.

### Essential Requirements:

Qualified Teacher Status.

At least 2 years of successful experience as a senior manager in the primary phase.

An excellent primary practitioner able to demonstrate outstanding practice and support others in their improvement. Ability to analyse complex data and formulate clear, impactful school development plans.

Relentlessly positive, emotionally resilient, and act with unwavering integrity and compassion.

# Assistant Principal,

Ermine Primary Academy  
Hartsholme Primary Academy

St Giles Academy

Salary Scale: L1 – L5

Contract: Permanent

Reports to: Principal

Start Date: Sept 2026



## Job Description: Assistant Principal

### Purpose of Post

- To carry out the duties of an Assistant Principal;
- To promote the values and behaviours of Harbour Learning Trust;
- To provide high quality strategic and operational leadership;
- To ensure that all pupils have access to the highest standards of learning and teaching;
- To play an active role in the maintenance of excellent standards of professional behaviour;
- To be fully accountable for the performance and well-being of a significant number of staff and pupils.
- To fulfill a teaching commitment as determined by the Principal in response to the needs of the school.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document, which should be read in conjunction with this document.

### Main Duties and Responsibilities

To carry out the key duties and responsibilities assigned to you by the Principal. These will be dependent upon the overall makeup of SLT and your strengths but may include:

#### Strategic Leadership

- To assist the Principal and Vice Principal, as required in the smooth running of the school;
- To adopt a proactive role in all aspects of strategic and operational planning of the curriculum, teaching, learning and staff development;
- To participate in all aspects of school policy making and implementation;
- To support the delivery of the school's self-evaluation procedures, including monitoring and evaluating outcomes;
- Ensure that professional learning enables teachers to teach this curriculum to the highest standards.
- Ensure that professional learning of support staff focuses on their development and aspirations
- To be a Performance Management team leader
- To share responsibility with the Principal and SLT for oversight of the school and full-time support staff during pupil closure periods;
- Support professional development including induction of new staff, planning and delivering training days and related activities.

#### Student Focus

- To agree and support the achievement of pupil progress targets in order to make a measurable contribution to whole school targets;
- To provide regular feedback for teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact in pupil learning across the subject(s);
- To support and assist staff to ensure they understand, and are actively implementing, the key aspects of the School's behaviour and inclusion policies;
- To lead, develop and enhance the teaching practice of others by monitoring, evaluating, supporting, guiding and target setting

*We passionately believe that every child should receive the very best education that prepares them fully for the future*



*We passionately believe that every child should receive the very best education that prepares them fully for the future.*

*We are committed to safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment.*

**Person Specification:**

Assistant Principal: Ermine Primary Academy

Assistant Principal: Hartsholme Primary Academy

Assistant Principal: St Giles Academy

Specification	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A relevant first degree</li> </ul>	<ul style="list-style-type: none"> <li>• NPQML/NPQSL or an expression of interest to complete whilst in role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Whole school leadership and management responsibilities, evidenced by a proven record of achievement</li> <li>• Recent experience as a successful middle or senior leader</li> <li>• Evidence of significant responsibility for the work of others and impact</li> <li>• Exemplary classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to continuously update skills and knowledge</li> <li>• Experience teaching in more than one previous school and across the Key Stages</li> </ul>
<b>Professional knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• A strong understanding of Curriculum &amp; Assessment</li> <li>• Clarity on what quality first inclusive teaching looks like</li> <li>• Strong knowledge of behaviour management strategies</li> <li>• Significant experience handling Safeguarding issues and knowledge of Safeguarding policy and procedures.</li> <li>• Ability to communicate a clear vision to a variety of internal colleagues and external colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced understanding of safeguarding/child protection procedures and a responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Emotional resilience and a flexible approach accommodating changing priorities and working patterns</li> <li>• Knowledge and understanding of SEND practices and strategies</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• The ability to lead and inspire staff</li> <li>• An ability to form positive relationships with stakeholders</li> <li>• Setting of high standards for self, staff and students</li> <li>• Ability to see initiatives through to completion</li> <li>• An ability to respond effectively to challenging behaviour</li> <li>• Ability to work effectively with people from diverse backgrounds</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Polite and punctual</li> <li>• Commitment to self development</li> <li>• Ability to manage competing priorities</li> <li>• Works flexibly according to changing needs and requirements</li> <li>• Supports our DANCE values, Behaviour Framework and Leadership Behaviours</li> <li>• Personal humility</li> <li>• Integrity and compassion</li> <li>• Relentless positivity and passion for school improvement</li> <li>• Desire to develop and empower others</li> <li>• Leads by example, modelling our expectations</li> </ul>	





Please scan this QR code to read the current Ermine Primary Academy Ofsted report.

*“Children receive an excellent start to their education in the early years. Staff are extremely knowledgeable and skilled. The school has high ambition for what children can achieve, whatever their starting point. Children learn in a language-rich environment. They quickly develop the language skills they need to succeed.”*

**Ofsted**  
**March 2024**

## Why Ermine Primary Academy?

Ermine Primary Academy is a busy and vibrant two-form entry primary school, which also includes a nursery and two specialist SEN hubs in partnership with the Local Authority. This is a particularly exciting time to join our school, as we prepare to embark on a transformative year that will shape the future of our provision and outcomes for all pupils.

Our focus in the coming year will be on strengthening every aspect of teaching and learning. This includes the continued development of a high-quality, ambitious curriculum, the enhancement of learning environments, and a clear, research-informed approach to pedagogy. We are committed to ensuring that all children receive the very best educational experience, enabling them to thrive both academically and personally.

At the heart of Ermine Primary Academy is a strong commitment to inclusion. We are proud to be a school where every child, family, and member of staff feels a genuine sense of belonging. Our inclusive ethos underpins everything we do, and we work tirelessly to ensure that all pupils, including those with additional needs, are supported to achieve their full potential.

We are seeking an Assistant Principal who is eager to play a key role within our evolving leadership team. The successful candidate will demonstrate a genuine passion for teaching and learning, a clear ambition for the success of our school community, and a strong commitment to upholding our trust values. This is an excellent opportunity for a driven and reflective leader who is ready to contribute to meaningful school improvement and help shape the next chapter of Ermine Primary Academy.

**Andrea Norman**  
Ermine Primary Academy Principal





Please scan this QR code to read the current Hartsholme Primary Academy Ofsted report.

*Hartsholme is a special place. We don't just teach pupils; we serve a community that has called our halls home for generations. It is a common—and beautiful—sight to see parents and grandparents at our gates who once walked these same corridors as children. This generational trust is our greatest asset and our greatest responsibility.*

## Why Hartsholme Primary Academy?

Thank you for expressing an interest in becoming the new Assistant Principal of Hartsholme Academy. Hartsholme serves a proud and mixed community close to the centre of Lincoln. Many of our families are disadvantaged and we are proud to be making a difference to the life chances of those who need it most.

Hartsholme was inspected by Ofsted in the summer of 2025 and graded as a Good school. You can read the full report which is one of the attachments on mynewterm. However, the first three paragraphs give a strong sense of our school:

*"Pupils enjoy their time at Hartsholme Academy. They are safe and well cared for by dedicated staff. Pupils work and play together happily. They are polite and respectful, and they value the positive relationships they have with their teachers and other members of Staff.*

*The school has high expectations of what all pupils can achieve. The curriculum is ambitious. Expert staff make sure that pupils with special educational needs and/or disabilities (SEND) benefit from the support and care they need to be successful. Pupils try hard and most achieve well.*

*Behaviour has improved at the school. Pupils follow school routines without fuss. They enjoy the rewards they can earn for demonstrating the school's values, to be 'ambitious, resilient and respectful'. Pupils told inspectors that any disruptions to learning are dealt with quickly and fairly by staff."*

Hartsholme has a stable staff who see themselves as a close-knit family. They are proud of their achievements in getting the school to Good and ambitious to become even better. The community is proud of its school and the school has a bright and secure future thanks to the development of a huge new housing estate just down the road. The new Assistant Principal will be presiding over a period of growing numbers and new opportunities.

### Becky Wright

Hartsholme Primary Academy Interim Principal



Harbour Learning Trust is fully committed to inclusion and we have two applications lodged with the DfE for the opening of two mainstream SEND Hubs at Hartsholme from September. These are fully supported by the local authority and will follow the model of the Hubs at Ermine Academy, another school in the trust, which are widely viewed as best practice in the county.



Please scan this QR code to read the current St Giles Academy Ofsted report.

## Why St Giles Academy?

At St Giles Academy, we are on a rapid journey of transformation, working at pace to radically improve the life chances of every child in our care.

In April 2025, we faced our greatest challenge. Just eight months later - **and a mere 99 teaching days** - St Giles has successfully moved out of Special Measures. This achievement, recognised under the new Ofsted framework, is a testament to the “positive changes” driven by our new leadership team and the relentless dedication of our staff.

We are proud, but we are not finished.

Building on this positive momentum we are now seeking an ambitious and experienced practitioner to join our senior leadership team—someone who has a proven track record of excellence in **Upper Key Stage 2** and a deep-rooted passion for **curriculum design and pedagogy**.

As we evolve, we need a leader who can model outstanding teaching and learning while driving a culture of high aspirations across the school.

While our pace is fast, you will not be running alone. You will be joining a deeply supportive and committed team that has been forged through this period of rapid change.

We pride ourselves on a culture of collective efficacy where we share the load, celebrate the wins, and troubleshoot the challenges together. As a member of our SLT, you will benefit from:

- A highly visible and supportive Executive Principal and Senior Team
- A “no-blame” culture focused on professional growth and collaborative problem-solving
- The unique professional satisfaction of being part of a definitive success story in education

If you are ready to bring your expertise to a school that is moving from “strength to strength,” and you are a resilient, forward-thinking educator who thrives in a dynamic environment and is committed to ensuring that no child is left behind, we would love to hear how your expertise can help shape the future of our school.

### Emma Emson

Executive Principal, St Giles Academy and Great Coates Academy

*“All five of my children have attended St Giles, but since the new staff arrived, I’ve seen a massive difference. They truly understand each child’s needs and provide exceptional support. The environment is much more inclusive, supporting everyone’s learning and wellbeing.”*

Parent Voice  
February 2026



Our ethos is rooted  
in kindness!

## A Journey of Excellence

We are a school on the move. Our most recent Ofsted inspection officially moved us from Requires Improvement to Good, a testament to the hard work, talent, and "all-in" attitude of our staff - but we are not stopping there. Our staff, our children and our parents deserve the very best and we are redefining the roadmap for Hartsholme to be the very best school that the community deserves.

## Our Culture: Rooted in Kindness

Our dance values are our foundations and underpin everything we do and we believe that academic success is only possible when a child feels safe, seen, and respected. Our inclusive environment is built on:

- Prioritising pastoral care, ensuring children's emotional needs are met before they even pick up a pencil.
- Welcoming families into the learning journey. Our "open door" isn't just a phrase; it's how we operate.
- Mutual respect; We hold high expectations for ourselves and our pupils, but we provide the unwavering support they need to meet them.
- A Collaborative Spirit: You'll join a fabulously committed team that thrives on shared learning.
- A Stimulating Environment designed to inspire, with resources that allow for creative, teaching and learning.
- Professional Pride: Be part of a school that has proven its ability to improve and is now aiming for the stars.





**Harbour  
Learning  
Trust**

Success and happiness for all

*Seize the dream!*

## How do I apply?

All of our vacancies are advertised on My New Term:  
**[mynewterm.com](http://mynewterm.com)**

If you have any questions or want to contact us directly  
please email us at:  
**[lincoln.hr@harbourlearningtrust.com](mailto:lincoln.hr@harbourlearningtrust.com)**



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**Tel: 01522 781030**



**Hartsholme Primary Academy**  
Carrington Drive, Lincoln,  
Lincolnshire, LN6 0DE  
**Tel: 01522 683705**



**St Giles Academy**  
Addison Drive, Lincoln,  
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