



Application Pack

Assistant Principal & SENDCO

English Martyrs' Catholic School

Anstey Lane, Leicester, LE4 0FJ

0116 24248880 | office@englishmartyrs.org

Leadership Scale L10-L14 (£64,691 to £71,330)

Start Date: 4th January 2026 (or as soon as possible)





Dear Applicant,

Assistant Principal & SENDCO – English Martyrs' Catholic School

Thank you for your interest in the above position. English Martyrs' is a highly successful school of 1200 students aged 11-19. As our students will tell you, English Martyrs' is a wonderful school. We are proud of our strong academic tradition, our rich, broad and varied curriculum – in and out of class – and our students' outstanding achievements leading to university studies, modern apprenticeships and a wide range of careers.

In our Ofsted Inspection (report May 2023) it was stated "This is a school where leaders and staff want the best for their pupils. It is a genuine community with a caring ethos. The values of the school are woven through every aspect of the life of the school. Pupils take pride in the school and enjoy coming here".

We require an outstanding Assistant Principal to join our Senior Leadership Team.

We have many employee benefits including professional development, cycle to work scheme, perks at work (retail discounts), a wellbeing package and cycle to work scheme.

As a founder member of the St Thomas Aquinas Catholic Multi-Academy Trust (CMAT), English Martyrs' benefits from a wide range of support from the CMAT central team including but not limited to School Improvement, Lay Chaplaincy, HR, Finance and Business Services. In addition, our staff enjoy membership of a wide range of CMAT networks offering support, development and career enhancement.

We are proud of our commitment and investment in staff development and the appointed people can expect an induction programme suited to their needs and continuing professional development as their career progresses including the opportunity to work collaboratively across our regional multi-academy trust. Please contact my PA Maureen O'Connor (moconnor@englishmartyrs.org) to arrange a tour of the school or if you have any questions. The deadline for applications is Monday 24th August at 9am with interviews dates to be confirmed.

Thank you again for your interest in this post. I wish you every success in your application. With best wishes

Mathew Calen
Principal





Vision

English Martyrs' as a community centred in Christ strives to develop the talents of each person.



"May they all be one" John 17

School Prayer

Lord Jesus Christ

Make me a better person

Considerate towards others

Honest with myself

Faithful to you

Help me to find my true vocation in life

And so to find happiness myself

And bring happiness to others

Amen.

Aims for students

English Martyrs' Catholic School works with students to:

- deepen their knowledge, understanding and love of God and his creation
- recognise and take up opportunities to see, find and develop God given gifts and talents
- develop an understanding of gospel values and how they might be applied
- develop independent, enquiring minds and an enjoyment of learning
- cultivate a sense of responsibility for and belief in themselves
- develop the whole person, spiritually, intellectually, morally and socially appreciate and contribute positively to the school and wider community

Mission for the School

English Martyrs' Catholic School believes that each person will succeed through experiencing:

- a community based on gospel values, where each person has opportunities to explore their faith
- a stimulating learning environment where talents are fostered and students can achieve personal best standards
- an appropriate and challenging curriculum
- an environment where a person's needs, worth and qualities are appreciated
- a community which values links with home, school, parish and wider community
- professional, motivated and supportive staff who have high expectations of students opportunities for students to understand society and equip them with the skills to face the challenges they will meet

Values Statement

We demonstrate commitment to work as a learning community by:

- showing love and respect for each person made in the image of God
- encouraging valuing and celebrating achievement

Job Description: Assistant Principal

Reporting to:	The Principal
Responsible for:	Inclusion (SEND)
Grade/Salary:	Leadership Scale L10 – L14
Hours of work:	32.5hpw

Main Purpose:

The Assistant Principal will support the Principal:

- Be an effective member of the senior leadership team.
- Communicating the school's vision compellingly and supporting the Principal's strategic leadership.
- The day-to-day management of the school.
- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

The Assistant Principal will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Principal

Qualities

The Assistant Principal will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school

Duties and responsibilities

School culture and behaviour

Under the direction of the Principal or Vice Principal/SeniorAP, the Assistant Principal will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

Under the direction of the Principal or VP/SeniorAP, the Assistant Principal will:

- Be an effective and impactful leader
- Monitor and evaluate the delivery of high-quality teaching across subjects that meets the needs of SEND students
- Ensure staff are supported to meet the needs of SEND students
- Use data to identify progress and attainment of these groups
- Work strategically to plan interventions
- To co-lead on the strong Foundations strategy
- Manage the TA team to ensure high quality TA support across the curriculum

Co-Leadership of the Strong Foundations Strategy

- Co-Lead on all areas of the SFS
- Liaise with named feeder primary schools in relation to SEND and the SFS
- Deliver staff training on aspects of the SFS
- Create a programme and lead on the SFS for level 1 (EHCP students) and Level 2 (SS Students)
- Support other Trust schools/staff in relation to the SFS as requested

Organisational management and school improvement

Under the direction of the Principal or VP/SeniorAP, the Assistant Principal will:

- Establish and oversee systems, processes, and policies so the school can operate effectively.
- Be the lead SENDCO
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.
- Ensure effective use of budgets and resources.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.

Staff management and professional development

Under the direction of the Principal or VP/SeniorAP, the Assistant Principal will

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance.
- Manage staff well with due attention to workload.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.

Governance, accountability and working in partnership

Under the direction of the Principal or VP/SeniorAP, the Assistant Principal will:

- Work with the governing board as appropriate.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Pastoral

The Assistant Principal will:

- Line Manage one year group
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies.
- With the Head of Year, monitor student behaviour and attendance and ensure it is continuously improving

Wider Responsibilities

- Be aware of and comply with the school's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to Headteacher.
- Comply and assist with the development of policies and procedures as required.
- Develop effective professional relationships with colleagues.
- Actively seek to, and engage in work to, support and promote the wider work of the Trust.'
- As a senior leader look to identify and share/promote best practice both within and beyond the Trust/Diocese.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its students and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by the Principal
- Be committed to safeguarding and promoting the welfare of children and young people.
- The Assistant Principal will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



Person Specification: Assistant Principal

A. Training & Qualifications	Essential	Desirable
Qualified Teacher Status	A	
Have obtained the SENDCO qualification or be prepared to undertake it within 3 months	A	
Degree	A	
Professional development in preparation for a leadership role	A	

B. Experience	Essential	Desirable
Be a current serving HOD/HOY or other leadership role i.e. Assistant/Vice Principal	A	
Teaching experience	A	
Involvement in school self-evaluation and development planning Line management experience	A	
Experience of data analysis to assess impact	A	

C. Professional Knowledge and Skills	Essential	Desirable
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	AI	
Understanding of school finances		AI
Effective communication and interpersonal skills	AI	
Ability to communicate a vision and inspire others	AI	
Ability to build effective working relationships	AI	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	AI	
Ability to work under pressure and prioritise effectively	AI	

D. Personal Attributes	Essential	Desirable
Committed to the ethos of the Catholic Church	I	
Be a practising Catholic		AI
Able to communicate effectively	AI	
Emotional resilience	I	

Ability to self-evaluate and reflect	I	
Able to adapt to changing circumstances and new ideas	I	

D. Personal Attributes (continued)

Essential

Desirable

Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

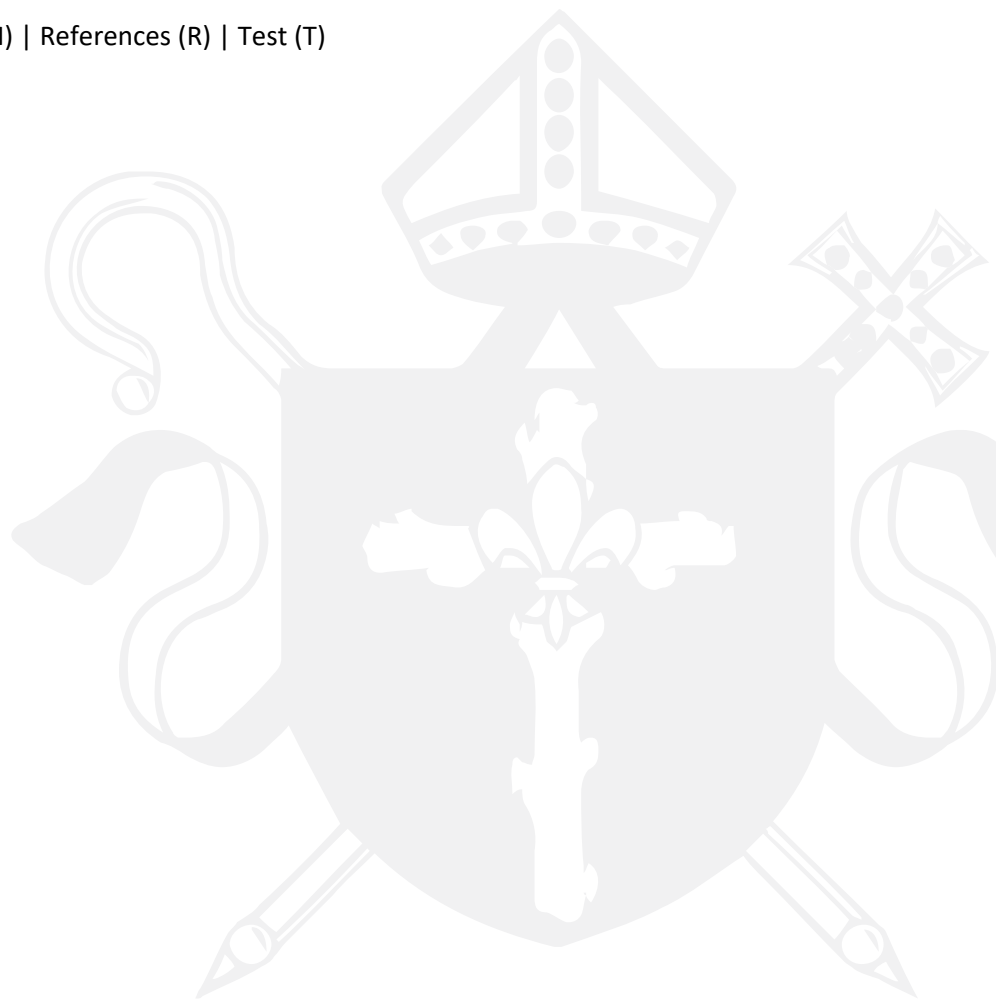
E. Safeguarding & Equality

Essential

Desirable

Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R) | Test (T)





Welcome to St Thomas Aquinas Catholic Multi-Academy Trust



We are a vibrant Trust of 23 schools – 19 primary and 4 secondary – serving young people, their families and parishes across Leicester, Leicestershire and Rutland. We are proud to work both with our fellow Catholic MATs across the Diocese of Nottingham, and a wide range of other schools and MATs across our city and county.

Our CMAT provides innovative ways for our schools to work together. Children benefit from the expertise of staff from across the schools, and they have increased opportunities to work with young people from other schools also. Training for our staff provides even greater quality in our classrooms, and better value for money means that more resources can be focused in those classrooms.

We are truly blessed to be a family of schools which, with Christ at the heart of all that we do, shares a common mission to prepare our young people for a wholesome, fulfilling, active life in the future. Our commitment to the parents is to care for, support and educate your child to the highest possible standards.



Our Vision

All of our young people tangibly benefit from a consistently outstanding Catholic education.

Our Mission

With Christ at the centre of all that we do, we work collaboratively, openly and honestly to provide all young people within our Catholic MAT with a world-class education that enables them to be lifelong learners and fruitful contributors to our society.

Our Goals

- **Rich Catholic life:** the formation of our young people will be based on the life and teachings of Christ. Our schools will be accepting and encouraging of people of all faiths and none.
- **Happy, safe and well:** the safety and well-being of our pupils and staff is of paramount importance in our CMAT
- **World-class education:** research-based practice will ensure educational excellence of the whole person from EYFS to Year 13.
- **Collaboration and trust:** staff, governors and directors will work together with parents/carers and parishes in a spirit of openness, honesty and ongoing development for the good of the young people in our care. We will also celebrate the distinctive nature of each of our schools.
- **Equality for all:** social justice and a strong desire for upward social mobility will underpin our work to remove all barriers to learning, progress and success. Every member of our community will be welcomed and valued; no one will be prejudged on their ethnicity, faith (or none), gender, sexuality or age.
- **Life-long learning:** our curricula will ensure that our young people are inspired and excited by learning, maintaining a thirst for education.
- **Staff development:** evidence-based, highly effective professional development at all levels will ensure both excellent progress and outcomes for our young people, and first-rate developmental career progression for all staff.

Our values are at the heart of all we do

"All that is true has its origin in the Spirit"

Christ-centred



We take our lead from the example & teachings of Christ

Ambitious



We are driven to ensure the very best outcomes for all

Together



We take decisions for the Common Good of all

Restorative



We don't give up on our young people, always believing in them

Joyful



We feel blessed to have been called to this vocation & we are a people of hope

Trust Benefits

Why work for us?



Professional Development Opportunities

We offer a range of centralised training and networking within our Catholic Multi Academy Trust for all roles, as well as induction for staff new to us. Staff benefit from access to the Teaching School Hub, Knowledge Hub and collaborative work across our family of schools.



Opportunities for Career Progression

With 23 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality. All of our opportunities are advertised on our website and across our social media channels.



Employee Wellbeing

Well-being support for our employees, including helplines, menopause support, physiotherapy and access to a virtual GP service. Employees also have access to a variety of discounts on gym & retail. This is provided through 'Schools Advisory Service'.



Terms & Conditions

We have committed to following nationally agreed terms and conditions for pay, for both Teachers' and Support Staff.



Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you are enrolled into the Local Government Pensions Scheme – one of the most competitive on the market.



Cycle to work scheme

A Government backed initiative that enables you to obtain a bike and/or cycling accessories to use for riding to work whilst making tax and National Insurance savings from your Gross pay.



Perks at Work

With access to 30,000+ national & local discount, employees can save on big purchases such as electronics, home appliances, car buying and travel and on everyday items such as food, meal kits, home entertainment and learning and fitness.



Working in the Diocese of Nottingham



Thank you for taking the time to find out more about the post at **English Martyrs' Catholic School**, in the Diocese of Nottingham.

The Diocese of Nottingham was established on 29 September 1850 covers a wide geographical area comprising the counties of Nottingham, Derby, Leicester, Lincoln and Rutland except the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham; 69 primary schools and 15 secondary schools. We serve around 30,000 children and young people. Each school is part of one of three Catholic Multi-Academy Trusts which were established on 1 September 2018.

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service (NRCDES) particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in our schools. I do hope that you will consider applying for the post and I wish you every success.

Peter Giorgio

Director of Education

www.dioceseofnottingham.uk/education

Twitter: @NottsDiocese





THANK YOU

For the interest you have shown in working with our trust
For more details about our team and our schools you can visit:



www.aquinas-cmat.org



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