



Nova Hreod Academy

The best in everyone™

Part of United Learning

Candidate Briefing

Job title: Assistant Principal

Closing date: 18th May 2026

Welcome from our Principal

Dear Candidate,

Thank you for your interest in this position at Nova Hreod.

Nova Hreod Academy is on a rapid journey of improvement to becoming one of the country's top-performing schools. At Nova we believe that all children have limitless potential and that all children can succeed when they are educated in an environment that is characterised by high standards of behaviour and excellent teaching. Our entire staff share a common goal: giving every child the best possible chance of success.

At Nova Hreod, we are proud to foster a disruption-free environment that allows teachers to teach and students to learn without interruption. Every second of every lesson is dedicated to high-quality education. Teachers at Nova Hreod are the experts in the classroom, and we have designed our school to ensure that they can truly make a difference.

We believe that the most effective way for students to learn is through clear, explicit teaching. We work closely with United Learning to design and develop our curriculum, which is structured in a traditional manner. Our lessons and curriculum are based on cognitive science principles, with a strong emphasis on Rosenshine's principles and the *Teach Like a Champion* series.

In our school, inclusion is very important, we deliberately structure the way our school runs to ensure that every student is able to engage fully with all aspects of school life. We are a school rich in diversity, and we celebrate this every day.

We are driven by our values of **Excellence**, **Hard Work** and **Kindness**. This means that we expect the best possible outcomes for all our students, and we require all our students to work exceptionally hard every day. Our students demonstrate excellence in every single day in the quality of their work, the smartness of their uniforms and the completion of their homework. Students daily show kindness through their polite interactions with adults and with other students.



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As a teaching team, we work together to continuously improve our practice, celebrate successes, and foster a sense of community to ensure that all students are successful each and every day. All teaching staff have access to weekly professional development sessions, alongside regular instructional coaching.

We are looking for colleagues who share our commitment to giving students the best chance of success.

Our website provides a clear picture of our aspirations and vision. However, please do not hesitate to contact us if you require further information. We look forward to receiving applications from candidates whose personal values and qualities, align with those in the person specification.

Kind regards,

James Harding-Mbogo
Principal



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Overview

We are excited to offer a unique opportunity for an inspirational and ambitious leader to join Nova Hreod and make a lasting impact on the life chances of our students.

The ideal candidate will be deeply passionate about improving the educational outcomes of our young people and committed to further developing the strong foundations we've already established at Nova Hreod. We believe there are no limits to what our students can achieve, and we seek leaders who embody this belief in their everyday work.

This leadership role is one which requires both analytical and strategic thinking combined with the ability to lead from the front quickly building strong working relationships with teachers, students and families.

If you are ready to make a significant difference and take on a leadership role with a strong focus on shaping the future for our students, we would love to hear from you.



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Job Description

Job title: **Assistant Principal**

Location: **Nova Hreod Academy**

Salary: **Highly Competitive Salary**

Contract type: **Full time, term time only**

Responsible to: **Principal**

Responsible for: **Year 11 Raising Standards**

Purpose

The main purpose of this post is to assist the Principal in the strategic and operational leadership of the school. The Assistant Principal will be an inspiring and transformational leader responsible for leading a key area of the school. All senior leaders are responsible for the culture and ethos of the school, teaching and learning and achievement.

Key Responsibilities

Key responsibilities of the post are outlined below:

- Be a constant presence and a visible leader around the school and be persistent and insistent in the pursuit of high standards for students and staff and to support all
- Support the Principal in the day-to-day management of the school
- Support the school vision and values and the Principal's strategic leadership
- Contribute to raising standards of achievement and maximising student attainment in all subjects across the academy
- Monitor student progress extremely closely, using assessment data to drive improvement and close achievement gaps
- Drive continual improvement in the school through rigorous self-evaluation
- Support staff development through instructional coaching & providing feedback
- Provide training and development for staff through effective line management and CPD
- Monitor and evaluate the quality of teaching and learning across the school and devise and implement strategies for improvement as appropriate
- Promote and support high standards of behaviour, attendance and punctuality across the school
- Ensure that all students in the school are appropriately safeguarded
- Ensure the implementation of whole school policies and engage in regular monitoring and evaluation of school policies
- Build and maintain effective relationships with staff and gain their credibility
- Attend and contribute to weekly SLT meetings
- Report progress to the Governing Body and United Learning Trust where appropriate
- Engage in personal professional development to ensure up-to-date knowledge of current issues and practices
- Carry out all duties/responsibilities of the SLT to the highest of standards



This document is in conjunction with the structure and roles for SLT at Nova Hreod and is open to change and re-negotiation.

Person Specification

The successful candidate will have demonstrated the following in their application / interview:

- A genuine passion for education and a deep commitment to improving the life chances of every student.
- A willingness to work hard with a commitment to ensuring that students at Nova Hreod achieve in line with the very best schools in the country.
- Excellent organisational ability with a relentless focus on high standards and an eye for detail.
- The ability to be solution focused and never give up.
- Commitment to being a team player.
- A commitment to maintaining and further developing the school's ethos of diversity, inclusivity, and equality of opportunity.
- Successful experience as a senior or middle leader with a proven record of achievement.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.



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Assistant Principal Job Description

Post Title:	Assistant Principal
Purpose:	<p>The main purpose of this post is to assist the Principal in the strategic and operational leadership of the school.</p> <p>The Assistant Principal will be an inspiring and transformational leader responsible for leading a key area of the school, this will be determined based upon the skills of the successful applicant.</p> <p>All senior leaders are responsible for the culture and ethos of the school, teaching and learning and achievement.</p> <p>The Assistant Principal will work collaboratively and closely with the other members of the Senior Leadership Team to lead on central aspects of the leadership and management of the academy.</p>
Reporting To:	Principal
Leadership	<p>Under the direction of the Principal and as part of the Leadership Team:</p> <ul style="list-style-type: none"> • Support the Principal in the day-to-day management of the school • Support the school vision and values and the Principal’s strategic leadership • Be a constant presence and a visible leader around the school and be persistent and insistent in the pursuit of high standards for students and staff • Monitor student progress, using assessment data to drive improvement and close achievement gaps • Contribute to raising standards of achievement and maximising student attainment across the academy • Monitor and evaluate the quality of teaching and learning across the school and devise and implement strategies for improvement as appropriate • Promote and support high standards of behaviour, attendance and punctuality across the school
Managing Staff	<p>Under the direction of the Principal and as part of the Leadership Team:</p> <ul style="list-style-type: none"> • Build and maintain effective relationships with staff and gain their credibility • Support staff development through instructional coaching and providing effective feedback • Provide training and development for staff through effective line management and CPD • Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance • Assist with the selection and recruitment of new teaching staff



Professional Behaviour	<ul style="list-style-type: none"> • Be a role model for staff and students • To develop a relationship with students which is professional, firm and caring. • To follow the school policies and procedures. • Develop excellent working relationships with colleagues • Be an effective and flexible member of the team. • Engage in personal professional development to ensure up-to-date knowledge of current issues and practices • Carry out all duties/responsibilities of the SLT to the highest of standards
School Development	<ul style="list-style-type: none"> • Drive continual improvement in the school through rigorous self-evaluation • To work with the governing body and multi academy trust as appropriate • To support and promote the school and United Learning’s ethos and values, playing a part in strengthening relationships between academies within the cluster and between the academy and central office. • Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
Safeguarding	<ul style="list-style-type: none"> • Uphold the school’s safeguarding policies to ensure a safe and supportive learning environment for all pupils. • Build positive relationships with pupils to foster respect, confidence, and a love for learning.
Duties	<ul style="list-style-type: none"> • To carry out duties as part of the senior leadership team in accordance with published schedules and in response to the daily requirements of the school.
Other Specific Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To actively promote the Academy’s policies. • To comply with the Academy’s Health and Safety Policy and undertake risk assessments as appropriate. • To maintain a standard of dress conducive to your position as a professional and in setting an example to students. • To represent the academy at events as appropriate. • To support and promote the school and United Learning’s ethos and values, playing a part in strengthening relationships between academies within the cluster and between the academy and central office. <p>This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.</p>



About Nova Hreod

We have a very clear set of beliefs about key areas of the school that are based on our core values and that influence how our school is run.

Mindset: At Nova our works starts from a belief that our students have limitless potential. Many of our students may face barriers to their learning but we believe that it is our job as professionals to dismantle these barriers, so that our students potential may be realised.

Curriculum: At Nova Hreod we believe that all our students have the right to learn the expert knowledge required to develop mastery of our different subject disciplines. At Nova we teach a centralised curriculum to ensure all our students learn the same expert knowledge.

Behaviour: The SLT own behaviour at this school. Teachers all teach using a set of core routines which supports our behaviour policy. The SLT and Pastoral Team run centralised detentions and the reflection room. As a result of this teachers are able to teach in a disruption free environment.

Teaching: At Nova we teach in a traditional manner. Our lessons follow a consistent Teach, Check, Practice structure and as part of this we ensure that every lesson there is 20 minutes of independent practice. All staff take part in regular CPD focussed on the development of our Nova Core Routines and the Teach, Check, Practice model.

Organisation: We aspire to be a school where excellence is shown in our organization, in our systems and processes. That they are defined by simplicity and clarity as we know this leads to the consistency that is absolutely vital in highly successful schools.

Teamship: At Nova we believe that together we are greater than the sum of our parts. We know that there is power in consistency, therefore we make a choice daily to row together. We choose 'teamship' because we know that together we can achieve great things.

Honesty: We believe that one of the greatest forms of kindness is being honest with people. Feedback is important it makes us better at what we do, it is what improves consistency as a team and it is what strengthens our team here at Nova.

Joy: We work hard to make this a fun and enjoyable place to study and work. We ensure that we make space regularly for fun and togetherness both as a staff and as a whole school.



Rewards and Benefits

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
<ul style="list-style-type: none">• We pay an average of 5% above national scales – the best rates of pay in the sector• Cash plan towards medical treatment• Generous staff discount scheme through Westfield Rewards	<ul style="list-style-type: none">• Three extra INSET days for planning• At least one personal day a year• More than 10% PPA time (currently 20%) which is more than other local schools.	<ul style="list-style-type: none">• Great training for your career• Exceptional curriculum resources• Expert subject advice• Support for your wellbeing

How to Apply

To join our dedicated and talented team, click apply here
<https://mynewterm.com/jobs/140515/EDV-2026-NHA-34021>

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

The closing date for this post is 4th April 2025.

For more information about this role, please contact:

Name / title: James Harding-Mbogo (Principal)

Email address: j.harding-mbogo@novahreodacademy.org.uk



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About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website www.unitedlearning.org.uk.



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