



Heath Lane Academy

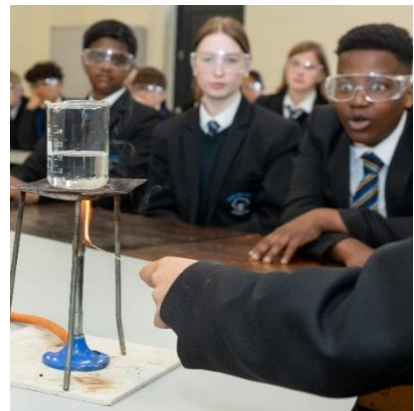
The best in everyone™

Part of United Learning

Candidate Briefing Pack



Assistant Principal





Heath Lane Academy

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Dear Applicant,

Welcome to Heath Lane Academy School, we're part of the United Learning Midlands Secondary Cluster. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply.

Strong relationship building and providing outstanding customer service to all stakeholders will be vital for this role. We require a strong and capable leader and manager equipped to provide the level of support and challenge needed for our schools. The role will involve line management; therefore, you will need to be able to evidence development in leading your own team to excellence.

Heath Lane Academy offers a vibrant, caring and aspirational learning environment for the young people of our community. Our mission is to 'develop good people' and we pride ourselves on the high expectations we have of our students in everything that we do. Our school has improved significantly in recent years and our pupil numbers continue to grow as a result.

Our school culture, based on our values of Work Hard, Be Kind and Be Respectful, demands that students are well behaved and demonstrate a positive attitude to their education. Students and staff understand that our strong culture gives our students the best possible chance to be successful in their lives and make a positive contribution to our community and wider society.

We prioritise academic success for all of our students and we are excited to be a part of the United Learning Trust, one of the most successful Trusts in the country. We deliver an aspirational knowledge rich curriculum which is designed and implemented to ensure all of our students 'graduate' to aspirational destinations. Our staff work collaboratively to innovate and plan exciting and inspiring learning, enabling our students to leave Heath Lane Academy with a lifelong love of learning.

We are passionate about our students learning beyond the classroom to develop a holistic education and strong character. These opportunities include volunteering in our community, Sports, Art, Drama, Music and much more.

Our school is proud to be at the centre of our community and our dedicated staff work incredibly hard to serve our young people for the benefit of our community. The quality of what we can offer can be judged by coming to visit us and seeing for yourselves.

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognize the powerful impact that collaboration and partnership have on colleagues. The Group's aim is to ensure that the technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions you may have ahead of submitting your application.

We very much look forward to hearing from you.

Mark Trimmingham

Principal



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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 uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

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 interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

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

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone' underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**
- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**



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Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Director of Learning to set personal and meaningful development objectives, and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

Our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call 'the best in everyone'. We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone.



Job Description – Assistant Principal

United Learning Leadership Pay Scale (£54,734 - £65,608)

Directly reporting to:	Vice Principal
Responsible for:	Leading Behaviour, Character of Education and community engagement
Line Management of:	Pastoral Team, Pupil Leadership, Volunteering and Enrichment Lead and Careers Manager

Job Purpose

- To lead a whole school area promoting excellent behaviour, attendance and academic outcomes for all
- Key responsibilities will be reviewed annually as part of our commitment to developing future leaders.
- To address matters that arise skillfully and promptly dealing with behaviour, attitude, standards and engagement
- To engage with parents to build and maintain positive relationships with the community
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;
- To identify barriers and work with pupils and their families to remove these barriers
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Ensure quality pastoral provision and support to all pupils, their families and the wider community
- The Assistant Principal will have a clear focus based on needs, priorities, and their own development as part of the leadership team.

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

1. Pastoral

- Ensure behaviour expectations are clearly communicated, applied consistently and are in line with the agreed behaviour policy
- Respond to individual pupil welfare and behavioural issues
- Promote good attendance
- Ensure all activities are logged correctly on pupil records
- Identify barriers and work with pupils and their families to remove these barriers
- Attend meetings with parents and their families to support positive changes.



- Liaise with the Pastoral team to ensure the implementation of the school's pastoral system
- Contribute to the preparation of Action Plans and progress files and other reports
- Alert appropriate staff to problems experienced by pupils
- Commit to ongoing professional development
- Be an effective and flexible member of the team, contributing to the successful adherence to the Safeguarding Policy

2. Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior learning
- Be aware of and make provision for all pupil's individual needs
- Providing clear structures for lessons maintaining pace and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching using teach, check practice and making the best use of available time
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Manage pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Liaise with the Subject Leader to ensure the implementation of department policy and best practice.

3. Monitoring, Assessment, Recording, Reporting

- Liaise with the Subject Leader to ensure the implementation of department policy and best practice
- Plan teaching based upon thorough monitoring and rigorous assessment through:
- Assessing how well what has been taught has been learnt
- Use feedback and follow up tasks to improve specific aspects of teaching
- Marking and monitoring pupils' work and setting targets for progress
- Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, to inform planning and assess the level at which the pupils' are achieving
- Undertaking assessment of pupils as requested by examination bodies, departmental and school procedures
- Undertaking assessment of pupils and participating in the school's system reporting to parents

4. Other Professional Requirements

- Have a working knowledge of professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every pupil the opportunity to reach their potential and meet high expectations



- Contribute positively and effectively to supporting every pupil
- Co-operate with other staff to ensure the effective usage of resources to the benefit of the school and pupils
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as Open Evenings and Progress Evenings
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

General

All school staff are expected to:

- Fully subscribe to the School Values of Hard Work, Respect and Kindness in regard to themselves, the school and our young people
- Work towards and support the school's vision and the objectives
- Support and contribute to the school's responsibility for safeguarding pupils
- Work within the school's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the school's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies, procedures and core values as set out in the documentation available to all staff.

This job description will be reviewed annually as part of the performance management process 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 academy in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across the academy and the pastoral care of the pupils in their charge.

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.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need for the service, always in consultation with the postholder.

Every member of staff at Heath Lane Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Heath Lane Academy. All staff are expected to support this ethos.



Person Specification

	Criteria	Assessment Basis
Qualifications:	<p><u>Essential</u></p> <p>Degree QTS</p> <p><u>Desirable</u></p> <p>Masters Leadership or management qualification (eg NPQSL)</p>	Application
Professional Experience and Understanding:	<p><u>All Essential</u></p> <p>Understanding of:</p> <ul style="list-style-type: none"> • School improvement • Accountability <p>Experience:</p> <ul style="list-style-type: none"> • At least 2 years' experience of a middle leadership role in a secondary setting • Successful teaching as demonstrated in pupil outcomes • Leadership of CPD • Pastoral responsibilities 	Application and Interview
Professional Abilities:	<p><u>All Essential</u></p> <p>Ability to think strategically Ability to manage teams Ability to communicate effectively to a variety of audiences Ability to persuade and influence Ability to communicate complex ideas simply to a wide range of audiences Ability to manage effectively Ability to plan effectively Ability to evaluate Ability to provide comprehensive reports Ability to manage time effectively and meet deadlines</p>	Application, Interview and Reference
Personal Qualities:	<p><u>All Essential</u></p> <p>Hard Work, Respect and Kindness Honesty and Integrity High personal credibility Passion to serve the community Flexibility Resilience Embracing of accountability Commitment to making a difference</p>	Interview and Reference



How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **Sunday 10th May 2026**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post, therefore *we encourage you to apply as soon as possible*.

Further information

We encourage informal discussions regarding the role. If you are unsure about the role, have more questions or would like to visit prior to applying please email:

melanie.osborne@heathlaneacademy.org.uk

Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** Heath Lane Academy, Earl Shilton, Leicester, LE9 7PD
- **Working hours:** Full time - Monday – Friday 37.5 hours per week
- **Start date:** August 2026
- **Basis:** Permanent
- **Salary:** United Learning Leadership Pay Scale (£54,734 - £65,608)

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 towards medical treatment • Generous staff discount scheme • Free will writing service 	<ul style="list-style-type: none"> • Three extra INSET days for planning • At least one personal day a year 	<ul style="list-style-type: none"> • Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing