



Lord Lawson of Beamish Academy
Assistant Principal
(Head of Sixth Form)
Application Pack



We are a **'GOOD' SCHOOL'** in **ALL AREAS**
Inspection - November 2022

Trust

Respect

Courage

Ambition



Lord Lawson of Beamish Academy

Lord Lawson of Beamish Academy
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Principal: Dr Andrew Fowler BA, MA, MSc, PhD, PGCE, FRSA

Dear Applicant,

Thank you for your interest in this position. We seek to appoint an outstanding and dynamic person to be our new Assistant Principal (Head of Sixth Form). The position offers the opportunity for an ambitious and strategic leader to become a member of our senior leadership team, and to make a significant contribution to the continuing development and improvement of our school.

The role of Assistant Principal (Head of Sixth Form) combines curriculum leadership with pastoral responsibility: the Head of Sixth Form is, in effect, the headteacher of a school within a school. As such, we are looking for someone with a proven track record of excellent teaching and/or subject leadership up to A level, as well as experience or aptitude in pastoral work. The position is a wonderful opportunity in itself, and it also provides a springboard for further professional growth and career development.

Our commitment in recent years to the professional development of all our staff has resulted in substantially improved leadership, teaching and learning, pastoral care, and provision for students with special educational needs and/or disabilities. Over 20 of our colleagues have completed National Professional Qualifications, at all levels, and last year almost half of our teaching staff were directly (and voluntarily!) involved in Ambition Institute's Transforming Teaching programme. This has led to a culture of coaching and peer-led staff development across the whole school. Joining the leadership team in 2025, you will benefit from high standards of mentoring, support from your colleagues, and a commitment to your own further professional growth: this is a career-defining opportunity for the right person.

Our mission, to offer education that transforms lives, is lived out daily through our values of trust and respect, courage and ambition. We are a fully inclusive school, as shown by our rising intake of disadvantaged students, increasing representation of students from ethnic minorities, and our thriving Pride Club. Lord Lawson is a single academy trust of around 1300 students, including 120 in the sixth form, drawn from Birtley, Gateshead, and surrounding areas. Our finances are in good shape. Behaviour and attendance throughout the school are very good.

At present, however, our students do not fulfil their potential in the sixth form: this is acknowledged in the recent FFT Aspire evaluation of sixth form results and the external review of the sixth form that I commissioned in November 2024. There are great resources here: sixth form students and staff are articulate, motivated and keen to be involved in further improving their school. As Assistant Principal (Head of Sixth Form) you will lead on improving academic standards at KS5. This will involve leading, and working with, all subject teams and senior leaders of teaching and learning and pastoral development. You will be expected to develop a clear vision for the Sixth Form, and foster a culture of academic excellence and personal growth. The successful candidate will also line manage careers education across the school. Careers education is a strength of the school, and we employ two full-time careers and enterprise advisers, one of whom focuses on the sixth form.

This is an exciting time to be part of Lord Lawson of Beamish Academy, as we seek to energise our sixth form and apply the same high standards that are already in place across the lower school. Since my appointment as Principal in June 2019, our school has improved rapidly and sustainably. We now have an excellent reputation in our local community, and we are heavily oversubscribed for Year 7 entry in 2025. Levels of participation in extra-curricular activities are impressive. In consultation with parents, students and staff, we are developing a more strategic approach to character development and student leadership across the school. There is much still to be done, and I will welcome and support your ideas, your experience and your evidence-led practical approaches to meeting the challenges we face.

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Applications close at 12 noon on Tuesday 28 January 2025, and the appointment process will take place on 4-5 of February 2025. Applicants who have been successfully shortlisted will be notified by Thursday 30 January 2025.

If you are interested in finding out more about our school and this opportunity, I would be delighted to hear from you. Please feel free to contact me on 07936 364421 or via the school, and I will be happy to have a conversation and/or arrange a visit.

With all good wishes,

Yours faithfully



Dr Andrew Fowler
Principal

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Job Description

Job Title: Assistant Principal (Head of Sixth Form)
Salary Scale: L16 – 20

Line Manager: Principal

Purpose of the role

The role is responsible for the recruitment, attendance, academic progress, personal development, safeguarding and destinations of all students in the Sixth Form of Lord Lawson of Beamish Academy. The role is also responsible for the leadership and management of careers education and work-related learning within Lord Lawson of Beamish Academy.

Working with the Principal, the Deputy Principals and the Business Manager, the post holder will create and sustain a vibrant and successful culture of high expectations and aspirations for all students and staff, including students with special educational needs and/or disabilities (SEND) and those from disadvantaged backgrounds. The post holder will develop, implement, sustain and evaluate systems to track and monitor the progress of students, both academically and in terms of their wider personal development.

The post holder will equip subject leaders with the strategies and knowledge necessary for them to raise achievement in their own areas in relation to sixth form teaching, and will take part in the academy's accountability processes. The post holder will be responsible for assessing and improving the quality of teaching and learning across KS5. This will involve leading on learning walks, giving feedback to staff and students, and working with subject leadership teams to improve outcomes.

The post holder will, with the Deputy Principal (Quality of Education) and the other members of the Senior Leadership Team, contribute to line management and the quality assurance of the academy's teaching, learning and assessment, and to the overall effectiveness of the academy's educational strategy. Working collaboratively with the Deputy Principal (Pastoral Care and Inclusion), the Designated Safeguarding Lead, and members of the Sixth Form team, the post holder will foster and sustain a supportive culture of safeguarding and personal development within the Sixth Form.

General Duties

As an Assistant Principal, in addition to carrying out the professional duties of a teacher, in accordance with the requirements of the School Teachers' Pay and Conditions Document 2014 and the Teachers' Standards, the Assistant Principal shall perform those duties particularly assigned by the Principal, as follows:

- Support and advise the Principal and assist in the leadership and management of the academy
- Undertake any professional duty that may be delegated by the Principal
- Be a vital channel of communication to the Principal, optimising the flow of information
- As an active member of the Senior Leadership Team (SLT), create a culture of achievement and success through personal example and leadership
- Maintain an awareness of local, national and global educational issues
- Help to build, communicate and implement a shared vision for the academy within and beyond the academy context
- Lead and manage change in consultation with stakeholders
- Support and challenge at all levels to promote the ethos of the academy as a learning community
- Foster a culture in which excellent outcomes for all students and the key components of personalised learning are integral to the work of everyone in the academy
- Encourage professional attitudes amongst all staff and promote a positive working environment amongst the staff

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- Compliance with all academy policies and procedures; statutory reporting and compliance of areas of responsibility, including oversight of relevant areas of the academy's website
- Promote working practices, which do not discriminate on the grounds of gender, ethnicity, religion, culture, age and disability
- Attend appropriate meetings at departmental, whole academy and governor level
- Contribute to the constructive links with parents and members of the wider community
- With other members of the SLT, have a shared responsibility for:
 - Taking assemblies
 - Participating in and supporting staff on duty rotas
 - Attendance at after school events
 - SLT cover during holiday periods
 - Staff support regarding matters of students' discipline
- Perform any other duties required by the Governors and the Principal as may be commensurate with the nature of the post.

Specific Duties

- Responsible for leading initiatives across the academy to raise standards of achievement and promote a culture of high aspiration for all students, especially those in the sixth form:

Sixth Form:

- Responsible for promoting and maintaining a culture of aspiration and inclusion within the academy, and specifically within the sixth form
- Responsible for tracking and monitoring academic attainment and achievement for sixth form students, including target setting, and liaison with the Deputy Principal (Quality of Education) and the school's Data Manager
- Responsible for developing and evaluating the use of independent learning and home learning within the sixth form
- Responsible for ensuring that subject leaders and their teams have appropriate expertise and resources to support the aspirations and needs of all students within their areas of responsibility
- Responsible, with the Deputy Principal (Quality of Education) and the Assistant Principal (Curriculum and Timetable) for leading the evaluation, improvement and effectiveness of the curriculum taught in the sixth form
- Responsible for promoting and maintaining high standards of attendance, working with the Sixth Form Pastoral Assistant and the academy's Attendance team
- Responsible, with the Deputy Principal (Pastoral Care and Inclusion) and the Designated Safeguarding Lead, for leading, fostering and sustaining a high-quality culture of safeguarding within the sixth form
- Responsible for ensuring that sixth form students conform to high standards of behaviour and appropriate dress code, setting a standard for students throughout the school
- Responsible, with the Assistant Principal (SENDCo), for ensuring that students with special educational needs and/or disabilities (SEND) receive appropriate support to enable them to make progress
- Responsible for the personal development of sixth form students, including the personal development curriculum, working with the subject leader for personal development. Responsible for creating and maintaining appropriate programmes to develop students' aspirations and wider outlook. Working with other colleagues to manage the Extended Project Qualification (EPQ), Duke of Edinburgh's Award Scheme and other recognised qualifications
- Responsible for developing and promoting community and international links for sixth form students
- Responsible for leading and managing the work of the Deputy Head of Sixth Form and the Sixth Form Pastoral Assistant
- Responsible for the tutor programme and for managing the sixth form tutor team
- Responsible for marketing the sixth form to students and parents/carers within the school and within the community.

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Careers Education:

- Responsible for developing and evaluating initiatives to promote work-related learning across the academy, including Careers Information Advice and Guidance and work experience, through line management of the school's careers officers
- Responsible for ensuring that sixth form students receive an appropriate programme of guidance and support to enable them to apply for suitably aspirational destinations, including universities, apprenticeships and employment
- Responsible for managing the UCAS programme in a timely and effective manner
- Responsible for creating and maintaining suitable programmes for recruitment of students into the sixth form, from Lord Lawson and from other schools.

Accountability and management:

- Responsible for assisting the Principal in readiness for any external inspections and to be accountable for own area of responsibility, including contributing to completion of the academy's self-evaluation form and relevant development plans
- Responsible as a member of the Senior Leadership Team for line management of middle leaders and support staff, as delegated by the Principal, to include appraisal of staff
- Responsible for revising and maintaining up-to-date academy policies that cover areas of responsibility
- Responsibility for any allocated budget and for ensuring this is spent effectively to maximise positive outcomes for students
- Responsible for development and maintenance of relevant content on the academy website
- Perform duties as a classroom teacher as directed by the Principal.

Lord Lawson of Beamish Academy is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment.

This job description may be amended at any time in discussion between the Principal and the employee, and will be reviewed annually before the commencement of the next appraisal cycle.

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Lord Lawson of Beamish Academy: Person Specification

Assistant Principal (Head of Sixth Form)

This section outlines the requirements and qualities the post-holder needs to fulfil the post. 'Essential' criteria are those that the post-holder absolutely must have to do the job (the job cannot be done without those qualities). 'Desirable' criteria are those qualities that are non-essential, but which would be advantageous, useful or preferable for the post-holder to have to do the job, or those for which training can be provided.

Assessment and evidence: A = Application; I = Interview process; P = Presentation; R = Reference

	Attribute	Essential/ Desirable	Assessment
Qualifications and education			
1	Degree	E	A
2	Qualified teacher status	E	A
3	Evidence of continuing professional development	E	A/I
4	Higher degree or leadership training	D	A
Knowledge and understanding			
5	Detailed knowledge and understanding of current issues in education	E	I/P
6	Demonstrable understanding of raising achievement	E	A/I
7	Knowledge and understanding of curriculum design	E	A/I
8	Experience of contributing to and bringing about rapid and sustained improvement	E	A/I
9	Knowledge and understanding of effective careers education	D	A/I
Skills and abilities			
10	Ability to think strategically, plan effectively and evaluate perceptively	E	I/P
11	Ability to inspire, motivate and lead staff and students	E	I/R
12	Excellent oral and written communication skills	E	A/I/P
13	Ability to analyse and evaluate information and data from a range of sources	E	A/I/P
14	Ability to quickly synthesize understanding and apply to new situations	E	I/P
15	Ability to communicate a vision and lead others towards it	E	I/P
Experience			
16	Knowledge and experience of pastoral care and safeguarding	E	A/I/R
17	Experience of reflecting on practice, learning from it and adapting accordingly	E	A/I
18	Sustained successful teaching experience within a sixth form or post-16 environment, leading to sustained excellent outcomes for students	E	A/R
19	Significant middle and/or senior leadership experience	E	A
20	Experience of successfully leading and managing the work of a team to deliver sustained improvements	E	A/R

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21	Experience of creative problem-solving and critical thinking	E	A/I/R
22	Successful teaching experience across the 11-16 age range	D	A
23	Experience of using appraisal to bring about and sustain effective improvements in staff effectiveness	D	I/R
24	Experience of working with partner schools and outside agencies	D	A/I
25	Experience of working with and advising governors	D	A/I
Personal qualities			
26	Ability to take decisions and initiate action, providing direction to others	E	A/I
27	Willingness to take responsibility for own actions	E	I/R
28	Commitment to diversity and equality in the workplace	E	I/R
29	Energy, drive and enthusiasm	E	I
30	Ability to listen to and acknowledge the views of others	E	I/R
31	Empathy and emotional intelligence	E	I/R
32	Ability to work to deadlines and under pressure	E	A/I/R
33	Sense of humour and a balanced outlook	E	I
34	Adaptable and positive in the face of change	E	I/R
35	Confident, positive and approachable	E	I

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