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## MESSAGE FROM THE CEO

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Thank you for your interest in applying for this post. I hope that the information in this application pack and a visit to our setting will give you a good sense of the unique nature of our trust.

Astrum Multi Academy Trust was formed in 2017. Our outstanding founder, Newbridge School and forward-thinking leaders were keen to expand our provision within the London Borough of Redbridge to further support the growing need for special school places and services. This has led to the trust expanding our current schools, developing specialist support services, opening a second school (also currently expanding) and setting up college provision for the local community of young people with learning difficulties and disabilities.

Our vision is to maintain and further develop our outstanding education offer to current and prospective pupils and their families who are living with SEND and disabilities and who deserve the highest degree of empathy, warmth and aspiration to thrive. We believe that every pupil has the ability to achieve and live a fulfilling life and that we, as educators, have the knowledge and resources to make this happen.

At Astrum, we value our people more highly than any other resources as it is our team who create our amazing trust. We are strongly committed to professional development and career progression, more often than not, "growing our own" - I, myself, started working for one of our schools over 20 years ago as a teaching assistant. Our Central Service Team provide support to our schools and provisions in the areas of Finance, HR/Legal, Administration, IT, Facilities and Governance to enable our school leaders and colleagues to focus their time on teaching, learning and working with our pupils.

We are looking to appoint a leader who is committed to our values, can inspire collaboration and partnership working with all stakeholders and who puts our pupils at the heart of every decision taken. We are extremely proud of the work that we do and how we support the wider SEND community within Redbridge and its surrounding areas and we look forward to bringing a new leader into the fold to build on our fantastic legacy.



*Lara Parr*



## MESSAGE FROM THE CHAIR OF TRUSTEES

Being part of Astrum Multi Academy Trust Board is a deeply rewarding commitment indeed. It involves overseeing the strategic direction, policies, and overall well-being of our beloved pupils.

As a trustee, one plays a crucial role in ensuring that Astrum Multi Academy provides a supportive and inclusive environment, addresses the unique challenges of each child, and promotes their holistic development.

Collaboration with other trustees, governors and educators is essential to make informed decisions that positively impact the educational journey of these children.

The Trust Board is looking for a candidate with empathy, dedication, and a genuine commitment to fostering an atmosphere where every child can thrive academically, emotionally, and socially.



*Davide Cason*

### **Astrum Multi Academy Trust Vision**

To provide high quality education that meets the needs of every pupil, especially the most vulnerable, by being innovative and sharing best excellent practice across the Trust and wider educational community.

This will be achieved through a partnership of outstanding special schools with the skills, expertise and resources working collaboratively to ensure the best outcomes for every pupil.



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## OUR TRUST

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Astrum Multi Academy Trust was formed 2017 following the academisation of Newbridge School, an all through special school for pupils with a range of Severe and Complex Special Educational Needs across the London Borough of Redbridge and beyond. The second school in our Trust, Hatchside School, opened in April 2021 and currently caters for Key Stage 1 pupils with a range SEND, however, the school is expanding and we will be opening Key Stage 2 from September 2024.

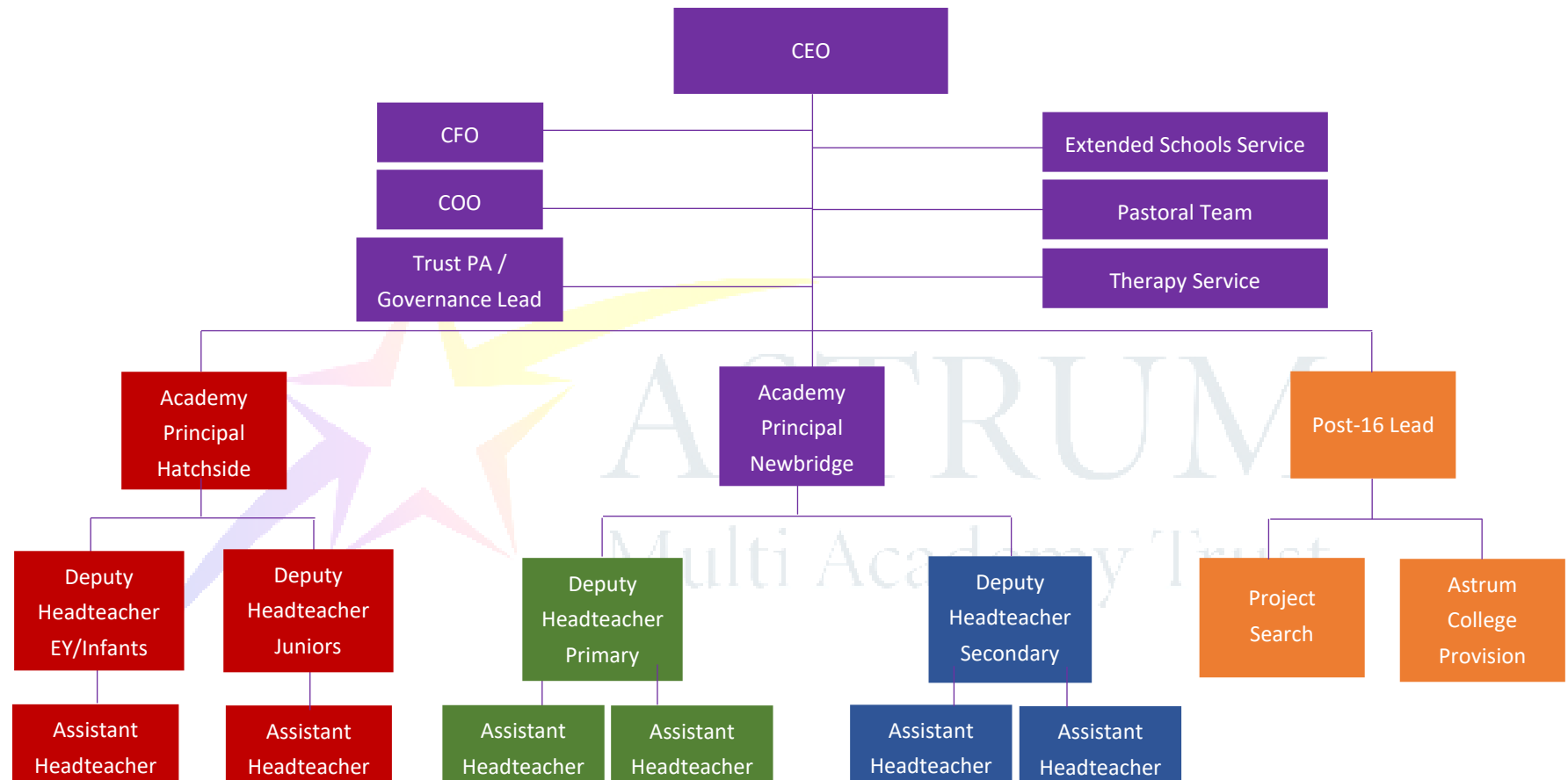
In addition to our schools, we are also working in partnership with BHRUT NHS Hospitals, the Local Authority and Project Search within King George Hospital. Project Search is a one-year internship programme for post-16 pupils with learning disabilities and/or autism, whose goal is competitive employment in the community. Astrum are currently in the process of opening 'Astrum College' where our Project Search pupils will be housed, alongside a new cohort of post-school SEND pupils with severe/moderate learning difficulties. They will complete a 3-year programme of study with the intentional outcome of paid employment. Our long-term vision is to open FE provision across multiple, local sites for pupils with more complex needs who might be at risk of having limited options to post-school care and education.

In support of our pupils' holistic needs, Astrum have developed a number of services to enable better access to education and our curriculums. Our Pastoral Support Team includes; Pastoral Lead, Parent Liaison Officers and Health/Welfare Assistants who work in partnership with families and school leaders/teachers to provide support in a range of areas, such as medical conditions, training with professionals and referrals to specialist support services. Our trust Therapy Services consists of Speech and Language Therapists, Occupational Therapists and assistants who work closely with families and teaching staff to develop and implement specialist programmes. Lastly, we have worked with the local Health and Social Care Managers for a number of years to provide after school and holiday respite provision. Our Extended School's Manager works directly with school leaders and our provisions provide fun opportunities for our pupils as well as a chance for many teaching and support staff to work over-time and boost their earnings. We also hope to re-build our outreach/training/advisory services following their move back to Local Authority Management several years ago. Our schools have many specialist teaching staff and tutors who can provide both in-house as well as external CPD in areas such as; Team Teach, Assisted Handling, Makaton, ELKLAN Communication approaches, adapted EYFS approaches, etc.

We aim to grow a partnership of outstanding Special Schools and services to support the Special Needs Community in Redbridge and the surrounding areas to offer excellent opportunities for pupils and their families.



## Astrum MAT – Proposed Leadership Structure 2024-25





# ASSISTANT PRINCIPAL

## PERSON SPECIFICATION

### Qualifications & training

- Degree and Qualified Teacher Status (or equivalent)
- National Professional Qualification for Senior Leadership (NPQSL) or other post-graduate qualification, relevant to SEND/School Leadership (desirable)
- Record of CPD relevant to School Leadership
- Evidence of updating professional skills and knowledge, including training in teaching and learning pedagogy relevant to supporting SEND pupils

### Experience

- A proven track record of successful leadership and management experience, within a school setting (desirable)
- A proven track record of successful teaching experience, preferably with SEND pupils or within a specialist setting (essential)
- Experience of successful strategies to monitor, evaluate and develop the quality of teaching and learning
- Involvement in school self-evaluation and school development planning
- Involvement in curriculum design and innovation that reflects the developmental needs of pupils and demonstrating sound awareness of neurotypical and other national expectations
- Experience of successful people management and staff development
- A proven track record of commitment to promoting, implementing and monitoring the well-being, professional learning, equal opportunities and diversity for all
- Experience of budget planning and risk management (desirable)

### Skills & Knowledge

- Sound understanding of what makes an excellent specialist school
- Excellent knowledge and understanding of best practice when working with pupils with profound & multiple and severe learning difficulties
- Excellent knowledge and understanding of how to support the holistic needs of pupils with complex disabilities and medical conditions and ability to work collaboratively with external professionals, including from across the health and social care sectors
- Knowledge of statutory and regulatory accountability frameworks, relevant to the role, including local/national safeguarding guidance, Ofsted Inspection framework, SEND Code of Practice

### Personal Qualities

- The highest level of integrity and sense of moral purpose
- An understanding of, and empathy with, the lives of families living with learning difficulties and disabilities
- A vision for a 21<sup>st</sup> century learning environment, including the use of appropriate technology
- Approachable listener, with excellent interpersonal and 'people management' skills



- Ability to inspire and motivate staff to be aspirational for all pupils
- Clear, calm and effective communication skills
- Decisiveness and consistency, with a focus on solutions
- Ability to work autonomously whilst demonstrating loyalty and collaboration, within the wider accountability structure of the trust
- Good organisational skills in order to plan, lead and delegate effectively by valuing the contributions of all
- Resilience and the ability to support the academy through effective change management
- Commitment to the academy, community and the wider values and ethos of the trust





## JOB DESCRIPTION

Job Title	<b>Astrum MAT Assistant Principal – Hatchside Academy</b>
Pay Grade/Scale	Leadership Point 7-11 (Outer London)
Job type	Full Time Permanent Subject to the terms and conditions of the current version of the School Teachers' Pay and Conditions Document (STPCD), Headteacher Standards (2020) and the Burgundy Book and requirements within the statutory safeguarding guidance (e.g. Keeping Children Safe in Education and Working Together to Safeguard Children)
Location	Hatchside Academy
Responsible to	Academy Principal/CEO

Astrum Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Core Job Purpose

The Assistant Principal is accountable overall to the Academy Principal, Deputy Principal(s), CEO and Astrum Multi Academy Trust Board (via the Schools' Committee of local governors) for providing leadership and management to one site of the academy, ensuring the educational success of the pupils and academy within the overall framework of the trust's strategic plan(s), relevant legislation, best practice and available resources.

Under the overall direction of the Academy Principal and as a member of the Academy Leadership Team, the Assistant Principal will support in;

- Communicating the trust and academy'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 academy
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the academy's aims and objectives

The Assistant Principal will also have a timetabled teaching commitment of at least 50%, complying with the Teachers' Standards and modelling best practice for others.

The Assistant Principal will support the Principal and Deputy Principal to ensure pupil and staff safety and welfare through effective approaches to safeguarding, as part of a duty of care, will manage staff well with due attention to workload and will ensure rigorous approaches to identifying, managing and mitigating risk.



Under the direction of the Academy Principal/Deputy Principal, the Assistant Principal will ensure that the academy fulfils its statutory duties regarding the SEND Code of Practice.

If the Academy Principal and Deputy Principal are absent, the Assistant Principal will deputise, as directed by the CEO. They will be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **Strategic Leadership and Development of the Academy**

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Work with the Academy Leadership Team, staff and other stakeholders to develop and communicate a shared educational vision, which expresses the core values of the trust, is responsive to the needs of the pupils, their families and the local community and motivates and inspires others
- Embed a culture of high aspirations of pupils, their families and all staff, fostering self-belief in achievement and developing independence amongst all, regardless of pupil starting points
- Work closely and collaboratively with the other academy site, academies/provisions/services within the trust and all key stakeholders to achieve this vision and secure commitment to its enactment
- Support the Academy Leadership Team and the wider staff body to uphold a strategic approach that focuses on progress to ensure sustainable academy development and improvement, through consultation with the academy community
- Align with the trust and academy vision, implement agreed objectives, operational and business plans and develop/implement appropriate mechanisms for regular monitoring and review to secure academy development
- Identify problems/barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Inspire and influence others, across the academy, trust and wider education community, championing best practice and promoting the value of special education
- Within the trust framework(s), establish and oversee systems, processes and policies so the academy can operate effectively and efficiently
- Where appropriate, ensure effective use of budgets and resources

### **Teaching, Curriculum and Assessment**

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Promote excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on pupils' achievement and development (moral, spiritual, personal, social and physical as well as academic)
- Create a stimulating climate which will encourage all pupils to fulfil their potential, in the widest sense and maintain a lifelong enthusiasm for learning and personal development
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing
- Support to ensure a robust and sustainable focus on supporting pupils to make the best possible progress in all aspects of the curriculum, including wider engagement in enrichment opportunities



- Support to ensure the development and consistent implementation of broad, structured and coherent curricula that are informed by current knowledge and best practice to develop the potential of all pupils, promoting innovative strategies for those with protected characteristics and fostering a positive approach to managing pupils with profound/severe disabilities and behaviours associated with their special educational needs
- Support to ensure and further develop inclusion and personalisation of the curriculum, supported by innovative use of specialist strategies and resources to promote pupil voice, communication and independence
- Promote an academy culture of staff who are analytical about understanding pupil needs and behaviours and who use their knowledge to implement and ensure successful learning takes place for all pupils
- Undertake a significant role to support the development and consistent implementation of robust assessment, tracking and monitoring systems that accurately identify and evidence pupil progress, implementing specialist/personalised intervention where necessary
- Work collaboratively with the Academy Leadership Team to monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge underperformance at all levels and ensure that appropriate action is taken in accordance with trust policies and procedures
- Support the co-ordinating, monitoring and evaluation of the EHCP and Annual Review process at the academy
- Work within the Academy Leadership Team to develop and implement strategies to ensure continuity of learning at all points of transition and promote consistency and continuity between academy sites, trust academies and into further education, working with academy leaders and the wider teaching staff to ensure that pupil transitions are well-planned and implemented
- Support to implement a range of extra-curricular activities which will provide a broad and well-rounded education, support pupil development and ensure rich experiences and opportunities for all
- Participate in and facilitate internal and external systems of support and development e.g. peer reviews and observations and working to share excellent practice

### **Performance and standards**

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Be accountable for standards, across a designated area of a site, to be agreed with the Academy Principal
- Lead a significant area of the School Development Plan, to be agreed with the Academy Principal
- Be ambitious for pupil outcomes, ensuring targets for academic performance are met
- Maintain a sharp focus on the achievement of both whole-site cohorts and pupil groups, including disadvantaged pupils and those with protected characteristics
- Ensure that data is accurate and both shared and analysed with impact, in line with the trust policies and frameworks
- Support to ensure intervention and raising achievement plans are detailed and effective, then implemented with rigour, ensuring impact on pupil progress and outcomes
- Understand and welcome the role of effective governance, including accepting responsibility
- Where necessary, report to the CEO and governors/schools' committee on academy/pupil performance and the implementation of trust and academy policies



- Support to ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

### **Leadership of self and others**

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Provide dynamic and consistent leadership for academy staff, supporting the Principal and Deputy to ensure the successful delivery of the visions, ethos, aims and objectives of the academy and trust
- Be a professional role model, setting high standards and expectations for personal, pupils and staff behaviours in support of the achievement of the academy's intended outcomes
- Develop and maintain respect of all stakeholders, inspiring individuals to collaborate and contribute positively to share ideas and plans towards academy development
- Work under the direction of the Principal and Deputy to implement performance management systems and processes for an agreed group of teaching and support staff to ensure the effective delivery of agreed outcomes for pupils and academy development, within the trust framework and policies, holding all staff to account for their professional conduct and practice
- Regularly review own practice, set personal targets and take responsibility for own continuous professional development
- Support to ensure that processes are in place to encourage all staff to motivate, empower and be similarly active in their personal and continuous professional development and promote the trust ethos of aspirational career progression
- Work alongside the wider leadership team to ensure that training and continuing professional development opportunities are thoughtfully planned, implemented and evaluated, in line with personal and academy-wide objectives and draws upon expertise from both within the academy/trust as well as beyond
- Take a proactive role in enabling and developing staff, planning for succession, through coaching and other innovative means of leadership and management, particularly for middle leaders
- Have regard to the desirability of teachers and other staff being able to achieve a satisfactory balance between the time required to discharge their duties and the time required to pursue their personal interests outside work.
- Keep abreast of educational developments (particularly with regards to the special education needs sector) and best leadership/management practice in order to introduce appropriate innovation, whilst building on the best of the trust ethos and vision
- Engage with relevant professional networks, maintaining an outward facing attitude and approach, supporting to uphold and advance the high standards and reputation of the academy/trust

### **Ethos and Community**

Under the direction of the Academy Principal, the Assistant Principal will;

- Support the implement of effective means of communication to ensure that all stakeholders of the academy community (including families) are kept informed about, consulted on, and understand the aims of the academy, its policies, procedures and future direction
- Work as part of the wider leadership team to promote strong links and collaborative ways of working with all stakeholders, including the wider academy community, trust



academies/provisions/services, neighbouring schools/academies and colleges, health and social care colleagues and the local community, ensuring that the academy is at the heart of the community

- Work with other public and voluntary sector agencies, clubs and societies in the local community to support and ensure extended services
- Work with the academy and trust leaders, local authority and governors/trustees to support the achievement of locally determined educational and SEND priorities and initiatives
- Support and implement positive solutions to achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community
- Foster a culture where all members of the academy community respect others and their physical surroundings
- Implement appropriate systems of pastoral care to support the personal development of all pupils and uphold the academy's caring climate in which self-confidence, independence, resilience, self-respect and social responsibility are encouraged.
- Foster, amongst the teaching staff, an outwards perspective and desire to contribute to the wider life of the academy and trust
- Support the work of academy/trust fundraising teams (such as the PFA), helping to organise, publicise and attend events to drive family and staff engagement and influence how funds are spent

### **Management of the organisation**

Under the direction of the Academy and Deputy Principals, the Assistant Principal will;

- Work alongside the Academy Leadership Team but take responsibility for the day-to-day leadership and management of an agreed Academy site, organising the accommodation and resources (including staff) to ensure that they meet the needs of the academy and its pupils
- Support the effective operational management for the delivery of education, within the academy's budget and in accordance with financial and organisational structures of the trust
- Work within the defined organisational structure of the trust/academy, that enables effective and efficient ways of working and supports the achievement of the academy's objectives
- Within the trust's policies and processes, support the development and implementation of specialist funding grant plans (such as pupil premium, PE/Sports Grant)
- Within the academy's strategic plan, work with the wider leadership team to recruit, deploy, develop and motivate a committed, effective and diverse education workforce who have a clear understanding of the academy/trust vision and of their personal role in enabling and promoting high quality teaching, learning and outcomes for pupils and their families
- Promote innovation in the use of appropriate existing and new technologies to achieve excellence
- Work effectively with academy/trust leaders and governors/trustees to ensure that there are robust, reliable mechanisms for appropriate risk management in all academy educational activities
- Act in accordance with the trust policies, procedures and legislation effecting the conduct of the academy, particularly those governing health and safety, finance and HR/employment rights



### Supporting the wider work of the trust

Under the direction of the Academy Principal, the Assistant Principal will;

- Develop strong, positive relationships with trust colleagues, particularly academy/provision/service leaders; contribute to collaborative work across the trust academy/provisions/services and support other staff in trust work and projects
- Participate in trust and sector-wide activities in order to share best practice and where appropriate, contribute to the development of trust strategies and policies and promote the academy/trust positively
- Undertake any other reasonable duties deemed appropriate to the role, as discussed and agreed with the CEO/Academy Principal

### **Notes**

**This job description may be amended at any time in consultation with the postholder.**

**The trust is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks**





## LONDON BOROUGH OF REDBRIDGE

The London Borough of Redbridge is in the North East of London, bordering Essex county. The borough shares boundaries with the Epping Forest District and the ceremonial county of Essex to the north, with the London Borough of Waltham Forest to the west, the London Borough of Havering to the east, the London Borough of Barking and Dagenham in the south and east, and the London Borough of Newham to the south.

Redbridge is one of the most ethnically diverse local authorities in the UK.



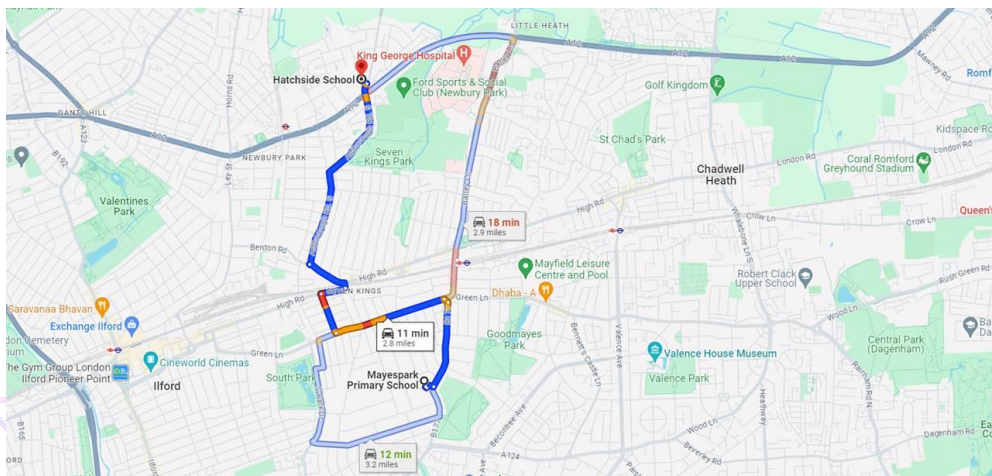


## OUR LOCATION

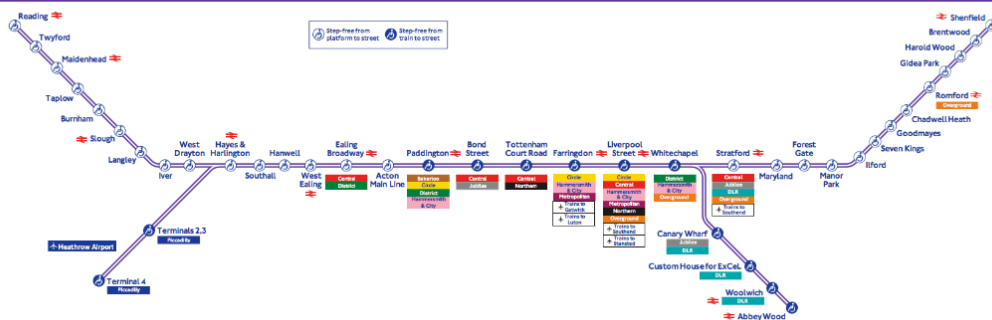
There are great transport links to both Hatchside Schools, with buses, the Elizabeth Line and Central line stations all within walking distance.

📍 Aldborough Road North, Newbury Park, Ilford, IG2 7SR

📍 Goodmayes Ln, Ilford IG3 9PX



Elizabeth line map





## HATCHSIDE SCHOOL

Hatchside School currently caters for pupils aged 2-7 years of age with a range of SEND and with a focus on high quality, multi-disciplinary assessment and early intervention.

We opened to pupils on Monday 26th April 2021 as part of Astrum Multi Academy Trust, complimenting Newbridge Lower and Upper Schools. Hatchside School has continued to increase in size during its first 3 years, and has now reached its capacity of 64 pupils.

With the demand for special school places so high in Redbridge and the neighbouring boroughs, Hatchside School will be expanding to offer an additional 64 Key Stage 2 places from September 2024. Similar to Newbridge School, Hatchside will become a split site school. This is an exciting time for Hatchside School and we would like the new Academy Principal to have a key role in not only the expansion of the premises, but also the new Key Stage 2 curriculum.

At present, approximately 25% of Hatchside pupils receive Free School meals, around 13% of pupils have English as their second language and 93.5% of pupils are from ethnic minority backgrounds, which represents the diversity we have in our school.





## OUR SPECIALIST FACILITIES

We are very proud of the specialist facilities we have to offer our pupils.



For more information please visit our website <https://www.astrum-mat.org/>