



ATHENA
LEARNING TRUST

**Assistant
Principal:
Read Lead**

Applicant Pack

Closing date:
13th January 2025

Interview date:
To Be Confirmed



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Assistant Principal: Read Lead
School Base:	Launceston College
Closing Date:	13/01/2025
Interview Date:	TBC
Vacancy Start Date:	22/04/2025
Contract Type:	Permanent
Salary:	£66,919 - £73,819



Launceston College
Part of the Athena Learning Trust

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The Assistant Principal role will work closely with the Principal and school improvement team to contribute towards educational excellence. They will hold responsibility for one or more of the below specialist areas (see addendum), including driving them forwards with innovation and energy to deliver on world class education. They will be a key part of driving forward the school improvement implementation plans.



What you will be doing

Build Knowledge

- Take accountability for building your own and others knowledge in educational best practice and advocating for world class education for all our students.
- Be part of delivering a culture for continuous improvement built on dreaming big for all of us to lead great lives.
- Deliver effective and meaningful CPD.

Build Trust

- Establish effective communication strategies with all your key stakeholders and actively listen and address feedback with empathy and understanding.
- Ensure you demonstrate sensitivity and confidentiality and role model integrity to the school and community.

Prioritisation

- Take a strategic approach to school improvement across the key academic areas by identifying and prioritising actions.
- Be an integral part of the leadership team and approach by delivering informed, budgeted and resourced educational activity.
- Uphold the very best opportunities for all our students by aligning academic and behavioural priorities.

Clarity and Energy

- Provide clear guidance and support for all of your key stakeholders and be part of taking them on a journey of excellence to achieve world class education.
- Be an advocate for the vision and values of Athena and energise new approaches and motivate your teams.
- Put inclusivity at the centre of your approach by promoting an enthusiasm for learning.

Follow Up

- Take ownership for initiatives and projects, providing support and guidance as needed. Ensuring that you regularly follow up with all your key stakeholders and use it as a valuable opportunity to review and reflect on progress and effectiveness.
- Taking an agile, data informed approach to change management.

Leadership

- Demonstrate inspirational leadership through equity, belonging, inclusion and diversity. Taking an open approach through regular follow up and trusting communications.
- Fostering a culture of challenge, change and encouragement, empowering all of your team to feel part of dreaming big.
- Be part of a solution oriented leadership team. To deliver through our [leadership principles](#).

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

QTS

NPQL qualification (or equivalent leadership experience)

Experience

Significant teaching experience

Current or former Head of English with strong performances at GCSE and A Level

Leadership in an educational setting

Demonstrating knowledge and understanding of effective teaching practices

Demonstrates resilience, determination and positivity

Addendum

Read

Position Overview

As the Assistant Principal for Read, the primary responsibility is to lead the implementation of a reading strategy school-wide. This entails ensuring the seamless execution of programs like NGRT, Lexia, Lexonik, Direct Instruction Corrective Reading, and the tutor time reading programme. The role demands meticulous planning, strong leadership, and collaborative engagement with diverse stakeholders to elevate the reading proficiencies of students. The overarching objective is to guarantee that every student, is reading at or above their chronological age. In instances where this benchmark isn't met, the focus shifts to facilitating enrolment in a targeted reading catch-up program.

Key Responsibilities

Reading Test Implementation

- Lead the comprehensive testing of all students using NGRT, sparx reader or equivalent tests, uploading reading scores to the tracker.
- Analyse reading testing data to ensure a thorough understanding of students below their chronological age.
- Generate half termly reports for the governing body, aligned with the education performance report, providing essential insights into the ongoing progress of all students towards the overarching goal of achieving a standardised score of 100 or above.
- Ensure new arrivals are tested using the NGRT within two weeks of joining, assigned to a program if necessary, and initiate necessary conversations with students and parents.

Lead and Coordinate CPD

- Lead CPD sessions for staff focused on tutor reading, with a focus on sharing effective strategies.
- Lead CPD sessions targeting all staff members, equipping them with the strategies to support children with standardised scores below 100 most effectively.
- Lead CPD for all staff involved in reading interventions.
- Collaborate closely with the SEND lead to ensure alignment of reading strategies with other SEND support mechanisms.

Tutor Support and Resources

- Conduct thorough follow-ups on all CPD sessions for tutors, guaranteeing that every tutor follows the best practice strategies disseminated during INSET.
- Deliver concise tutor guides, disseminate abridgements and books, and allocate them to tutors for the entire academic year.
- Ensure that all tutor group rooms are equipped with the appropriate reading books and materials.

Curriculum Integration

- Timetable Lexia English curriculum lessons for the lowest set in Year 7-9, specifically targeting struggling readers.
- Coordinate and lead CPD for reading mentors, ensuring they are well-equipped to support students effectively.

Reading Leads and Administration

- Ensure designated leads for reading programmes are in place, briefed, and prepared for their roles.
- Facilitate weekly debrief sessions for reading intervention teams, ensuring continuous improvement.
- Ensure programmes are delivered with a high level of fidelity

Communication and Parental Engagement

- Organise and lead parent information events for reading interventions, including the preparation of letters and slides.
- Ensure, as a minimum, 6 weekly communication with parents, including sending letters, guides, and conducting parental engagement events.

Tracking and Monitoring

- Oversee the accurate uploading of reading ages onto ClassCharts and inform teachers accordingly.
- Adapt the reading catch-up tracker template to display all interventions effectively.
- Ensure 6-week Lexonik check-ins take place and results are added to the programme trackers.
- Implement and manage the Lexia usage tracker, sharing updates with relevant stakeholders.

Club and After-School Programs

- Establish a daily Lexia club after school in the library, communicate with students and parents, and actively encourage daily attendance, particularly among students who are less likely to be able to access Lexia at home.

Continuous Assessment and Support

- Conduct regular 1:1 conversations with students and parents for missed sessions, addressing concerns and providing necessary support.
- Facilitate debrief sessions with program leads, reading mentors, and SLT, ensuring effective communication and coordination.

Usage Recognition

- Send regular nudge and celebration emails to recognise top-performing and encourage struggling Lexia users.

Administrative Duties

- Ensure timely creation of Lexia logins for all users and coordinate the printing and distribution of postcards to teachers.

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.