



The **co-operative**
academy of Stoke-on-Trent

Vice Principal: Teaching and Learning and Staff Development



The Co-operative Academy of Stoke-on-Trent
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enquiries@cas.coop

Closing date: Friday 2nd February 2018
Interview dates: 14th and 15th February 2018
Start date: 1st September 2018

APPLICATION PACK



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Dear Applicant,

Vice Principal (Teaching and Learning and Staff Development).

Thank you for your interest in this post.

I hope you will enjoy reading through our recruitment pack and I look forward to receiving your application. Please apply via a letter of application (no more than two sides of A4) and the completed application form. We do not accept CVs. This is a newly created role as a result of the academy's continued growth and relentless focus on improving classroom practice.

We would hope that you would be able to make one of our breakfast briefings where you will have an opportunity to meet me and some of the SLT and find out more about the Academy and the role. These meetings will run from 8am until 9am. There would also be an opportunity for a tour of the Academy afterwards should you so wish. These briefings will take place on Tuesday 23rd January, Wednesday 24th January and Tuesday 30th January. Visits are encouraged and welcomed. If you wish to attend please email the Principal's PA Kym Hollinshead on khollinshead@cas.coop.

Your completed application should be received by 12 noon on Friday 2nd February. Applications should be emailed to recruitment@cas.coop.

Yours faithfully,

Mr N Lowry

Vision and Values



The **co-operative**
academy of Stoke-on-Trent

Empowering everyone to be their best and reach their potential.

Our strap line is “be the best” and we are continually striving for all members of our Academy community to be the best that they can be.

Our vision is built upon three key values which are drawn from the Co-op Group’s values. These values are:

Equality

Responsibility

Respect

In order to help us achieve our vision we have strategic priorities which are agreed by the governing body. The priorities below form the basis of the three-year strategic plan:

1. Improve student outcomes.
2. Further develop teaching, learning and assessment practices.
3. Outstanding personal development, behaviour and welfare.
4. Engage and empower stakeholders.
5. Embed strategic partnerships in and around Stoke-on-Trent.
6. Deliver financial stability.

Should you be invited to interview a copy of the Academy Improvement Plan will be given to you to help you prepare for interview.

About the Academy



The **co-operative**
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The Co-operative Academy of Stoke-on-Trent was established in 2010 and we moved into our state of the art £23 million building in 2012. The academy serves the areas of Tunstall, Burslem and Hanley but is increasingly drawing students from all parts of Stoke-on-Trent. Our vision is “Empowering everyone to reach their potential and be the best”. The focus on being the best that you can be in every lesson of every day permeates the Academy at every level and there are high expectations of both the students and staff. We are sponsored by the Co-op Group and we use the co-op values to structure our academy culture. We are currently undergoing a rebrand, in line with the rest of the Co-op group ready for September 2018.

The Co-operative Academy of Stoke-on-Trent is an urban complex academy with over half of our students classified as disadvantaged. There is a diverse student community with 38 languages spoken, although the main ethnic groups are white British and Pakistani. The academy is praised locally and regionally for the fully inclusive and supportive culture which enables us to be successful. In 2015 Ofsted praised the “culture of tolerance and respect that permeates the academy”. We were visited by Ofsted in November 2017 and the report is available on our website. The academy continues to be good with lots of significant strengths. The inspectors agreed with our self-evaluation that our personal development, behaviour and welfare was “outstanding”.

Many of our students come to us with ability on entry far below the national average. Our recent leavers and our present Year 11 are in the lowest 2% of Key Stage 2 APS nationally. However, the present Key Stage Three students have rising ability on entry and Year 8 come to us close to national average. There is considerable projected growth in student numbers over the next five years and our academy is projected to grow from 827 students to over a 1000 students in three years from a starting point of 560 in 2012.

There has been a significant improvement in Key Stage 4 outcomes over the period the academy has been open. 2017 was good year for GCSE results and we achieved a Progress 8 score of +0.11; following a score of +0.13 in 2016. We achieved well across the board with only maths and history classed as subjects causing concern this year. However, there has been marked improved in projected maths outcomes for 2018. We are also very pleased that far more students now go on to Level 3 courses at college and then onto university and higher level apprenticeships. We have quadrupled the number of students going on to university since we opened as an academy.

We were also proud to be regional winners of the DfE's Character Awards in 2016. This was in recognition of the work that we have done over a number of years in the area of personal development. The award was built around our student voice and leadership; our enrichment programme known as “The Edge”; and our character education programme in Key Stage 3.

We are part of the Co-op Academies Trust which currently comprises eleven academies in Stoke-on-Trent, Leeds and Manchester; however, it is expected that the CAT will grow rapidly over the next few years. The Trust provide an extensive CPD programme focused on school improvement as part of their sponsorship. The successful candidate will be responsible for co-ordinating the Trust CPD support in the academy.



The Co-operative Academy of Stoke-on-Trent is at a very exciting stage in its development. We have recently launched our “Good to Great” movement to focus on moving all areas even further forward. However, the newly created post of Vice Principal: Teaching and Learning and Staff Development is a key appointment in moving from being a very good school to one that is even better.

Further information about the Academy is available on our website www.cas.coop.

Post Information



The **co-operative**
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Senior Leadership Team 2017-18

Principal – Nick Lowry

Vice Principal – Standards (inc Teaching and Learning) – Jenny Crowther-Green

Vice Principal – Curriculum and Assessment – Chris Hall

Regional Finance Director – Finance and Operations Director – Lynn Hadfield

Senior Assistant Vice Principal – Behaviour, Inclusion and Safeguarding –
Marianne Goodwin

Assistant Vice Principal – Progress – Jenny Davies

Senior Leader SENDCo – Diane Drew

Associate Senior Leader – Sam Harrison (one-year secondment 2017-18 – Staff Development)

The role is a newly created role designed to give the academy expertise and capacity in the academy's main focus of becoming an academy with highly effective teaching and learning. The Ofsted report of November 2017 agreed with the academy's own self-evaluation that teaching and learning should be the main focus in moving the academy from overall good to outstanding.

Post Information for the VP: Teaching and Learning and Staff Development

There is a team of three Teaching and Learning Coaches led by a Lead Teaching and Learning Coach who is a middle leader. This team currently runs the coaching and mentoring in the Academy as well as the weekly CPD inputs on a Friday morning known as "Good Morning Teacher Time" (GMTT). Currently a middle leader is seconded to the SLT for one year and is running this programme. We will work with the successful candidate to give them the resources and personnel to be able to achieve their aims.

There are opportunities to run Inset through fortnightly subject/departments meeting time 2.30pm to 5pm. In addition two Inset days are currently given over to a personalised twilight Inset programme.

There is a middle leader into the position of Leader responsible for Induction and Trainees. In addition, there are other senior middle leaders such as Lead Practitioners and Heads of Faculty who have whole academy responsibilities for areas of teaching and learning.

The Principal co-ordinates a leadership development programme in the academy called the "Leadership Academy". It is anticipated that the successful candidate will take much of this over in due course. In addition, the Trust run their own senior leadership development programme called Co-operative Senior Leaders in Education and it is anticipated the successful candidate will contribute to this programme along with the Principal.

There is an extensive and high quality Trust CPD programme led by the Regional Director Mark Williams.



The VP will also be part of the Stoke-on-Trent Secondary Heads (SASCAL) teaching and learning group and will be expected to form links with local teaching schools and SCITTs. Stoke-on-Trent is classified as an opportunity area by the DfE and therefore there are a number of initiatives and opportunities linked to this.

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VICE PRINCIPAL: TEACHING AND LEARNING AND STAFF DEVELOPMENT

JOB DESCRIPTION

POST TITLE: Vice Principal with strategic responsibility for teaching and learning and staff development.

SALARY: Range – L22 - 26

RESPONSIBLE TO: Principal

RESPONSIBLE FOR: Teaching and Learning Coaches; Induction and Trainee Leader other line management posts by negotiation.

PURPOSE OF THE ROLE:

- As the Vice Principal: Teaching and Learning, you will be responsible for giving strategic direction to the teaching staff. The core purpose is to improve the quality of the learning experience for the students by developing the pedagogy of the staff.
 - Lead the academy staff CPD programme.
 - Deputise in the absence of the Principal over both the short and long term
 - In common with other members of the senior management team, the Vice Principal will have a responsibility to promote the co-operative culture and ethos of the Academy, to undertake a range of organisational and supervisory duties and to discharge routine leadership functions such as taking assemblies, dealing with student behavioural issues and line managing other staff.
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Duties and Responsibilities

Shaping the future

- Ensure the vision for the academy is clearly articulated, shared, understood and acted upon effectively by all, particularly in the area of teaching and learning and staff development.
- Motivate and work with others to create a shared culture and positive climate in areas of responsibility.
- Work with individual staff and teams to translate the academy vision into agreed objectives and operational plans which will promote and sustain academy improvement in area of teaching and learning and staff development.

Leading teaching and learning

- Be an excellent role model to all teaching staff within the academy and reflect a high level of professional teaching standards.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy.
- Lead staff development across the academy and monitor, evaluate and review the effectiveness of the academy professional development programme.
- Lead and coordinate regular Inset designed to provide personalised and whole academy staff development.
- Monitor, evaluate and review schemes of work across the academy.
- Monitor, evaluate and review classroom practice and manage improvement strategies.
- Monitor, evaluate and review homework across the academy.
- Lead the coaching and mentoring programme in the academy.
- Analyse and interpret academy data to inform classroom practice across the academy.

Developing self and working with others

- Manage positive working relationships with all staff.
- Motivate and challenge all staff to maintain high expectations of classroom behaviours.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Lead the leadership and management development of the academy's staff at all levels. Work with the Trust to continue to develop the Co-operative Senior Leadership in Education Programme.



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Managing the organisation

- Recruit, retain and deploy staff appropriately.
- Implement evidence-based improvement plans and policies for the academy, including links to local research schools.
- Ensure that policies and practices take account of national and local policies and initiatives and that innovative and effective pedagogy is adopted.
- Manage the academy environment to ensure that the academy meets all health and safety regulations

Securing accountability

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed.
- Work with the Local Governing Body or Local Governing Body sub-committees to enable them to meet their statutory responsibilities.
- Is able to present the academy's performance and other academy initiatives to a range of audiences; parents, governors, and other external agencies.

Strengthening the community

- Work with other agencies to ensure learning experiences and opportunities for students are integrated into the wider community
- Build the reputation of the academy with the outside community
- Create and maintain partnerships with parents and carers to support and improve students' achievement and personal development

Safeguarding

- Ensure that the safeguarding policies and procedures adopted by the Governing Body and the Trust are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

Key:

A = Application

R = Reference

I = Interview



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Person Specification

Knowledge, Experience and Skills		
	Essential (E); Desirable (D)	How identified
Qualifications		
University graduate	E	A
Postgraduate teaching qualification (or equivalent)	E	A
Accredited leadership qualification or participation on leadership programme relevant to senior leadership e.g. NPQH; NPQSL; Future Leaders	E	A
Knowledge and Understanding		
Knowledge and understanding of current teaching and learning developments.	E	AI
Understanding of latest teaching and learning and leadership and management CPD	E	AI
Thorough understanding of innovative and effective curriculum design	E	AI
Intricate knowledge of academy systems and implementation.	E	AI
Experience with external bodies such as Ofsted/DfE or in system leadership roles such as an SLE	D	ARI
Experience		
Proven strong and effective senior leadership experience.	E	AR
Led teaching and learning at a whole academy level.	E	AR
Experience of leading an area of a whole academy improvement plan.	E	AR
Delivering and designing Inset programmes for whole teaching staff and selected cohorts such as NQTs and middle leaders.	D	AR
Skills		
Motivate and inspire staff and students.	E	I
Able to think and plan strategically.	E	I
Analyse and interpret student data.	E	I
Excellent verbal and written communication skills and able to communicate effectively with a range of stakeholders.	E	I
Personal Qualities		
Resilient	E	RI
Able to work under pressure and a determination to succeed	E	RI
Passionate about teaching and learning.	E	RI
Willingness to learn and develop new skills.	E	RI
A commitment to excellence.	E	RI
Ambition to become a Principal or Head Teacher	E	I
Able to demonstrate a commitment to the behaviours and values of the co-operative movement	E	I