



# Assistant Vice Principal

---



TRINITY  
ACADEMY

EMMANUEL SCHOOLS  
FOUNDATION



# Assistant Vice Principal (Academic)

**Leadership Scale L9 –L18; relocation allowance may be available  
From September 2018 (deferred commencement negotiable)**

## **Character-First: Our unique ethos demands a unique leadership team.**

Our current Vice Principal (Academic), who has delivered distinguished service to Trinity Academy since it opened in 2005, is retiring. Thus, we are seeking to appoint an experienced and well-qualified Assistant Vice Principal with energy, integrity and commitment to our vision and Christian ethos.

To be successful, you will be a gifted teacher, an inspirational leader and have the expertise to make a rapid impact. The role will see you lead on improving attainment and progression within the Academy, therefore you will come with a record of achieving academic excellence, in addition to being an outstanding classroom practitioner in your specialist subject.

**For an application pack and further information, please visit <http://www.trinity-academy.org.uk/recruitment>**

**Closing date: 4:00pm, Friday 20th April 2018**

**Interview date: Monday, 30th April 2018**

*Emmanuel Schools Foundation and Trinity Academy take their responsibility for safeguarding children very seriously and successful applications will be subject to an Enhanced Disclosure via the DBS, along with standard pre-employment safeguarding checks.*



**TRINITY  
ACADEMY**

**EMMANUEL SCHOOLS  
FOUNDATION**



# About Us

Trinity Academy opened in September 2005 and replaced Thorne Grammar School as it celebrated its 75th Anniversary. Serving the townships of Thorne and Moorends, in the north-east of Doncaster, Trinity is part of Emmanuel Schools Foundation and is also a part of the Academies Programme. Specialising in Business and Enterprise, it is built on the playing fields of the former Grammar School but is non-selective and shares the values of Emmanuel College, The King's Academy and Bede Academy in encouraging all of its staff and students to reach out for their own individual 'personal best'. Trinity has a non denominational Christian ethos and welcomes staff and students of all faiths and none, whilst building on clear core values.

Operating within a one-school-town, Trinity recognises its place within the planned regeneration of Thorne, situated as it is on the M18 corridor stretching up to the expanding Doncaster Airport. Invited by Doncaster Local Authority to be part of this renewal, Trinity has quickly established a reputation for high standards of behaviour, appearance and attitude, with students regularly achieving public recognition for their work inside and beyond the classroom.



TRINITY  
ACADEMY

EMMANUEL SCHOOLS  
FOUNDATION



# Person Specification

ESSENTIAL	DESIRABLE	HOW MEASURED
<b>QUALIFICATIONS</b>		
Degree or equivalent		Application form and certificates
Teaching qualification (Secondary)		Application form and certificates
Qualified Teacher Status (QTS)		Application form and certificates
Evidence of further professional development		Application form and certificates
<b>KNOWLEDGE AND EXPERIENCE</b>		
Substantial Secondary school teaching experience	Experience of working as a member of a secondary school Head of Department	Application form, personal statement, results and references
Understanding of the characteristics of effective teaching and learning strategies used to raise student attainment	Experience of managing an Academic Team	Application form, personal statement, references, interview
The ability to articulate how a Christian ethos could be developed and the capacity to contribute to this	Experience of working in a school with a distinctive Christian ethos	Application form, personal statement, interview
Experience of working with data		Application form, personal statement, interview
Sound technical understanding of school leadership issues and the Ofsted inspection framework	Experience in school self-review and evaluation	Application form, personal statement, interview
A demonstrable record of excellent classroom practice		Application form, interview
Experience of leading staff development sessions		Application form, interview
Ability to lead successful Academy wide initiatives, developing innovative approaches to learning, teaching, mentoring and guidance		Application form, personal statement, interview



TRINITY  
ACADEMY

EMMANUEL SCHOOLS  
FOUNDATION



ESSENTIAL	DESIRABLE	HOW MEASURED
<b>ATTITUDES</b>		
A commitment to the Christian Ethos of Trinity Academy in all aspects of Academy life		Personal statement, assessment process
To support and develop students with a wide range of educational needs		Personal statement, assessment process
Commitment to continual professional development, in particular with regard to school leadership		Personal statement, assessment process
<b>RELATIONSHIPS</b>		
Excellent interpersonal and communication skills to support students' needs		Personal statement, assessment process
Ability to take an active role in developing departmental targets		Personal statement, assessment process
A team player who seeks to have positive and mutually supportive relationships with colleagues		Personal statement, assessment process
<b>SKILLS &amp; WORK RELATED REQUIREMENTS</b>		
A clear Enhanced DBS check		DBS Check, application papers
Strong interpersonal skills both written and oral		Personal statement, assessment process
Self-motivated, resilient and tenacious		Personal statement, assessment process
Ability to work under pressure to meet deadlines		Personal statement, assessment process
Creative thinker and able to anticipate and solve problems		Personal statement, assessment process
Strong leadership and management qualities – a demonstrated ability to inspire and motivate others, yet can maintain a fair and inclusive personal style		Application form, interview, references, assessment process
Excellent ICT skills and use of appropriate technology		Personal statement, assessment process
A proactive approach		Personal statement, assessment process
Ability to initiate and manage change		Personal statement, assessment process



**TRINITY  
ACADEMY**

EMMANUEL SCHOOLS  
FOUNDATION



# Job Description

## Main Responsibilities – Assessment & Timetable

The Assistant Vice Principal (Assessment and Timetable) is responsible to the Vice Principal (Academic) for:

### 1. TIMETABLE: Timetabling lessons and duties:

- a. Monitor and develop the Academy curriculum to maximise opportunities for students, whilst ensuring value for money in the courses offered, and overseeing student selection of options
- b. Design, implement and monitor the Academy timetable, including rooming, staffing and regular setting adjustment
- c. Create and maintain the Academy staffing spreadsheet and the staff duty rota
- d. Lead and direct the Academy Cover Manager, and schedule the invigilation of examinations

### 2. ASSESSMENT: Annual examinations, and the recording, reporting and analysis of assessment information in all year groups

- a. Calculate and communicate student targets to staff, students and parents alongside Academy-wide targets
- b. Oversee internal and external examinations, ensuring efficiency and a high level of security
- c. Oversee the process of reporting to parents through termly reviews and annual examinations
- d. Maximise accountability of students, staff, middle and senior leaders through highly reliable analysis of academic information that leads to informed decision-making and swift intervention
- e. Oversee the administration and outcomes of assessment within BTEC and other vocational courses
- f. Oversee the production of the school census's and the production of statutory and government reports

### 3. LOGISTICS: Oversight of the annual calendar of events and other logistical matters

- a. Oversee the annual calendar of events to maximise the impact of both curricular and extracurricular provision
- b. Ensure the efficient running of the educational visits programme, so that benefits to learning outweigh any disruption to the smooth running of the Academy
- c. Ensure that all uses of the Academy buildings and grounds are properly recorded, approved, and that any maintenance or other works planned for weekends or holidays are aligned within the Academy calendar.

### 4. LEADERSHIP: General responsibilities consistent with membership of the senior leadership team

- a. Promote the Academy's Christian ethos and core values amongst the staff and students as well as within the wider community
- b. Maintain a strong presence around the Academy to ensure the safe and calm movement of students and exemplary standards of behaviour
- c. Line-manage a number of named departments and appraise designated members of staff



TRINITY  
ACADEMY

EMMANUEL SCHOOLS  
FOUNDATION



# Application Process

To arrange an informal discussion with the Executive Principal, Mr Jonathan Winch, please contact Mrs Jeanette Seagrave on 01405 813000.

To apply, please complete an application form and return it to [hrobinson@esf-mail.org.uk](mailto:hrobinson@esf-mail.org.uk)

Closing date: **4.00pm on Friday, 20th April 2018**

Interview date: **Monday, 30th April 2018**

*Trinity Academy takes its responsibility for safeguarding children very seriously and successful applications will be subject to an Enhanced Disclosure and Barring Service Disclosure along with standard pre-employment safeguarding checks.*



TRINITY  
ACADEMY

EMMANUEL SCHOOLS  
FOUNDATION

