



Vice Principal



TRINITY
ACADEMY

EMMANUEL SCHOOLS
FOUNDATION

Vice Principal (Pastoral)

L17 – L24 (relocation allowance may be available)

Additional recruitment & retention allowance may be available in certain circumstances

Required September 2018 (deferred commencement negotiable)

Character-First: Our unique ethos demands a unique leader.

Our former Vice Principal (Pastoral) has now become a Principal in Australia and started a thrilling new life, so we require an equally gifted and committed replacement.

For the right person, this opportunity may represent a development pathway to Principal; the flexibility also exists for a discussion about how the role may be tailored to your strengths.

Working closely with the Principal and Vice Principal (Academic), you will drive the leadership of the Academy whilst taking ownership of our pastoral team, including teachers, support staff and managers. Placing our Christian ethos at the heart of everything you do, you will ensure that we guide students with both compassion and firmness, giving them everything they need to become productive, responsible and self-aware citizens.

Your remit will span admissions, sanctions and exclusions, parental involvement, extracurricular activities, safeguarding and more, so we need someone who can hit the ground running. A qualified and experienced secondary teacher, you should be skilled in managing data, well versed in the Ofsted inspection framework and capable of driving projects, and you will be hungry for a more responsible role.

There is a Genuine Occupational Requirement for the post holder to be a committed and practising Christian.

Closing date: **Noon on Friday, 18th May 2018**

Interview date: **w/c 21st May 2018**

We take our 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.



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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.



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Person Specification

ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS		
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
KNOWLEDGE AND EXPERIENCE		
Substantial Secondary school teaching experience		Application form, personal statement, results and references
Experience of strategically managing a Pastoral Team	Experience of working as a member of a secondary school senior leadership team	Application form, personal statement, references
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 strategically with data		Application form, personal statement, interview
Understanding of the characteristics of effective teaching and learning strategies used to raise student attainment		Application form, 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



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ESSENTIAL	DESIRABLE	HOW MEASURED
ATTITUDES		
There is a genuine occupational requirement that the post holder must be a committed and practicing Christian, regularly participating in the life of a congregation		Personal statement, assessment process, references
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
Committed to continual professional development, in particular with regard to school leadership		Personal statement, assessment process
RELATIONSHIPS		
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
SKILLS & WORK RELATED REQUIREMENTS		
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



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Job Description

The post of Vice Principal (Pastoral) is one of the two VP posts, alongside the Vice Principal (Academic), reporting to the Principal. This team is responsible to the Local Governing Body and Trust Board for the effective strategic leadership and operation of the Academy according to its mission and values. The wider Senior Leadership Team, of seven including these three, hold collective responsibility for leading the creation, scrutiny, implementation and quality assurance of whole-school strategic and operational developments. The Academy has a moral imperative to provide consistently excellent schooling to the children of the surrounding communities, and is on a rapid pathway to this being established.

The post holder will lead the team of support, teaching, and middle / senior leadership who constitute the pastoral team, s/he will be a strategic thinker and planner with clear and principled vision in leading others through effective, long-term, change-management, with humility and determination. A deeply personal commitment to continued good order and high standards of self-discipline and relationships, being critical to students' schooling and education, will be consistently upheld and practically outworked.

Main Responsibilities

- Ensuring that the biblical Christian ethos underpins Academy principles, structures and practices, with a particular focus on this in relation to pastoral matters;
- Recommending the priorities and detail of the annual Pastoral Development Plan to the Principal and Governors and, once approved, to implement, monitor and evaluate its delivery;
- Ensuring appropriate delegation, with all day-to-day responsibilities being met.

Further, the Vice Principal (Pastoral) is responsible for:

Ethos

- The promotion of the Christian ethos in the leadership and development of the Pastoral care and discipline systems;
- Communication of the highest possible expectations of standards amongst students and parents.

Student development and achievement

- The highest quality of academic, physical and personal development of all students in the Academy delegated as appropriate through the relevant Assistant Vice Principal and Heads of Years;
- Ensuring the highest standard of attendance and behaviour within the school through a rigorous system of developing students' self-discipline and good relationships;
- Pro-active measures that improve student behaviours to ensure highest possible rates of inclusion.



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Pastoral systems, processes and practices, including

- Regular reporting and scrutiny of key pastoral data to the Senior Leadership Team, and use of information to lead improvement in outcomes – pastoral and academic;
- Fixed term exclusions and recommendations to the Principal of any permanent exclusions or other such arrangements;
- Liaison and arrangements with the Local Authority and neighbouring schools;
- In-year and September Admissions for all year groups;
- Staffing, and training of duty teams throughout the Academy;
- Oversight of pastoral systems including monitoring, reporting, sanctions, parental involvement;
- An outstanding extra curriculum programme of activities for students, renewed each term;
- Educational visits;
- Safeguarding (with the Safeguarding Officer), Health and Safety (with the H&S Officer);
- The direction and work of the Assistant Vice Principal (Pastoral);

General senior leadership

- Collective responsibility, along with the Senior Leadership Team, for all aspects of the Academy
- The 'senior link' line management of a number of departments;
- Appraisal of designated staff;
- New staff induction and support, in particular regarding pastoral matters;
- Oversight of whole-school events including annual Prize Giving, Christmas activities, Carol Service, Year 6 Open Evening and Parents' Evenings;
- The leading of assemblies, including whole-school assemblies;
- Any other duties as required by the Principal, including an appropriate amount of classroom teaching.



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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

Closing date: **Noon on Friday, 18th May 2018**

Interview date: **w/c 21st May 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.



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