



Vice Principal (Secondary Phase) Application Pack

Caroline
Chisholm
School





Contents

Contents	1
Welcome from the Principal	2
How to Apply	3
The Appointment Process	3
Advertisement: Vice Principal	4
Job Description: Vice Principal	6
Person Specification	9





Welcome from the Principal

Thank you for showing an interest in the post of Vice Principal at Caroline Chisholm School. The school is a dynamic and heavily over-subscribed all-through academy which covers an age range from 4 to 19. The school caters for around 2000 students, with 420 in the primary phase and around 300 students in the sixth form. We are seeking an exceptional Vice Principal in our secondary phase from September 2018. The successful candidate will be a highly motivated and experienced individual who has outstanding leadership skills. Our new Vice Principal will be expected to motivate and inspire students, staff and parents to develop and promote a culture that challenges students to achieve at the highest levels.

The post will be instrumental in moving the school back to "Good" and onwards and upwards towards an eventual "Outstanding" judgement. The post will suit an individual who is looking to ultimately become a Headteacher/Principal in the next three to five years. Caroline Chisholm School has a highly talented and motivated staff body and a supportive, bright and extremely well behaved student body. It is a busy and exciting time at CCS. After a disappointing inspection visit in November 2017, the school is determined to not only rectify the issues identified in the Ofsted report, but to rapidly improve to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focusses on developing success, confidence and ambition in all of our students. It is therefore important that the successful candidate has a true passion and determination for developing teaching, coupled with drive to deliver outstanding outcomes for our students.

The post arises due to a recent review of the leadership within the school. The responsibilities of the successful candidate will be decided after appointment to ensure that we appoint the best candidate who will complement the skills of the existing members of the leadership team.

David James
Principal





How to Apply

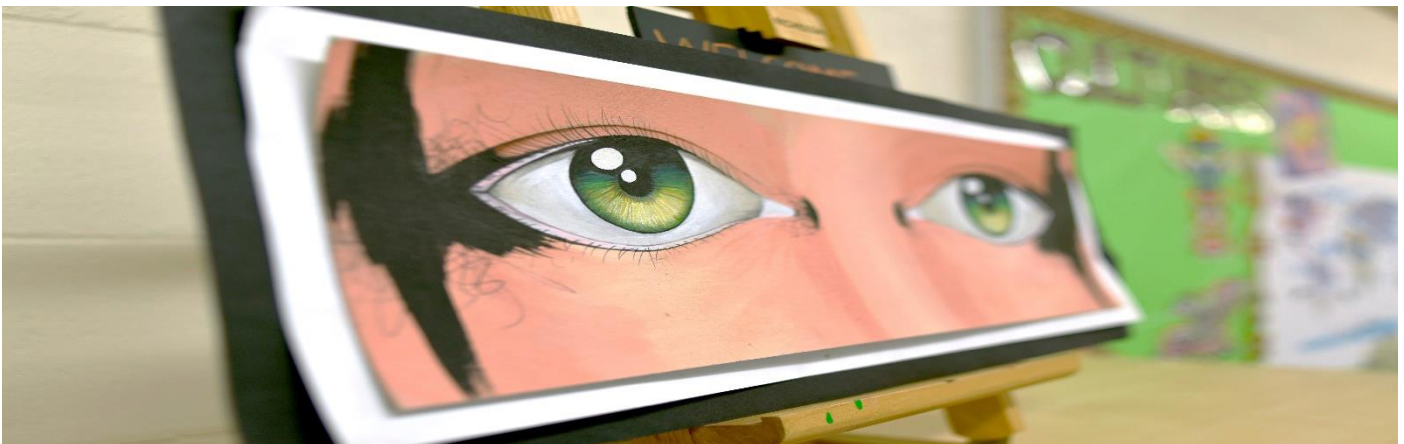
We welcome daytime visits to the school for any candidate who is interested in the role.

Please email Mrs Daisy Lancey, PA to the Principal, dlancey@ccs.northants.sch.uk to arrange.

To apply, please complete the online application form and include a letter of application, telling us about your experience and suitability for the post with reference to the attached job description and person specification. Please include in your letter your vision and experience in the following areas:

1. How to develop outstanding teaching and learning across a large organisation?
2. How to ensure that all students make outstanding academic progress?
3. What is your approach to developing staff so that they are both highly motivated and increasingly effective as both practitioners and leaders?
4. How you work with students, staff and parents to create a shared ethos of success, confidence and ambition within the school?

Please note that all applications must be submitted by: **Monday 30th April 2018 at noon.**



The Appointment Process

Interviews for the post are expected to take place the week beginning **Monday 14th May 2018.**

Shortlisted candidates will be notified by noon on **Tuesday 8th May 2018.**

All shortlisted candidates will be sent a pre-interview task to prepare them for the first day of the interview.

The successful candidate will be invited to the trust board and leadership team "away day" that is planned for Saturday 19th May, where trustees and members of the leadership team will work to review and renew the vision and values for the school.



Advertisement: Vice Principal

We are seeking a passionate and inspirational Vice Principal in our secondary phase.

Caroline Chisholm School is a large, oversubscribed all-through academy which serves the Wootton Fields, Wootton and Grange Park areas of Northampton. The school caters for almost 2000 students, with 420 in the primary phase. Academic attainment across all phases is consistently above national averages and in 2017 over 78% of students obtained grade 4+ in both English and mathematics.

We are seeking an exceptional Vice Principal in our Secondary phase from September 2018. The successful candidate will have:

- A track record of successful leadership,
- Excellent interpersonal and communication skills,
- Determination, resilience and a commitment for excellence,
- A good sense of humour and the ability to work effectively in a large team,
- Experience as an outstanding classroom practitioner.

The post will be instrumental in moving the school back to "Good" and onwards and upwards towards an eventual "Outstanding" judgement. The post will suit a very ambitious leader who is looking to become a Headteacher in the next three to five years. Caroline Chisholm School has a clear ambition to become the highest-performing school in the Northamptonshire area, across all phases.





The school is privileged to have a highly-talented, experienced, motivated staff team and a supportive, capable and extremely well behaved student body.

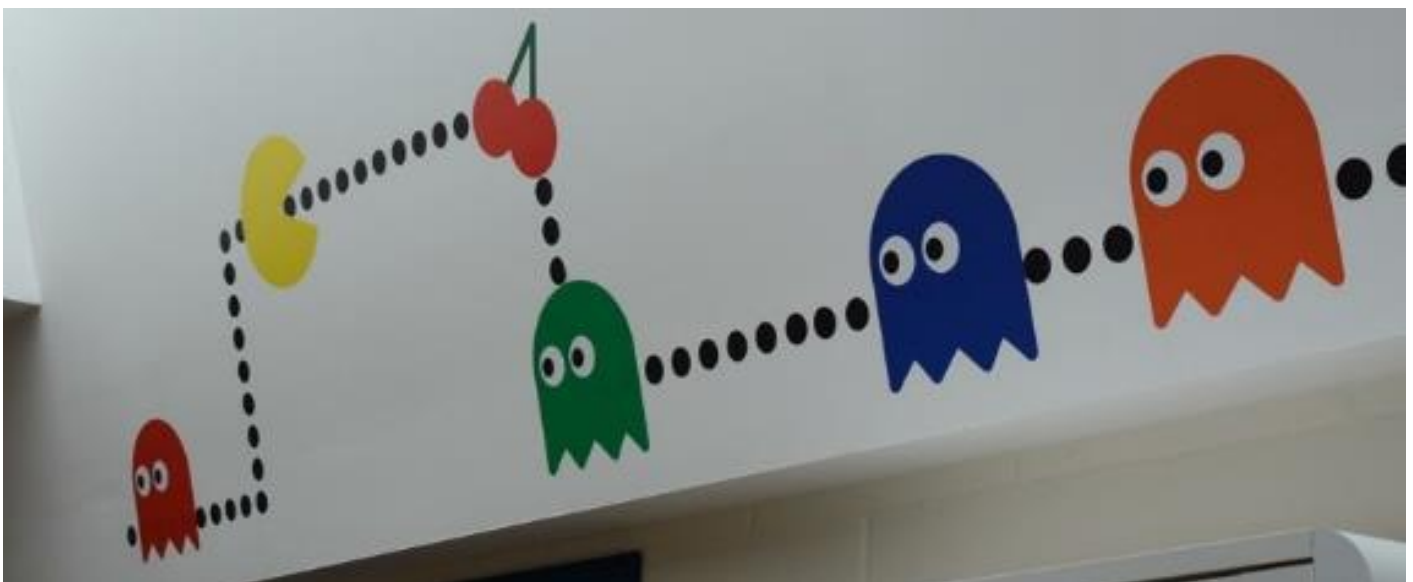
The post arises due to a recent review of the leadership within the school. The responsibilities of the successful candidate will be decided after appointment to ensure that we appoint the best candidate who will complement the skills of the existing members of the leadership team.



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Disclosure. All applications should read the school's Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.

Visits by prospective candidates prior to applying are welcome.

- **Closing date for this post is noon on Monday, 30 April 2018.**
- **Interviews are likely to occur from week beginning the 14 May 2018.**



Job Description: Vice Principal

Job Title

Vice Principal (Secondary Phase)

Purpose

The core purpose of the Vice Principal role is to provide vision, strategic direction and leadership within the school.

This includes working supportively with the Principal in:

- ensuring high quality teaching and learning;
- ensuring all students make outstanding academic progress;
- upholding the values and ethos of the school;
- effectively leading and managing staff;
- deploying staff and resources efficiently and effectively;



The Vice Principal holds a teaching commitment and specific whole school responsibilities. Working in a leadership team in which all members are DSL trained. From time to time it may be necessary to change these whole school responsibilities in order to meet changing situations within the school and in order to respond to changing national requirements. The following duties and responsibilities are not subject to change. They apply to all members of the leadership team and underpin the individual responsibilities.

The post-holder:

- is a member of the leadership team and required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document issues under the Teachers' Pay and Conditions Act 1991
- as part of the leadership team, take a shared responsibility for providing vision, strategic direction and leadership for the school by working cooperatively with the Principal and other senior colleagues
- provides professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all students
- is committed to professional self-development
- acts as line manager and performance management reviewer to allocated middle and senior leaders
- shares the provision of reasonable senior leadership cover during school holidays and evening events
- takes an active part in the assembly programme of the school
- maintains a high profile during the school day.

Leadership

- acts as a role model for others, striving for excellence in all areas of their work and the work of others in the school
- takes responsibility for the school in the absence of the Principal when required
- undertakes the professional duties of other members of the leadership team in his/her absence as required
- plays a major role in formulating the aims and objectives of the school
- plays a major role in formulating and implementing strategic plans
- leads and manages staff, providing support, guidance and challenge



- supports and guides middle leaders and provides line management of departments so that school strategy results in practical action in our classrooms
- advises and assists governors in the exercise of their duties, including attending meetings and presenting reports where appropriate
- establishes the highest possible standards of teaching, learning and attainment.
- leads change and innovation where appropriate,
- supports other members of the senior leadership team in the fulfilment of their specific roles
- nurtures a climate of achievement and excellence

Management of staff

- chairs meetings as relevant to specific responsibilities, ensuring effective consultation, delegation of responsibility and successful implementation of decisions
- provides information about the performance of staff where relevant to their future employment at the school or elsewhere
- assists in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes as appropriate
- participates in the recruitment of staff as required
- contributes to the professional development of staff, including coaching and mentoring.

Teaching and learning

- contributes to the development of a curriculum which allows the highest achievement for all
- promotes the provision of high quality teaching, learning and assessment.
- supports the development and maintenance of a high quality learning environment
- monitors, reviews and evaluates teaching and learning, including the tracking of individual performance.
- acts as a role model in the provision of high quality teaching, learning and assessment
- teaches within a department or faculty and contributes to the work of that department or faculty as required.

Community

- communicates effectively with all stakeholders as appropriate.
- develops links with and liaises with other institutions and external agencies as appropriate.
- represents the school in the community as appropriate.
- ensures positive relationships with the wider community
- makes sure school success is communicated and celebrated.

Salary

L22-28

Whilst we have made every effort to explain all the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any responsible request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

	Essential characteristics	Desirable characteristics
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Good honours degree 	<ul style="list-style-type: none"> • Designated Safeguarding training • NPQH
Personal qualities	<ul style="list-style-type: none"> • Capacity for hard work and high level of energy • Sustained enthusiasm and high use of initiative • High expectations of self and others • Professional and supportive relationships with others • Commitment to raising standards and aspirations • Perceptive and creative approach to problem-solving • Ability to prioritise conflicting demands and pressure • Diplomacy, flexibility and self-reliance 	Aspiration for headship
Experience	<ul style="list-style-type: none"> • Successful senior leadership within secondary education • Leading change or innovation at whole school level • Successful teaching to sixth form level • Effective management of change and improvement • Excellence as a classroom practitioner 	<ul style="list-style-type: none"> • Experience of senior leadership in a high performing school • Promoting the school within the community
Knowledge	<ul style="list-style-type: none"> • Up-to-date and practical knowledge of recent and proposed developments in secondary education • Knowledge of best practice teaching methodologies • Understanding of excellent practice in pastoral care • Knowledge of current OFSTED framework and current DfE accountability measures 	Experience of Ofsted inspection under the current framework.



Skills	<ul style="list-style-type: none"> • Excellent teaching skills with high level of success for students in external examinations • Quick thinking and articulate, including an effective presence as a public speaker • Strong ICT skills • Strong leadership skills with ability to inspire others • The ability to think and act strategically • Strong negotiation skills • The ability to develop the performance of others 	
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