



## CANDIDATE INFORMATION BROCHURE



**Noel Park**  
Primary School  
To make our best better



**Academies**  
Enterprise Trust  
To make our best better

To inspire young people to make their best better



Dear Candidate

Thank you for taking the time to apply for the Vice Principal position at Noel Park Primary Academy.

Noel Park Primary Academy opened in September 2012 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Noel Park Primary Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours sincerely

The Talent Team

## **Noel Park Primary Academy**

### **The Best We Can Be**

At Noel Park Primary School we are committed to helping every child succeed, whatever their background or ability. We have created a safe, stimulating and supportive atmosphere where children can love life, learning and play.

We aim to offer our pupils rich and exciting learning opportunities that help them to achieve and develop, and inspire them to do their very best. We want our children to leave us as confident and respectful young people, equipped with the knowledge and skills they need to be successful in their lives ahead.

Ofsted agree. In June 2014, they rated Noel Park 'good' in all areas, commenting that 'Noel Park is a good school where pupils achieve well, teaching is good and pupils speak positively about their school.'

In addition, Ofsted noted that, 'behaviour of pupils and attitudes to learning are good as a result of the strong relationships established by teachers and other adults in the classroom. Pupils take great pride in their environment and the eye-catching displays of their work. They speak proudly when they say, 'We don't like this school....we love it!'

Staff at Noel Park are equally passionate about the quality of the work that takes place. During our recent Investors in People assessment, where Noel Park achieved the Gold Award, staff remarked 'we are always being encouraged to visit other schools and take part in training. I am constantly learning new things. I think we all are.'

Noel Park Primary School is a key member of Academies Enterprise Trust (AET), a federation of academies created to provide thousands of students/pupils with the best possible education.

AET aims to provide the opportunity for all young learners to fulfil their real potential, broaden their horizons and become active, prosperous and successful citizens in the world around them. AET believes that all young people deserve to become world class learners — to learn, enjoy, succeed and thrive in a first rate educational environment, with the best facilities, the best teaching and the most up to date resources available to them.

AET is committed to doing everything it can to ensure that young people are able to, in the future, compete on the world stage with the skills, confidence and flair to generate new ideas, new initiatives and thereby make a full contribution to tomorrow's world.

## **Job Description**

**Job Title: Vice Principal**

### **ROLE:**

- Deputising in the Principal's absence.
- Securing outstanding teaching and learning.
- Supporting the delivery of a rich and exciting curriculum.
- Lead for inclusion across the academy.

### **CREATING THE FUTURE OF THE SCHOOL**

- Working with staff, under the direction of the Executive Principal, to embed outstanding practice and secure the long term success of the school.
- Contribute to, communicate and demonstrate through classroom practice the academy's shared vision which expresses core values and purpose.
- Implement the vision through agreed objectives and operational plans.
- Support, coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.

### **LEADING TEACHING AND LEARNING**

- Teaching a class or groups of pupils, as required.
- Use pupil progress data and outcomes rigorously to optimise learning for all children and to drive up standards of teaching and learning.
- Establish and secure creative, responsive and effective approaches to learning and teaching, and the curriculum.
- Secure high expectations and challenging targets for the whole school community.
- Implement and use a thorough monitoring evaluation cycle to ensure that planning and provision tackles any areas of weakness.
- Tackle underperformance at a range of levels.

### **WORKING UNDER THE DIRECTION OF THE EXECUTIVE PRINCIPAL TO DEVELOP SELF AND OTHERS**

- Support and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Promote, maintain and lead a culture of high expectations for self and others, channelling the efforts of all staff to good effect.
- Ensure that both teams and individuals are rigorously held to account with both great challenge and support.
- Regularly review own practice, set personal targets and take responsibility for own development.

## **MANAGING THE ORGANISATION**

- Ensure the smooth day-to-day running of the academy in the absence of the Principal.
- Lead by example and actively promote and foster the importance of pupil and staff behaviour that shows respect, consideration and thought for others.
- Contribute to school self-evaluation and ensure improvement plans and policies promote continuous school improvement.
- Attend governor meetings and present where appropriate.
- Under the direction of the Executive Principal, develop and deploy staff appropriately within the academy.
- Ensure all safeguarding procedures are rigorously followed.

## **SECURING ACCOUNTABILITY**

- Contribute to, and articulate, a school ethos which enables everyone to work collaboratively.
- Work directly with phase leaders to ensure individual staff accountabilities are clearly defined, understood and agreed.
- Take a lead role in teacher appraisal.
- Ensure every individual child has access to high quality teaching and learning.
- Ensure that all children make optimal progress even when there are barriers to learning, through excellent systems and provision for all.

## **STRENGTHENING COMMUNITY**

- Develop and maintain rich partnerships with families and community to build a learning community that strives for personal growth.
- Promote positive strategies for challenging racial and other prejudice.
- Secure a range of community-based learning experiences.
- Collaborate with other agencies to ensure pupil and community needs are met.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Executive Principal.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training</b>	<b>Qualified Teacher status</b>	<b>Degree-level qualification</b> NCSL training
<b>Experience</b>	<p>The Vice Principal should have experience of:</p> <ul style="list-style-type: none"> <li>teaching throughout a key stage;</li> <li>being in a post of responsibility for an area of management in a academy for at least two years (demonstrating clear whole school impact);</li> <li>participating in team management</li> </ul>	<p>In addition, the Vice Principal might have experience of:</p> <ul style="list-style-type: none"> <li>teaching throughout the primary phase</li> </ul>
<b>Knowledge and understanding</b>	<p>The Vice Principal should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>the role of the leadership group within the academy;</li> <li>curriculum management and the academy's duty to provide for the needs of all pupils;</li> <li>the need to work within financial constraints, and to apply best-value principles;</li> <li>whole-academy issues and their strategic management.</li> </ul>	<p>In addition, the Vice Principal might have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>the Ofsted framework and the place of self-evaluation;</li> <li>academy finance systems;</li> <li>academy assessment data and pupil tracking systems</li> </ul>
<b>Skills</b>	<p>The Vice Principal will be able to:</p> <ul style="list-style-type: none"> <li>communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>show evidence of good interpersonal skills as a team member, and in handling sensitive situations in a wider context;</li> </ul>	<p>In addition, the Vice Principal might be able to:</p> <ul style="list-style-type: none"> <li>work with governors and/or parent groups;</li> <li>provide academy-based INSET;</li> </ul> <p>encourage staff to surpass their own</p>

	<ul style="list-style-type: none"> <li>• establish good working relationships throughout the academy community;</li> <li>• promote a subject area effectively within the academy;</li> <li>• promote the academy's aims positively, and use strategies to monitor motivation and morale;</li> <li>• motivate others to achieve their best, and enhance their self-esteem</li> </ul>	expectations
<b>Personal characteristic</b>	<ul style="list-style-type: none"> <li>• Clear-sighted</li> <li>• Creatively thinking</li> <li>• Determined</li> <li>• Open-minded</li> <li>• Positive</li> <li>• Team Player</li> <li>• Insistent, persistent, consistent</li> </ul>	



## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

### **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

### **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

## Staff Benefits

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes



### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits



## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognise the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you

are appointed, in which case the data you have supplied will form the basis for your individual staff record.