



# Salisbury Plain Academies

## AVON VALLEY COLLEGE

### VICE PRINCIPAL

### APPLICATION PACK

To commence 1<sup>st</sup> January 2018

Salary will be by negotiation and  
subject to review.

Avon Valley College and Salisbury Plain Academies are committed to safeguarding and promoting the welfare of children. All posts are subject to a Disclosure and Barring Service (DBS) check.

## ACADEMY VICE PRINCIPAL

**Role to commence: 1<sup>st</sup> January 2018**

Thank you very much for your interest in the role of Vice Principal at Avon Valley College. This application pack is electronic; there is no printed version. Candidates who are successful in being short-listed will receive further information and details to assist with preparation for interview. We hope you find everything you need and that our [Salisbury Plain Academies](#) and [Avon Valley College](#) websites will be helpful.

If you have any queries please do not hesitate to contact Mrs Jo Wakeham, Operations Officer for Salisbury Plain Academies who will do her best to be of help. [recruitment@salisburyplainacademies.org.uk](mailto:recruitment@salisburyplainacademies.org.uk)

In this application pack you will find the following:

- Letter from the Principal of Avon Valley College
- The Context of the Academy
- Job Description
- Person Specification
- Information about how to apply

## LETTER FROM THE PRINCIPAL OF AVON VALLEY COLLEGE

Dear applicant,

Thank you very much for your interest in Avon Valley College (AVC) and the Salisbury Plain Academies Trust. I extend a warm welcome to you, and I would be delighted to take you on a tour of the college prior to your application so you can get a feel for who we are and what we are about.

The school has been through a difficult period, with changes in leadership and a restructure adding to the uncertainty over the direction AVC was headed. However, we are at the beginning of a very exciting journey. Along with a sharp increase in numbers from returning troops from Germany and a new build starting in Spring 2018, we are about to undergo rapid improvement in standards and achievement. This will necessarily involve significant change, which will initially contribute further to feelings of uncertainty. However, all stakeholders at the college and the Trust are eager for the impact that the changes will bring and are looking for strong leadership to implement them.

I believe in leadership at all levels, and I am currently drawing support from all staff and members of the community to be part of the vision of success for AVC.

We are looking for a Vice Principal who will bring ideas, energy, enthusiasm, and dedication.

I look forward to reading your application.

Yours sincerely

Sam Johnston

Principal





# THE CONTEXT OF THE ACADEMY

Avon Valley College sits in the centre of the Wiltshire village of Durrington and its catchment ranges from Tidworth and Bulford across to Amesbury and all the villages in between.

The army's 2020 plan for rebasing all the troops from Germany, entailing the closure of all British Forces schools in Germany, means that the school population across Salisbury Plain will increase vastly by 2021.

At the moment, AVC has a student population of just below 600 but by 2021, it is expected to reach 1,150-1,200. As a result of this planned movement of troops and their families, Wiltshire Council is carrying out building works to expand several schools and to add to the estate of others whilst at the same time, construction of service families accommodation has already begun.

Avon Valley College is part way along the process of planning the construction of Phase 1 of the building programme – a new classroom block which will incorporate ICT, Performing Arts and general teaching classrooms.

Phase 2 will follow and link onto Phase 1. The building programme will entirely invigorate what is quite a tired 1970's site and the Trust intends that Phase 3 and 4 will follow, thus refreshing the whole site.

At the same time, St Michael's Primary School, at present situated in the village of Figheledean, will be relocated to nearby Larkhill, where an entirely new build will be completed by September 2018 – a 420 place school plus a 60 place nursery will be opened and form the very hub of a new community of housing which will accommodate both civilian and military families. A new classroom block has just been opened at Bulford St Leonard's primary school enabling the school to expand and develop their teaching and learning experiences.

This is an exciting time for Salisbury Plain Academies, one which demonstrates the high energy the multi academy trust has for the development of a truly local educational service, providing the children of Salisbury Plain with the very best of educational experience.

# OUR REQUIREMENTS:

## HIGH EXPECTATIONS

We set exceptionally high expectations for our pupils and do whatever it takes to achieve these. Our aspirations are no lower for our most vulnerable pupils. We work hard, across the curriculum and in every facet of school life, to ensure that all pupils, including those with special educational needs have appropriate provision and receive the high quality provision they need to achieve their full potential.

## EXCELLENT TEACHING

Nothing is more important than excellent teaching, underpinned by high quality professional development. We prioritise learning, for all, and ensure that teaching staff have access to high quality CPD opportunities, at all stages of their career. It is a priority in our job descriptions that teaching staff are active learners, seeking higher accreditation and research opportunities in order to benefit pedagogical practice in the classroom.

## EXEMPLARY BEHAVIOUR

There is a clear focus on providing a respectful and orderly atmosphere, where teachers can focus on teaching and pupils can focus on learning. Teachers model their expectations at all times, inside and outside the classroom.

## LITERACY AND NUMERACY

We prioritise literacy and numeracy in the absolute belief that all pupils must secure firm foundations in English and Maths as early as possible. At our primary schools and in Key Stage 3, students will receive above average teaching time in English and Maths, with more time for students who are working below year level expectations.

At Key Stages 4 and 5, SPA prioritises academic pathways that will enable the majority of our students to move onto higher education in all its forms. For those for whom this is not appropriate, valuable alternative pathways are provided.

## MORE TIME FOR LEARNING

Our schools run a school day, which provides more time to embed core subjects and to extend the curriculum through enrichment. Typically, our primary schools will develop a structure that will see learning time run from 8.30am until 3pm with attendance at enhanced learning from 3 – 5pm as an expectation; whilst our secondary school will develop a school day that will enable enhanced learning taking place from 3pm onwards.

## COMMUNITY RELATIONSHIPS

Positive relationships between students, students and staff and staff and parents, must reinforce a culture of excellent behaviour and commitment to learning. In each sector of our Academy, we aim to ensure that all students, pupils, and their families, are well known to the school so no child will go unnoticed.

## JOB DESCRIPTION: VICE PRINCIPAL

**Reports to** : Principal  
**Start date** : January 2018  
**Salary** : Negotiable depending on experience.

### The role

The Vice Principal will support the Principal in leading rapid whole school change. S/he will help establish an ethos of rigour, consistency, and high standards. The Vice Principal will garner support from staff and other stakeholders through leading by example and inclusivity in action planning.

### Key responsibilities

To provide leadership for, and management of all staff, children and young people and specifically to be accountable for:

- Teaching and learning
- Assessment, data and reporting
- Curriculum
- To support the Principal in leading the senior leadership team and to model the standards and behaviours of an outstanding leader in education
- To deputise for the Principal when required
- To work with partners and colleagues, across SPA schools and across MAT partnerships.

### Leadership and management, working to the Principal

- Through the Academy processes, help lead and manage staff professional development and training
- Through the Academy processes, support the Principal in leading and managing strategic development of the school and contributing in the key areas of responsibility in the SEF and the Academy Improvement Plan
- Maintain strong, collaborative working relationships with Trust schools, the community, agencies, and other stakeholders including parents

### Teaching and learning

- Train and support others in the teaching of engaging and effective lessons that motivate, inspire and improve student and pupil attainment
- Lead CPD of teaching and learning
- Use and support others in using regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all students and pupils achieve, and make significant and continuing progress towards targets

- Work on any site, as required

### Assessment, data, and reporting

- Ensure that there exists, and all staff effectively use, a robust tracking and target setting system for students and pupils in line with Academy policy
- Ensure that regular and meaningful student/pupil progress reports are written and shared with students and pupils and their families
- Provide information and analysis of data collected according to the requirements of the self-review process as required. Oversee the production of all data, its accuracy and relevance

### Curriculum

- Develop an appropriate, relevant and inspiring curriculum for the pupils and students of Durrington and surrounding area
- Ensure that the curriculum promotes the emotional, social, physical, and mental wellbeing of students and British Values
- Develop the students' cultural capital through exciting opportunities in and out of the classroom
- Ensure that the curriculum supports the highest academic goals while providing appropriate pathways vocationally

### Other

The jobholder will carry out the duties of a Vice Principal as set out in the current edition of the School Teacher' Pay and Conditions Document issued by the Department for Education (DfE).

## PERSON SPECIFICATION: VICE PRINCIPAL

### Qualification criteria

- Qualified to degree level
- Qualified to teach and work in the UK

### Experience

- Experience of having led, or significantly contributed to, the success of an academy or school through its leadership, ethos, teaching and results
- Experience of significantly raising the attainment of students in the institution where you were a senior leader and accountable for improvement

### Teaching and learning

- Outstanding teaching and learning evidenced
- Evidence of inspirational leadership, vision and outcomes
- Evidence of significant contribution to school wide improvement

### Vision and strategy

- Vision aligned with the Academy's – rigour, high standards, pride, and ambition
- Understanding of, and ability to garner support for, effective strategies to improve curriculum, teaching and learning, data, and assessment

### Leadership

- Ability to lead, coach and motivate staff within an appraisal performance management framework, including professional development and effective management of underperformance
- Strong organisational skills and ability to delegate
- Genuine passion and a belief in the potential of every student and pupil
- Use of data to inform and diagnose weaknesses that need addressing
- Commitment to the safeguarding and welfare of all students and pupils

### Leading external relationships

- Skillful management and political instinct for maintaining effective working relationships with parents and other stakeholders

### Personal characteristics

- Highly approachable, very grounded and able to make sound judgments
- An ambitious and innovative practitioner with proven track record of success
- A believer in 21st century education and the ability to develop others to excellence
- Relishes accountability and takes personal responsibility for their own actions

- Excellent critical thinking skills and intellectual curiosity
- Able to build trust and mutual respect between students, pupils, families and staff
- Strong interpersonal, written and oral communication skills

### Other

This post is subject to a Disclosure and Barring Service (DBS) check.

The post holder must be committed to safeguarding the welfare of children.

### Safe Recruitment Procedure

SPA is committed to safeguarding and promoting the welfare of children and young people on its sites. In order to meet this responsibility, SPA follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to a Disclosure and Barring Service (DBS) check.

Applicants are required, before appointment, to: disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

### Shortlisting

Only those candidates meeting the requirements of the role, as outlined above and including a fully completed application form, will be taken forward from application.

### Interview

1. Shortlisted candidates will be subject to a reference checking process and 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.

# HOW TO APPLY

If you decide to apply for this post, please complete the application and monitoring form which can be found at [www.avonvalleycollege.org.uk](http://www.avonvalleycollege.org.uk) or by emailing [recruitment@salisburyplainacademies.org.uk](mailto:recruitment@salisburyplainacademies.org.uk). Please also submit a personal statement, which should be no longer than two sides of A4, and should explain why you are applying for the post, why you are suitable for the post and what qualities and experience you will bring to the role. A Curriculum Vitae is not required and will not be accepted.

Under the reference section, you should provide the names, positions, organisations, email addresses and telephone contact numbers of at least two referees, one of whom **must be** your current employer. Please note, we will be seeking references during the short listing process.

Most of our communication will be done via email but we would appreciate it if you could provide daytime, evening and mobile contact numbers.

**Closing Date:** Friday 6<sup>th</sup> October 2017 at 5.00pm

**Interviews will be held:** Thursday 12<sup>th</sup> and Friday 13<sup>th</sup> October 2017

All posts are subject to a Disclosure and Barring Service (DBS) check. We are committed to the safeguarding of children.

**Our prospectus is available on our website:**

[www.avonvalleycollege.org.uk](http://www.avonvalleycollege.org.uk)