



Candidate Briefing Pack

# Vice Principal



Corelli College

CO-OPERATIVE ACADEMY



## Who we are

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Corelli College Co-operative Academy is a vibrant centre of learning with the highest expectations for each one of our 1150 students. We are a diverse community where everyone is valued, respected and trusted, where we all work together and celebrate success. Students thrive within a culture of high aspiration, with no cap on ambition, building the skills to lead healthy, happy and successful lives.

According to our most recent Ofsted report, “Pupils’ personal development and welfare are strong. Pupils express eloquent support for the college, praising their teachers and the diversity of the community.” Here at Corelli College you will find “...an absolute commitment for rapid improvement from all leaders and governors” (June 2016).

### Our Values:

We are founded on a set of values called the Co-operative values which many organisations across the world use as their guiding principles. We chose these values because we believe they will enable our students to become active and responsible citizens and make Corelli College a happy and productive learning community.



### Our History:

Our school has the distinction of being Britain's first purpose-built comprehensive school. Opened to international acclaim in 1954, its architecture reflected the British feeling of recovery and optimism in the aftermath of World War II. Originally an all-girls' school, Kidbrooke Comprehensive School for Girls, it was officially opened on 15th June 1955 by Countess Mountbatten of Burma.

From 1982 Kidbrooke started admitting boys to become co-educational, in order to compete with the other mixed comprehensives in the area. It changed its name from Kidbrooke School to its present Corelli College Co-operative Academy when it became an academy in September 2011.

### Our future:

At present Corelli College is in advanced discussions with Leigh Academies Trust regarding joining the Trust in late 2017. By joining the Trust we hope to accelerate our improvement and ensure strong foundations for future growth and success. We also believe that being part of the Trust will enable us to work more collaboratively with other academies within the Trust as well as share resources that will ultimately benefit our students and the community that we serve.

# Leigh Academies Trust



Leigh Academies Trust is a non-profit charitable company limited by guarantee based in the South East & Kent and Medway. The Trust supports and assists schools to build upon existing strengths and achieve rapid educational transformation. It includes both sponsored academies and schools which have chosen to convert to academy status. Our mission is clear as we are:



## ***“Shaping Lives, Transforming Communities”***

### **Our Values:**

- **We care** – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- **We keep getting better** – using our ‘can-do’ attitude towards continuous improvement and innovation.

### **What makes us distinctive:**

- Small-school, ‘human-scale’ education to personalise the educational experience;
- We have an Excellence Charter that all academies are committed to delivering which goes beyond the standard expectations so that our students get the best possible education that prepares them for success as adults.
- An enterprising culture to create close partnerships with industry and other educators.

### **Trust Advantages:**

- expert central services for finance, HR, IT, facilities and business functions;
- innovative approaches to teacher recruitment and retention;
- fast track development of leaders for internal promotion opportunities;
- central reserves protect individual school budgets;
- substantial investment in cross-Trust initiatives to improve teaching and learning;
- close collaboration between senior leaders across the Trust;
- integration of primary and secondary approaches into all-through education;
- adequate scale to design and test new delivery models as government policies, rules and measures change;
- high quality strategic governance with wide business & professional experience.



# The Role

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<b>Role:</b>	<b>Vice Principal</b>
<b>Salary:</b>	Highly Competitive + Bonus
<b>Commencing:</b>	January 2018

It is an exciting time at Corelli College as we embark on the next stage of our school's journey looking to build on our past successes and embrace opportunities for change.

To join us on this journey we are seeking to appoint an experienced senior leader who can build a unique and inspirational place of learning. Our ideal candidate will be an existing Vice Principal / Assistant Principal with experience of running a successful and diverse inner city secondary school. We are looking for an exceptionally talented leader who will work closely with the Principal to make a real impact, achieving outstanding outcomes for our students and ensuring as soon as possible that the school is recognised as a good school with outstanding leadership. The successful candidate must have a real ambition to improve the life chances of our students regardless of their background.

Corelli College is an amazing school filled with students keen to learn and proud of their school. The successful candidate will continue to develop this ethos and ensure that Corelli College is the school of choice for the local community.

Reporting directly to the Principal, you will receive encouragement, support and guidance not only to help lead the school but also develop your own career. We wish to hear from you if you really want to change our education world and are:

- an enthusiastic, energetic and ambitious senior leader with a track record of success at secondary level;
- a motivational and aspirational leader with high expectations of staff;
- confident and able to communicate a clear vision for the school;
- able to develop children to reach their full potential regardless of background or circumstance;
- approachable and keen to work with others outside the school to ensure wide success;
- able to establish and develop excellent relationships with the community and other stakeholders.

## **What we can offer you;**

- a competitive salary and an opportunity to earn a performance bonus;
- the opportunity to lead a large school to good status supported by a dedicated academy leadership team;
- The chance to shape the future of the school and lead it to join an academy trust that can support its growth.



# Application Process

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Interested and suitably experienced applicants are invited to submit an application online using the Trust's electronic application form via the following link – <https://www.jobtrain.co.uk/leighacademiestrust/displayjob.aspx?jobid=1060>. There is functionality to upload both a CV and supporting statement online. The closing date is **Monday 9<sup>th</sup> October 2017**. All applications will be acknowledged on receipt and we will notify candidates if they have been successful in gaining an interview as promptly as possible. Interviews and associated assessment activities are scheduled for **17<sup>th</sup> and 18<sup>th</sup> October 2017**; candidates are asked to ensure that both days are provisionally kept clear.

If you wish to arrange a tour of the academy or a confidential conversation with our Executive Principal, David Millar, ahead of submitting an application, this can be arranged by contacting Tony Maggio (HR Manager at Corelli College) via email at [TMaggio@corellicollege.org.uk](mailto:TMaggio@corellicollege.org.uk).





**Position:** Vice Principal

**Reporting to:** Principal

**Academy:** Corelli College

## **Main purpose of role**

To assist the Principal in the development of the Academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values. To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress. To effectively promote the educational vision associated with Corelli College and the wider Trust.

## **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal may from time to time ask the post-holder to perform.

The academy aims to appoint the right person for the team; the responsibilities will be allocated based on the successful candidate's skill set, and experience of whole school leadership of the above would be advantageous but not essential. Key responsibilities may be focused around some but not all of the following key areas:

- Teaching & Learning
- Behaviour & Safety
- Academic monitoring & support of key groups

## **Key Responsibilities**

### *Strategic*

- Support the Principal in developing and communicating a clear strategic vision of how to develop the Academy successfully
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the Academy
- Lead on designated sections of the Academy Performance Agreement
- Support the development of effective, high performing teams across the Academy through the delivery of training and through coaching.
- Support the Principal in managing the Academy effectively and ensuring the successful implementation of radical change, and deputise for her in her absence.

- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate

#### *Learning and Teaching*

- Work with the Principal in the strategic leadership for a key area of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policy and practice are at the highest standard
- Effective use of data with the Academy to raise standards
- Regularly review and quality assure the student tracking systems across the Academy
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors
- Oversee the quality of learning and teaching through regular reviews within the Academy and, at least two designated Faculty Areas, intervening where necessary
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of vulnerable groups

#### *Leading and Managing Staff*

- Create a college ethos that fits with the academy vision.
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behavior, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the Academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community
- Contribute to an effective and rigorous Performance Management process

#### *Efficient and effective use of staff and resources*

- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Principal and Director of Finance and Operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Principal in seeking to ensure adequate resources for the academy

#### *Standards*

- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made

- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Use assemblies to motivate and inspire students

#### *Community*

- To attend Governors' meetings, evening and special events
- Ensure that Citizenship and Spiritual, Moral Social & Cultural aspects are embedded throughout the Academy and its interface with community partners

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.



## Person Specification

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing the application.

Essential	Desirable
<b>Experience</b>	
<ul style="list-style-type: none"> <li>- Proven record of significant senior leadership achievement</li> <li>- Proven track record of raising standards</li> <li>- Experience of management of human and financial resources at senior level</li> <li>- Proven curriculum leadership</li> <li>- Successful establishment of links with the local community</li> <li>- Excellent track record as an effective innovator of education</li> <li>- Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs</li> <li>- Experience of developing student involvement in schools</li> <li>- Experience of working with parents</li> <li>- Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people</li> <li>- Experience of using performance management processes successfully to contribute to school improvement</li> </ul>	<ul style="list-style-type: none"> <li>- Experience at deputy/assistant head level or equivalent</li> <li>- Experience of full 11 - 19 age range in a co-educational, inner-city setting</li> <li>- Experience of leading in challenging circumstances</li> <li>- Subject teaching expertise in an EBacc subject area</li> <li>- Experience of leading highly effective whole school assessment systems.</li> <li>- Experience of working within a MAT</li> <li>- Experience of developing SEN at a strategic level</li> </ul>
<b>Education &amp; Qualifications</b>	
<ul style="list-style-type: none"> <li>- Degree and teaching qualification</li> <li>- Qualified teacher status</li> <li>- Sustained record of professional development</li> </ul>	<ul style="list-style-type: none"> <li>- Accredited post graduate study</li> <li>- Masters/MBA</li> <li>- NPQH</li> </ul>
<b>Leadership &amp; Management</b>	
<ul style="list-style-type: none"> <li>- Positive attitude towards change</li> <li>- Extensive experience of developing staff, of team building and of developing student involvement in schools</li> <li>- In-depth knowledge and understanding of current educational priorities</li> <li>- Good understanding of the Ofsted framework and Self Review</li> <li>- An understanding Performance Management Setting and achieving ambitious and challenging goals and targets</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with a range of agencies</li> <li>- Experience of working with Governors</li> <li>- Experience of challenging 'satisfactory' performance</li> </ul>