



Job Pack

Vice Principal - Curriculum

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# The City Academy, Hackney

Values and Success

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Principal: Mark Malcolm

## Academic Year 2017/18

Dear Applicant,

Thank you for expressing an interest in the post of Vice Principal - Curriculum at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A\*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

**Mark Malcolm**  
Principal

**Please note applications must be received by Monday 16<sup>th</sup> October by 9am**  
**Interviews will be held on Wednesday 18<sup>th</sup> October**

## Job description

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<b>Post:</b>	Vice Principal – Curriculum
<b>Grade</b>	Inner London Leadership Spine L25 – L29
<b>Responsible to:</b>	Principal

### Strategic Responsibilities

#### 1. Strategic Management

- Working with the Principal in securing the strategic vision for the academy.
- Securing the achievement of Key Performance Targets identified in the academy strategic plan.
- Ensuring that academy systems and accountabilities are delivered according to the key principles of simplicity, efficiency and effectiveness.
- Planning and delivering academy policies in key areas.

#### 2. Accountability

- Advising and reporting to the governing body and sponsors as required.
- Working in accordance with statutory policies.
- Liaising with officers, inspectors and other outside agencies.
- Developing relationships between the academy and its local community.
- Contributing to the process and completion of any self-evaluation processes.
- Being accountable for the delivery of key strategic objectives as determined in negotiation with the Principal and the Senior Leadership Team as a whole.

#### 3. Leadership and Management of People

- Deputising for the Principal as required.
- Providing an approachable, authoritative and visible presence in and around the academy to provide support for staff, students, parents and the local community.
- Carrying out performance management key leaders and managers.  
To perform other duties determined in discussion with the Principal.  
Training, coaching, supporting and directing staff as required to ensure a positive, professional and achievement-focused ethos is maintained.

### Specific responsibility for the strategic leadership of the following areas:

- All aspects of curriculum development across all key stages, promoting appropriate learning pathways that ensure successful outcomes for all students.
- The development and implementation of simple, innovative curriculum structures and create an exciting and stimulating learning experience for students.
- The timetabling process including writing the annual timetable, leading the options processes for transition between the key stages, and ensuring that student group data is entered correctly.
- 14-19 curriculum structure including the leadership, development and maintenance of a high status sixth form.
- Developing an appropriate range of alternative college and work based pathways for students in the 14-19 age range.
- The delivery of an effective target-setting system that provides quality assured, accurate and timely data for students, parents and staff.
- Systems that utilise data to target students and create learning momentum across the academy.
- The use of data to develop curriculum support and intervention strategies.

- Ensuring high quality curriculum provision exists for the wider statutory curriculum including personal, social, health, citizenship and careers education.

#### **Additional generic Vice Principal responsibilities:**

- To be committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Taking a lead in creating a positive, inclusive climate, that carries the academy's vision forward.
- Be aware of the diversity, values and experience of the academy community and challenge inequality wherever it exists.
- The postholder must also:
  - Fulfil a negotiated teaching commitment and be an excellent classroom practitioner.
  - Conduct assemblies and detentions as designated by the Principal.
  - Support extended day activities to enhance student learning experiences.
  - Fulfilling the role of student mentor if required.
  - Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.

#### **Administrative Responsibilities**

- To compile statistical returns as required.
- To assist in the generating of additional finance for the academy through attendance at meetings and preparation of bids.
- To assist the Principal and Vice Principal Resources with the management of the school's delegated budget and help oversee management of resources.

#### **Standards/Quality Assurance and Additional Responsibilities**

- Attend team and staff meetings.
- Attend and participate in open evenings and student performances.
- Uphold the academy's behaviour code and uniform regulations.
- Participate in staff training and development.
- Develop links with governors, LEAs and neighbouring schools/academies.

#### **Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Commitment to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- Operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

#### **Associated Duties**

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken by Vice Principals in the course of their employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

#### **Special Conditions of Service to Note**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The postholder may be required to work outside of normal

school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: .....

Signature of postholder: .....

Signature of Principal: .....



## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Minimum of two years' leadership experience	✓	
Demonstrable experience of improving student outcomes	✓	
High quality teaching and learning ability	✓	
Successful management of a team of people	✓	
A record of continuous professional and career development	✓	
Developing and leading curriculum initiatives using the latest technologies to support learning	✓	
Understanding of innovative approaches to timetabling	✓	
In-depth knowledge and understanding of national educational priorities/developments to include the 11-19 curriculum, raising attainment, assessment for learning and reporting	✓	
<b>Professional Knowledge and Understanding</b>		
Understanding of the skills and attributes required for effective leadership	✓	
A rigorous understanding of the Ofsted framework regarding effective leadership, management and self-evaluation	✓	
Good knowledge of the National Curriculum	✓	
Good knowledge of the national strategies as they apply to key stage 4	✓	
Thorough understanding of the intervention packages available to support accelerated learning	✓	
Excellent understanding of creative curriculum design	✓	
Good understanding of what constitutes effective assessment target-setting and intervention strategies	✓	
Good understanding of the needs of students who have recently arrived to the country and/or students who are vulnerable to high levels of mobility, and be able to use this knowledge to inform policy and practice	✓	
Experience of policy writing and devising schemes of work	✓	
Knowledge of effective strategies to meet the needs of all students	✓	
Good understanding of positive effective strategies for whole school behaviour management	✓	
Understanding of the principles of Racial Equality and Equality of Opportunity and how these may inform whole school policy	✓	
Good working knowledge and understanding of schools' statutory responsibilities regarding the needs and care of students with SEN, to include students on School Action, School Action Plus, and students with Statements of educational needs	✓	
Understanding of what is involved in the role of Child Protection Officer, including having a good understanding of up-to-date policies and practice	✓	
<b>Professional Skills and Abilities</b>		
An excellent classroom practitioner	✓	
Understanding of statutory assessment processes	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to present data to support academy and student progress	✓	
Ability to manage and report the use of budget allocation	✓	
Ability to demonstrate the effective use of ICT to raise attainment	✓	
<b>Personal Qualities</b>		
Ambition to become a Headteacher/Principal in five years	✓	
Tenacity to see things through	✓	
Willingness to engage carers to encourage close involvement in their child's education	✓	
Flexibility in approach	✓	
Enjoyment in overcoming challenges	✓	
Good communication skills	✓	
Ability to manage workload effectively	✓	
Ability to enthuse and motivate others, developing strong partnerships	✓	
Willingness to share expertise and knowledge with others	✓	
Willingness and ability to run academy training sessions	✓	
Good health and an appreciation of work-life balance	✓	
A passion to deliver equal opportunities in all aspects of the role	✓	

**The City Academy, Hackney**  
**Vice Principal – Curriculum**  
**Permanent, Full Time**  
**Salary: Scale L25-L29**  
**(plus performance related bonuses and other benefits)**

**If you want to be the best, then you should probably join us**

Students in our academy made more progress than in any other school in Hackney and made the best progress of any co-educational school in the country in 2014. In 2015 and 2016 students made exceptional progress with a Progress 8 score above 1.00, one of only seven schools in the country to achieve this. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

**The Role**

Following the promotion of our current Vice Principal to Principal in another academy, we are now seeking to appoint a highly skilled, professional and experienced leader to be responsible for curriculum within the academy.

The successful applicant will provide strategic and operational leadership, planning, curriculum, timetable, intervention and reporting.

You must be educated to degree level or equivalent, have qualified Teacher Status and have a minimum of two years senior leadership experience. The successful candidate must be a confident leader who can function well as part of a team, have excellent communication and interpersonal skills, be highly organised and have the ability to work under pressure in order to meet deadlines.

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

This post is for a start as soon as possible. For details about the role and how to apply please visit [www.thecityacademy.org](http://www.thecityacademy.org).

**The closing date for applications is Monday 16<sup>th</sup> October by 9am**  
**Interviews will be held on Wednesday 18<sup>th</sup> October**