

Senior Vice Principal

Application Pack



www.stpetershighschool.org.uk

Welcome

Thank you for your interest in the position of Senior Vice Principal at St Peter's RC High School & Sixth Form Centre.

The Senior Leadership Team of 8 people (including a senior vice principal responsible for pastoral issues) leads a dynamic, vibrant and ambitious school with a strong sense of community. Our purpose is to guide each student's spiritual, moral, social and cultural development. They are led and supported by a knowledgeable and enthusiastic governing body.

St Peter's RC High School & Sixth Form Centre is a mixed 11 – 18 school with approximately 1500 pupils on roll. The Sixth Form consists of approximately 300 students with KS5 students showing real leadership and progressing to a wide range of destinations, including to prestigious universities and to sought after apprenticeships. 24% of our students receive Pupil Premium funding and 22% of our cohort has a special need or disability. We pride ourselves on our pastoral care and have invested in our Student Support Services who provide additional support for students with, for example, mental health issues and who liaise with external agencies.

Our Mission

Our mission is to provide a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of the school.

Our main aim is to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God. Our school's Christian ethos underpins all its work and provides all members of the school community with a safe and happy learning environment.

All students receive lessons in religious education and our Catholic identity and spiritual life are reflected in all areas of our school. We join together in prayer three times a day; students participate in services of reconciliation during Lent as well as in liturgies prior to Christmas and Easter. In every key stage, students take part in days of reflection and retreat held outside school. The whole school community celebrates Masses in the Autumn term and on the feast of St Peter and Paul. Our full time Chaplain supports both students and staff, liaises with local clergy, and organises a wide range of activities including Ignite evenings such as the most recent one starring double MOBO award winner Guvna B.

Our charity work demonstrates our willingness to help others outside the school community, whether locally, nationally or internationally. Students and staff participate in a wide range of charitable events and fund-raising activities and support CAFOD in its efforts to relieve poverty in the developing world which also educates our students.

Our **ROCK** award underpins the work of the whole school: through **Respect, Optimism & Kindness** we build a strong **Community**.

Our staff are very important to us and the welfare of teachers and support staff is paramount in our planning. We place wellbeing at the centre of our decision-making so that teachers are happy to come to work and feel supported in their role.

St Peter's is a large site situated conveniently just off the M5 – ideal for commuting staff.

I am delighted that you are considering joining us in our mission to develop every student spiritually, morally, socially and academically by fostering their God given talents.

Stephanie Layhe
Principal

The Role

The Governors of this well-established caring Roman Catholic school are seeking to appoint an exceptional, energetic and ambitious senior vice principal who will be a key member of a well-established School Leadership Team. This is a key leadership post within the school with critical importance in developing excellent teaching and learning to secure good outcomes for all our students. The successful candidate will work with members of the SLT under the direction of the Principal. The focus of the post-holder will be to be responsible for **Progress** and for the strategic development of **Teaching and Learning** across the whole school.

Responsible for:

- Raising standards and achievement through excellence in Teaching & Learning
- Raising standards and achievement through Staff Development and Training
- Evaluating teaching and learning through monitoring of pupils' work, lesson visits, conversations with pupils and study period
- Monitoring pupil progress
- School evaluation including liaison with curriculum leaders and others and the development of the school self-evaluation document

We welcome applications from talented leaders looking to extend their experience and from ambitious middle leaders seeking their first senior leadership post. You will be highly motivated and passionate about making a difference to the lives of young people and will have the ability to inspire and motivate both pupils and peers. As an outstanding teacher and leader with demonstrable leadership experience, you will make a significant contribution to the leadership and success of our school. The role requires strategic thinking, excellent communication skills and an ability to lead and to motivate staff and students.

You will have:

- Experience of effective management of a high-achieving faculty or other team
- Experience of sustained delivery of outstanding attainment and achievement
- A proven track record in leadership
- Relevant skills to raise standards
- Excellent interpersonal and communication skills
- Experience in line management of teams

This role is a protected post for a practising Catholic. As such, you will take a leading role in supporting the governors and other leaders to sustain and to develop the school ethos to provide a rigorous and broad education within the context of a Christian environment. You will demonstrate and embody an understanding of the Roman Catholic faith, in line with the Gospel message, which underpins the whole work of the school.

- You will take a leading role in helping governors and other leaders to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God
- You will play a full part in the life of the school community, support its aims and ethos and encourage other staff and students to follow this example

Start Date: ideally April 2020, possibly September 2020 for the right candidate

Safeguarding Recruitment Statement

St Peter's Catholic High School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service clearance.

Job Description for Senior Vice Principal – Teaching and Learning

Leadership Range: L17 - L20 - £60,893 - £65,558pa

Post Purpose:

This is a key leadership post within the school with critical importance in developing excellent teaching and learning to secure good outcomes for all our students. The successful candidate will work with members of the SLT under the direction of the Principal. The focus of the post-holder will be responsible for **Progress** and for the strategic development of **Teaching and Learning** across the whole school.

Reporting to: Principal

Responsible for:

- Raising standards and achievement through excellence in Teaching & Learning
- Raising standards and achievement through Staff Development and Training
- Evaluating teaching and learning through monitoring of pupils' work, lesson visits, conversations with pupils and study period
- Monitoring pupil progress
- School evaluation including liaison with curriculum leaders and others and the development of the school self-evaluation document

Leadership:

You will:

- create a learning culture and ethos, providing educational vision and direction, which secure effective teaching, successful learning and sustained improvements by students to prepare them for adult life
- work in collaboration with the data manager, heads of department, heads of year, the progress team and the senior leadership team to ensure improved **progress** as a result of outstanding leadership and management of teaching and learning within the school
- contribute to and take an active part in SLT meetings and other key meetings as appropriate
- oversee teacher development and improvement to ensure highly effective **teaching and learning** across the school
- lead by example and embody our high expectations of staff and students
- assist in the day-to-day running of the school
- maintain a high profile in the school
- lead on delegated areas of responsibility
- uphold and embed a culture which enables students and staff to excel
- help to improve the outcomes and progress of all students, including those who are disadvantaged
- support the effective deployment of resources to secure excellent outcomes for all students
- have a deep and accurate understanding of the school's effectiveness and strategies for improvement
- help to create a climate in which teachers are motivated and are encouraged to develop their practice
- support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- promote inclusion, equality of opportunity and diversity
- work effectively with all stakeholders and with external providers to secure the best outcomes for all
- communicate with parents and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff

- participate in and support the organisation and management of whole school events and deputise for the Principal or Senior Vice Principal (Pastoral) when required and in their absence
- contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs

Teaching and Learning Responsibilities

As Senior Vice Principal for Progress, Teaching and Learning you will:

- support the development and implementation of the school's improvement plan
- ensure the accurate monitoring of teaching and learning standards within the school through learning walks, scrutiny of students' work, conversations with pupils and lesson visits
- challenge underperformance and promote and utilise effective improvement strategies
- maintain up-to-date records of teacher standards, of CPD undertaken by staff and of the impact of training and support programmes on teacher and student performance
- oversee and support the training and development needs and requirements of all staff
- promote career development and opportunities for career progression
- ensure that teachers and other staff have high expectations and aspirations for all students
- ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements
- ensure that assessment information is used to plan appropriate teaching and learning strategies that enable all students to make good progress and achieve well
- ensure that equality of opportunity and recognition of diversity are promoted through teaching and learning
- ensure that teaching and learning are at the centre of strategic planning and resource management and student outcomes demonstrate value for money
- ensure that literacy and numeracy skills are developed and embedded through teaching and learning
- ensure that additional teaching programmes are utilised effectively to support student literacy and numeracy, especially for students who are at risk of underachieving
- ensure that teaching supports those students who are falling behind and enables these students to catch up
- make sure that teachers set appropriate homework in line with the department and school policy to consolidate learning
- embed the school's feedback policy to ensure that all teachers provide students with precise verbal or written feedback that shows them how to improve their work
- implement and oversee additional programmes, such as tutorial work or external visits, to enhance the skills of all learners
- ensure Heads of Department/Heads of Faculty and Heads of Year rigorously track the quality of teaching and learning within their subject areas/year groups
- intervene immediately through training, coaching and external support programmes to arrest student underachievement
- further develop standards in KS3 to ensure that students make the progress needed to prepare them for KS4 programmes of study
- liaise with heads of department to ensure that schemes of work and curriculum maps are sequenced, challenging, outline key concepts and vocabulary and facilitate progress for all
- ensure that parents and other stakeholders have a clear understanding of the skills and knowledge that students need in order to excel

Specific Duties

You will:

- oversee and organise systematic observations, departmental and key stage reviews, learning walks, and work scrutinies
- maintain up-to-date triangulated data of teaching standards
- take a lead role in the delivery of bespoke CPD including teaching and learning briefings, in-school INSET and external training
- lead on the training of staff who are new to the school
- develop a coaching and mentoring programme
- liaise with departments and others such as the SENDCO or assistant SENDCO to ensure the development of appropriate literacy and numeracy programmes within the school
- oversee the quality assurance of all schemes of work and curriculum planning
- oversee the quality assurance of departmental monitoring of teaching and learning
- work with other local schools to share good practice and develop provision within the school
- organise student involvement in the development of teaching and learning
- monitor standards of homework and study skills
- monitor teacher feedback and use of assessments to enhance student progress
- be responsible for the line management and performance management of specific areas of the school
- contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- provide professional advice and support to others
- work with the Principal to ensure up-to-date school self-evaluation and action planning for the development of teaching and learning within the school
- provide up-to-date reports on teaching and learning for SLT, governors and other relevant meetings
- assume any other reasonable duties as needed and as directed by the Principal

Teaching:

The ability to teach a core subject is desirable

You will:

- ensure effective teaching of all age groups and abilities, including the setting and marking of work
- use evidence-based teaching methods including effective questioning, clear instructions and modelling and pupil retrieval practice.
- identify precise learning objectives and success criteria and use resources and structures appropriate to the subject matter and to the students being taught
- assess and give precise written or verbal feedback as appropriate
- ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students
- assess, record and report on the development, progress and achievement of students and keep such records as are required
- participate in the preparation of pupils for external examinations, assessing pupils, recording and reporting on assessments
- implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
- facilitate and encourage a learning experience that provides students with the opportunity to achieve their potential and provide opportunities for personal, spiritual and academic growth
- contribute to the raising of standards
- apply behaviour management systems so that effective learning can take place.

School Ethos:

You will:

- support the governors and leaders in sustaining and developing the school ethos and in providing a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of the school and you must be able to promote and exemplify Gospel values.
- develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God.
- play a full part in the life of the school community, support its aims and ethos and encourage other staff and students to follow this example
- promote the school's policies, comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- take responsibility for your own professional development and keep up to date with research and developments in pedagogy and in the subjects you teach
- set a good example to all students in your presentation and personal conduct
- evaluate your own teaching critically and use this to improve your effectiveness
- establish effective working relationships with professional colleagues
- continue personal development in all relevant areas, including subject knowledge and teaching methods
- engage actively in the Performance Management Review process
- ensure effective and efficient deployment of classroom support
- work as a member of a designated team and contribute positively and collaboratively to effective working relations within the school

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve.

Person Specification for Senior Vice Principal – Teaching and Learning

Leadership Range: L17 - L20 - £60,893 - £65,558pa

	Essential	Desirable
Qualifications/ education/ training	<ul style="list-style-type: none">  Practising Catholic  Degree  DfE recognised teaching qualification such as a PGCE or equivalent  Successful leadership and management of the delivery of high-quality education  Evidence of continuing professional development including working towards or attainment of Leadership Pathways, NPQH or NPQSL 	<ul style="list-style-type: none">  Relevant post-graduate study or qualifications  Assistant Headteacher level in a Secondary School
Experience	<ul style="list-style-type: none">  Recent successful comprehensive school experience at strategic leadership level or post of equivalent responsibility within the education sector  Experience of leading whole school improvement of teaching and learning  Knowledge of current initiatives in education especially in terms of evidence-based learning  Knowledge of current initiatives in education relates to raising standards and achievement  Experience of monitoring progress of students  Experience of raising standards through staff CPD  Ability to inspire, motivate and challenge students  Successful track record of raising achievement as a curriculum leader or in another similar role  Recent and relevant experience of teaching at secondary level up to the age of 18  Knowledge and understanding of the principles and practice of school self-evaluation 	<ul style="list-style-type: none">  Experience of working in an outstanding school  Experience of leading curriculum innovation
Leadership and management skills and attributes	<ul style="list-style-type: none">  Proven leadership, management and teaching skills  Knowledge and understanding of the principles and practice of school evaluation  Ability to plan meticulously and think strategically  Proven ability to inspire, challenge and motivate others instilling accountability in staff for the impact of their work on student outcomes  Ability to analyse and use data to inform improvement strategies 	<ul style="list-style-type: none">  Understanding of academy funding

	<ul style="list-style-type: none">  Contribution to the wider life of the school community  An able, dynamic & outstanding teacher who is willing positively and imaginatively to contribute to the senior leadership of the school, demonstrating energy and resilience 	
Communication	<ul style="list-style-type: none">  Ability to have difficult conversations with students and parents, and achieve the desired solution/outcome  Ability to communicate effectively with students, parents and colleagues showing warmth, empathy, respect for other and professionalism at all times  Excellent written and oral communication skills for a variety of audiences  Good interpersonal skills 	
Personal Attributes	<ul style="list-style-type: none">  Positive attitude to team building across the School and a team player  High levels of motivation and energy  Ability to work under pressure whilst maintaining an appropriate work/life balance  Be passionate about teaching and learning  Enthusiasm for student and staff wellbeing, their success and happiness  Excellent teaching leading to good outcomes 	

General Information

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Recruitment process

If you consider St Peter's to be the right school for you, we would very much welcome your application.

Please send your completed **Application Form** and a **cover letter** of no more than **one A4 page** to HR at recruitment@sphs.uk.com

We look forward to hearing from you.

Telephone: 01452 520594

Email: recruitment@sphs.uk.com

Closing date: Wednesday, 15 January 2020 at midday

Start Date: ideally **April 2020**, possibly **September 2020** for the right candidate

Interview Dates

Day 1: 5th February 2020

Day 2: 6th February 2020 **(for shortlisted candidates following day 1)**

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