

Hodgson Academy

Imagine...Believe...Achieve



Appointment of Deputy Principal March 2019

Moorland Road, Poulton-le-Fylde, FY6 7EU

Deputy Principal

Leadership Scale L17-22

Following the promotion of the current post holder to the position of Principal from August 2019, we are seeking to appoint an exceptional Deputy Principal

Are you passionate about high quality teaching and learning?

Do you have the highest expectations of every member of the school community?

Do you have experience, skills, insights and determination to lead our outstanding academy?

Are you a values-driven leader who models integrity and a commitment to inclusion?

Could you shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff?

Can you inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education?

If you can answer yes to these questions, we would love to hear from you.

Further details and an application pack are available on the academy website:

<https://www.hodgson.lancs.sch.uk/about-us/staff-vacancies/>

In addition to the academy application form or TES 'quick apply', candidates are invited to submit a letter outlining their experience and suitability for this particular post (1500 words maximum).

Applications can be emailed to Julie Jackson, HR Manager j.jackson@hodgson.lancs.sch.uk

Closing date for applications: Monday 18th March 2019 at 9am.

Interviews to be held on week commencing Monday 25th March. Post start date 27th August 2019.

Informal academy visits are strongly advised and can take place between the 6th and 15th March.

Please contact Julia Hardy, Principal's PA on j.hardy@hodgson.lancs.sch.uk to arrange.

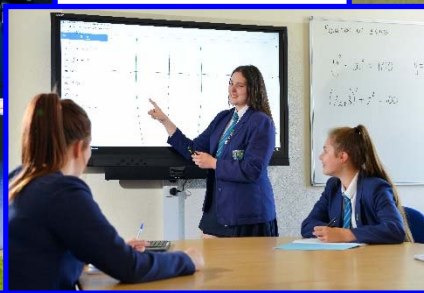
The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

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Letter from the Principal Designate

Dear Colleague,

I would like to thank you for taking an interest in this post and offer you a very warm welcome to Hodgson Academy. As the newly appointed Principal from 27th August, I am excited about the opportunities and challenges that lie ahead for the academy as we continue to endeavour to give our students the very best education available. I joined Hodgson in 2010, initially as Head of Mathematics before becoming a member of the Senior Leadership Team in 2012. In my time, we have enjoyed many successes – attainment is high, behaviour is good and leadership is strong. We also continue to face challenges – aspects of student progress require close attention and we must continue to strive to improve boys' achievement as well as that of our disadvantaged students.

Against that background, Hodgson continues to have a very outward-facing philosophy that I aim to continue and enhance under my leadership. We are a cohort one National Teaching School (in partnership with Blackpool Sixth Form College) which acts as sponsor to the Fylde Coast Academy Trust (FCAT), a trust of ten academies – primary, secondary and all-through – predominantly in the Blackpool area. We are committed to the success of FCAT and have a responsibility to support these academies wherever possible.

This post, arising from my appointment as Principal, is the first step in the restructure and realignment of roles within the Senior Leadership Team that will then develop based on the appointment made to this post. This single Deputy Principal, a position that carries parity in status with the Academy Finance Director, is therefore a critical role in the academy as it assumes responsibility for the daily operational leadership of the academy together with key strategic functions that will be negotiated with the successful candidate on appointment. The challenges of this role will be significant, however the opportunities are vast and will act as excellent preparation for the successful candidate to progress onto headship.

This is an exciting time for Hodgson Academy as our outstanding and long-serving Principal departs for a well-deserved early retirement whilst our Executive Principal moves to concentrate full-time on his role in FCAT. I am determined to give our students the very best education possible and require the very best leaders available in our team to help me to deliver this vision. If you feel excited about this challenge and able to deliver in this role then I would very much like to read an application from you.

Yours faithfully,

Iain Siddall
Principal Designate

Person Specification

Qualities/Attributes	Essential	Desirable	Source of Evidence
Teaching/Qualifications			
1. Qualified Teacher Status with a degree or its equivalent	✓		Application
2. Higher/Additional Qualification		✓	Application
3. Evidence of successful classroom teaching	✓		Interview/Ref
4. Taught at least five years 11 – 16 age range	✓		Application
5. NPQSL or Similar		✓	Application
Specialist Knowledge			
1. Good knowledge of current educational issues	✓		Application/ Interview
2. An understanding of how children learn	✓		Application/ Interview
3. Sophisticated understanding of pedagogical issues including latest inspection and research findings	✓		Application/ Interview
4. Experience of whole-school self review, including observing and evaluating teaching quality, and providing feedback	✓		Application/ Interview
Management/Leadership			
1. Excellent leadership skills, including the potential for Headship	✓		Application/ Interview
2. Experience of developing effective teams, empower others and inspiring leadership	✓		Application/ Interview
3. A rigorous and challenging approach to under-achievement	✓		Application/ Interview
4. Commitment to leading continuous improvement and a track record of successful whole school innovation/improvements	✓		Application/ Interview
5. Successful management of a budget and resources	✓		Application/ Interview
6. Experience of line managing a range of staff effectively	✓		Application/ Interview
7. Forward thinking and an ability to deliver a shared strategic vision	✓		Application/ Interview
8. At least 2 years' senior leadership experience	✓		Application
General and Personal Qualities			
1. Has excellent oral communication skills	✓		Interview
2. Has excellent written communication skills	✓		Application
3. Has ability to work with a range of partners both within School and beyond (community)	✓		Application/ Interview
4. Demonstrates the ability to drive forward projects (successful project completion)	✓		Interview/ Reference
5. Strong resilience and mental toughness to operate in a fast moving, demanding and challenging environment	✓		Interview/ Reference
6. Has ability to motivate and inspire staff and students	✓		Interview/ Reference

Job Description

POST: Deputy Principal
RESPONSIBLE TO: Principal

RESPONSIBLE FOR: Core responsibilities as outlined in Section A
Specific responsibilities as outlined in Section B

Day-to-day operational leadership of the academy
Climate for learning
Inclusion/Exclusion
High Order Complaints
Specific responsibilities to be assigned based on the skills of the successful candidate

SALARY: Leadership Spine – Points L17 - 22

The academy is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You shall be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

Please note we are also a non-smoking site.

The appointment is subject to the current Conditions of Employment of Deputy Headteachers and Assistant Headteachers as contained in the School Teachers' Pay and Conditions Document 2018.

A. Core Responsibilities

- To be responsible for the day-to-day operational leadership of the academy;
- To deputise for the Principal where required;
- To fulfil the requirements of a classroom teacher to Core and Post Threshold standards
- To work as a member of the Strategic Leadership Team;
- To share a common vision for the academy and participate in the academy's operational planning and implementation;
- To undertake specific professional responsibilities and duties which help provide professional leadership and management of staff within the academy;
- To assist in, and to have the opportunity to lead in, the forward-planning and smooth running of the academy, through regular Strategic Leadership Meeting
- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the academy by consistently reaffirming and enforcing core values (PAUSE and CARE) every day;
- To ensure that the character and reputation of the academy is highly regarded and maintained;
- To encourage staff, by personal example, to participate in all aspects of academy life;
- To attend all meetings relevant to the post and to update the Principal and Governors as required;
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role;
- To maintain and further develop high standards of Teaching & Learning within the academy, through regular monitoring and coaching and by personal example;

- To perform the duties of Performance Management Reviewer for identified teachers and Leaders:
 - Reviewing annually the performance of these teachers/leaders and setting new objectives in line with academy policy and procedures.
 - Making recommendations on pay progression based on academy policy and consistently applied standards to the Governors Pay Committee where appropriate
- To contribute to the delivery of assemblies.
- To line manage identified curriculum areas as required by the Principal

B. Specific Responsibilities

Impact on the Learning and Progress of students

- Ensure that high expectations prevail with high standards of achievement.
- Policy planning and development for maximum student success.
- Monitor and be accountable for standards and achievement in each Key Stage against annual academy targets.
- Responsible for the setting of high standards among Heads of Department, Heads of House and Form Tutors to ensure the consistent and effective carrying out of the progress role aimed at optimising student progression, support, encouragement and motivation.
- Write and implement sections of the Academy Plan as required.
- Monitor and be accountable for Standards and Achievement against annual targets of areas of the curriculum.
- Plan, implement and evaluate strategies where improvement needs are identified.

Further specific responsibilities will be assigned based on the skills of the successful candidate.

Impact on the Teaching Practice of staff

- Maintain personal expertise and act as a role model of good/outstanding classroom practice modelling effective strategies and sharing such with other teachers.
- Monitor and evaluate standards of teaching, identifying areas for improvement.
- Foster and develop effective use of data by teachers to ensure underachieving students are identified and effective intervention strategies implemented.
- Ensure all staff use target setting at a department, class and student level
- Collaborate with senior and middle leaders to ensure effective deployment of staff and resources within the timetabling process.
- Ensure the necessary actions are taken to address unacceptable performance of teachers working closely with the Senior Assistant Principal (Teaching and Learning) to ensure the necessary support and intervention programmes are in place and monitored.

Impact on Leadership and Management

- Provide rigorous, challenging and supportive line management
- Develop Leadership skills within the academy by personal example;
- Identify relevant academy improvement issues.
- Provide the Principal, or other designated leadership post holder, with relevant subject or student performance information.
- Ensure that the school is up to date with the requirements of Ofsted, DfE and other Governmental agencies both nationally and locally.
- Produce a termly revision of the School Self Evaluation Form (SEF), ensuring areas of responsibility have accurate data and information.
- Identify relevant academy improvement issues.
- Provide the Governors, Principal, or other designated leadership post-holders, with relevant subject, curriculum or student performance information.
- Chair the ELT meetings where appropriate and provide minutes to the Senior Leadership Team.

Working with Stakeholders

- To provide oral and written reports for Governing Body as required.
- To participate in recruitment and selection, as agreed with the Principal.
- To liaise effectively with parents and carers to ensure good relationships between academy and home in order to improve teaching, learning and behaviour.
- To lead and manage working groups as appropriate.

Accountability

- Accountable for the standards of achievement within the Academy.
- Line management responsibility; substantial direct and indirect responsibility for teaching and support staff.
- Ensure that Performance Management arrangements are effectively and consistently discharged
- Accountable for the effective implementation of relevant sections of the academy plan.
- Accountable for the accurate and reliable Self Evaluation system promoting academy improvements.
- Accountable for the effective appraisal system and subsequent pay decisions.
- Plan the deployment of staff expertise to achieve academy improvement objectives
- Accountable for the effective appointment and deployment of staff to meet the needs of the curriculum and provide best value.
- Accountable for the attainment and progress of all groups of students.

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Deputy Principal. Depending on the needs of the academy, these may be altered from time to time in consultation with the Principal.

Job Description prepared by: Iain Siddall

Date: March 2019