

APPLICANT PACK

Vice Principal

Harris Academy Sutton

START DATE: September 2024

PAY: L17-22

Loyalty Bonus + Teacher Pension Scheme +
Harris Wellbeing Cash Plan + Additional Harris Benefits

Join our success:

- **Judged 'Outstanding' in all categories by Ofsted (Feb 2023), more information here: <https://www.harrissutton.org.uk/469/ofsted>**
- **Progress 8 scores of +1.10 & +0.91 in our first two sets of GCSE results (2023 and 2024)**

Deadline: Thursday 23rd January

Interviews to be held: W/C 27th January



ROLE OVERVIEW

We are looking for a dynamic and engaging practitioner to join our high performing Leadership Team. You will be ambitious and experienced leader, ready to take a leading role in one of the country's highest achieving establishments. You will understand the fluidity of leadership and be able to deputise for the Head of Academy in their absence.

This role is centred around pastoral leadership, and experience in this area would be desirable but is not essential. Applications are welcomed from experienced practitioners in a similar stage of their career looking to broaden their experience, and also from ambitious leaders who are looking to step up to a more senior position.

The Academy is committed to equality and diversity and welcome applications from practitioners regardless of background or experience. We are also committed to all our community, we have great links to the neighbouring Royal Marsden Hospital, Institute for Cancer Research, Subsea7 and already with the proposed London Cancer Hub development.

There is a great deal of collaborative working and sharing of good ideas and what works within secondary across the Harris Federation. You will also have full access to the Joint Professional Development support offered in house here at Harris Sutton and should be willing to participate in the Accelerated Principal Programme or the NPQH.

Staff wellbeing and workload is high on the priority list at Harris Sutton, we have a number of initiatives to aid with this including a full 2-week October half term, half days at the end of each term and our recently launched flexible PPA periods (which teachers can choose to use at home or offsite).

Reporting to: Head of Academy

Responsible for: Pastoral Leadership across all aspects of Academy life

Liaising with: Academy Leaders, Curriculum Leaders, Governors, Parents

INTRODUCTION TO HARRIS ACADEMY SUTTON

Our staff

We believe that a happy and settled staff body helps drive the very best performance from our students. We are committed to a high-quality professional development programme and can draw on expertise from across the Harris Federation. As a HASU member of staff at any level you will receive the training and support that you need to carry out your role effectively and develop at a pace that suits you.

We are committed to ensuring that our staff have the right level of balance between work and home life. Our policies and procedures are aimed at allowing our teaching staff to spend as much time as possible planning and delivering lessons.

We work in an award-winning building with excellent facilities. Our thriving staff association ensures all new members of staff soon feel part of the HASU community.



- "Teachers work together to plan for **excellence**."
- "Teachers are **highly skilled** in selecting strategies and adaptations to ensure that **all pupils**, including those with SEND, fully access and excel in learning the curriculum."
- "Teachers **know about pupils' needs** and how best to help them learn."
- Staff at the school "...receive **excellent professional development**."
- "**Leaders value their staff**."
- "Staff are **thoroughly trained in safeguarding**... When leaders are concerns that pupils may be at risk of harm, they react with **rigorous and relentless tenacity** to ensure that pupils are protected"

Our students

We run a broad and diverse curriculum to a fully comprehensive intake of students.

Our focus on the core value of Integrity means that our behaviour is excellent, with staff supported by a strong and highly visible Academy Leadership Group. Detentions are run centrally, allowing teaching staff to do what they do best: plan and teach amazing lessons.

Attendance and engagement with learning is high, and centrally planned tutor time resources ensure that our tutors can engage with students whilst delivering high-quality experiences.



- “[Pupils] are **respectful** to one another.”
- “Pupils throughout the school are **highly motivated**, polite and courteous.”
- “Pupils **understand and respect the rules**. This means that little reinforcement of these is necessary.”
- “Pupils readily **hold leaders to account**. Leaders respect and act on pupils’ ideas.”

Our location

We are located in Sutton, with good public transport and road links. Central London (Victoria) is 25 minutes away on the train. We are on the Surrey border so journeys do not take long in fact journeys from Kent only take just over 30 minutes by car. We have safe and secure onsite parking with electric charging points.



JOB DESCRIPTION

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

Strategic Leadership and Development

The post of Vice Principal is one that mirrors the role of the Principal. Therefore, the academy will be supporting the successful candidate as they aspire to Principalship.

- Deputising for Principal, both in the academy and where appropriate in external meetings.
- To ensure there is seamless transition between all key stages at the academy.
- To play a leading and highly visible role in the day-to-day management of the academy ensuring both the pastoral/academic success of all students across all faculty areas.
- To oversee standards and provision throughout all key stages, identifying the strategic issues that need to be addressed by the Academy Leadership Group.
- To work with the Principal to establish a system of self-evaluation and review within the academy that will secure outstanding student achievement through the professional success of all staff. This will be supported by rigorous systems for monitoring, evaluation and review.
- To oversee the development of subject SEFs and subject improvement plans.
- To line manage Assistant Principals, ensuring that their academy responsibilities are of the highest standard.

General Expectation of Academy Leadership Group

- Collaborate as a member of the Academy Leadership Group in order to build and realise the shared vision of excellence and high standards for all students.
- To play a major role in determining strategy for the academy.
- Contributing actively towards the formulation of all academy policies and procedures and ensuring their consistent implementation throughout the school.
- Agreeing challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through faculty improvement plans.
- Ensuring high quality teaching and learning in line managed faculties, following the academy policy for self-evaluation and review.
- To manage delegated budgets effectively.
- To attend academy leadership meetings as appropriate.
- To engage in the process of appointing new staff including the interview process.
- To participate in duties lunch/break/before and after school.
- Contributing to assemblies.
- Sharing in the management of student disciplinary incidents, making recommendations to the Head of Academy regarding suspensions and facilitating the process of student re-integration.

- To actively participate in the monitoring evaluation and review of teaching and learning in line managed faculties. Managing any capability or disciplinary procedures in line with academy policy, where appropriate.

Teaching

- To undertake an appropriate programme of teaching across the subject
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole Academy's planning activities.
- To teach students according to their educational needs, including the setting and marking or work to be carried out by the student in Academy and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Management of Resources

- To manage the available resources of space, staff, budget and equipment effectively within the policies and procedures of the academy.
- To work with the ALG to ensure that the subject areas teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure the academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.

Operational/Strategic Planning

- To plan and prepare courses and lessons.
- To attend all appropriate meetings.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Development Plan and its implementation.
- To contribute to the whole academy's planning activities.
- To assist the Subject Leader, Director of Learning and Leadership Group to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives.

Development:

- To take a significant role in the academy's staff development programme by supporting the development and arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To actively lead the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To participate in the academy ITT and ECT training and induction programmes.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.

Other Specific Duties:

- To continue personal development as agreed at Performance Management
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.

- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

Attributes	Description
Knowledge and Experience	Graduate (with a good degree) Qualified Teacher Minimum of three years at senior leadership level Experience of delivering high quality INSET to teaching staff Proven success in raising achievement as a subject leader across at least two key stages. Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance Successful experience of processes of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning Good level of ICT skills and experience of how new technologies can be used to raise achievement Recent experience of involvement in innovative curriculum development Experience of presenting to a wide audience including teachers, managers, governors and parents Ideas of how Language, Literacy and Numeracy can be used across the curriculum to raise standards Experience of embedding innovative strategies for improving teaching and learning in a whole school situation Experience of managing and implementing change successfully at whole school level Experience of using coaching as a model for ensuring on going professional development particularly with subject leaders
Skills and Abilities	The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. Good level of ICT skills The ability to create a motivating and safe learning environment for all students. The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school. Good communication skills both writing and speaking. Ability to lead and manage own work effectively and take responsibility for own professional development. Ability to carry out the job description. Excellent time management skills and the ability to prioritise and meet deadlines under pressure. Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning.
Personal Qualities	Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. Commitment to contributing to Academy life as a whole and willingness to be involved with clubs and community projects. A positive approach to hard work. A positive role model for students. Passion for teaching own subject specialism. Enthusiastic and exceptional teacher, with a proven track record of excellent results in public examinations. Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. Awareness of and commitment to equal opportunities and valuing diversity. A commitment to "personalising learning" for all students in the Academy. Creativity and enthusiasm to promote a positive school image to the local and national community.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that Academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Safeguarding children
- 2) Equal Opportunities
- 3) Health and Safety
- 4) General Data Protection Regulations (2018) and Data Protection Act (2018)

HOW TO APPLY

Apply online through the Harris Academy Sutton website (www.harrissutton.org.uk) or the Harris Federation careers website (www.harriscareers.org.uk).

For a confidential discussion about this post with the Head of Academy, more information or to arrange a visit, please contact the careers team on 0203 962 4500 or info@harrissutton.org.uk. Thank you for your interest in our school. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.