



Vice Principal

Application Pack

The Dukeries Academy,
New Ollerton, Nottinghamshire

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New Ollerton, Nottinghamshire



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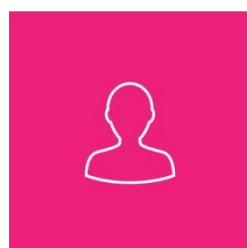
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Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. The Dukeries Academy Information

The Dukeries Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in October 2016, at The Dukeries Academy, we provide a high quality environment to support learning and personal growth.

Our ambition is to stimulate success and academic achievement through a diverse curriculum coupled with an outstanding and nationally recognised reputation for student support and community involvement.

Our teaching methods will provide a firm foundation for our pupils learning, while giving them the opportunity to explore and to find out who they are and what they want to do. We are passionate about innovative teaching, whether through IT, varied teaching methods or community involvement. This is a world-class education.

Our aim is to broaden horizons by educating the whole person and providing the environment for families to learn and grow together. To support this we also offer an extensive range of further education courses.

To find out more, please visit www.dukeries.attrust.org.uk.



THE DUKERIES
ACADEMY



03. Job Description

Vice Principal, The Dukeries Academy

The Vice Principal will be responsible for the internal organisation, management and control of the academy in accordance with the current School Teachers Pay and Conditions Document, the policies of the Local Governing Body (including its annual budget), applicable legislation and our policies. The Vice Principal, working with the Local Governing Body, will develop a strategic view of the academy in its community and analyse and plan for its future needs and developments.

Key responsibilities are:

- > to embrace our vision
- > to establish a culture that promotes excellence, equality, high expectations and aspirations of all pupils in our care
- > to establish a culture and systems which ensure that safeguarding and child protection are of the highest priority
- > to work alongside the Local Governing Body and Trustees in developing and evolving all academy policies and procedures
- > to ensure that pupils are offered world class 21st century learning opportunities
- > to continue to develop effective relationships with local schools, further and higher education establishments
- > to promote and maintain links with business, the community, families and the local environment
- > to be responsible for the overall management of all academy resourcing
- > to support the development of our family of academies.

Primary Responsibilities

Supporting the Academy's overall development by:

- > Leading on Academy self-evaluation from senior to middle leadership
- > Rigorously ensuring all Academy systems are working smoothly and efficiently on a day-to-day basis
- > Inspiring leadership ensuring a high quality of education and high standards of achievement for all students
- > Providing strategic Academy leadership and translating planning into positive action and results
- > Modelling professional behaviour, promoting high expectations, challenging peers, and being the lead professional
- > Increasing the standard of achievement of all students and ensuring student performance is at least in line with Academy and Trust targets
- > Ensuring that the Academy site is maintained the highest standards and secure developments that make efficient and effective use of the building and capital resources to deliver an outstanding education
- > Leading on HR matters such as conduct, capability and grievance
- > Carrying out such other duties as required and commensurate with the grade of the post

Leading Academy Improvement by:

Working with the Principal to identify priorities and opportunities for Academy improvement to achieve outstanding outcomes. These priorities will either have been identified by externally prescribed key performance indicators (DfE, Ofsted) or stream directly from the Principal, and may include themes such as:

- > Ensuring rigorous safeguarding processes are kept up-to-date and complied with by all staff and visitors in the Academy
- > Academy wide Self-Evaluation and Improvement Planning
- > Leading through Assistant Principals to deliver outstanding Teaching and Learning
- > Leading through Assistant Principals to deliver outstanding Achievement Year 7 to 13
- > Leading through Assistant Principals to deliver outstanding Culture and Ethos
- > Performance Management
- > Assessment and Curriculum development
- > Securing outstanding recruitment and retention
- > Managing performance and HR matters
- > Synergy of Academy wide systems
- > Communication with parents
- > Community and public relations
- > Ensuring the site provides an outstanding learning environment through careful resource management

Areas of responsibility:

- > The leadership of Academy Improvement
- > Ensuring the Academy is Ofsted ready
- > Achieving the Academy targets
- > Smooth running of the Academy day to day

03. Job Description

Accountability:

- > Accountable to the Principal

Leadership:

- > The Academy Assistant Principals and staff

Outward-facing role:

- > Represents the Academy at ATT events and networks
- > Represent the ATT at networks and strategic panels as appropriate

Has awareness of:

- > Contemporary effective school improvement strategies
- > Current developments in the education sector
- > Changes to National performance measures
- > ATT HR policies and relevant employment legislation



04. Person Specification

Vice Principal, The Dukeries Academy

Key responsibilities

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > establish a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > continue to transform the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community.

	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none">• holds NPQH or evidence of further study in education• has qualified teacher status• held variety of roles and responsibilities with leadership experience	<ul style="list-style-type: none">• undergone safer recruitment training• evidence of recent and relevant continuing professional development, including in leadership and management
Experience of	<ul style="list-style-type: none">• experience of deputy headship or substantial experience• substantial, successful and varied teaching• working with children with a variety of needs• linking with statutory agencies	<ul style="list-style-type: none">• experience of headship

04. Person Specification

	Essential	Desirable
Safeguarding	<ul style="list-style-type: none"> • displays commitment to the protection and safeguarding of children and young people • has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people • will co-operate and work with relevant agencies to protect children 	<ul style="list-style-type: none"> • holds training and qualification for 'designated child protection'
Shaping the future	<ul style="list-style-type: none"> • can think strategically and build on a coherent vision for an inclusive academy • can ensure creativity, innovation and use of appropriate technologies to ensure the academy 'achieves excellence' • can ensure our shared vision is clearly articulated, shared and implemented in a range of compelling ways • can motivate and enthuse all staff in the development of the academy • can lead and respond effectively to change and challenge 	<ul style="list-style-type: none"> • has had significant experience, within an academy of leading and bringing about effective school improvement
Leading, Learning and Teaching	<ul style="list-style-type: none"> • demonstrates excellent understanding of the principles of effective teaching and learning in all phases • has excellent and current knowledge of all curriculum requirements and can implement, monitor and support these effectively • can articulate characteristics of outstanding teaching and learning for pupils of all abilities • can take a strategic role in the development of new and emerging technologies to enhance and extend the learning of all students • has a successful, proven track record of monitoring, evaluating and improving the quality of teaching and learning • has an excellent understanding of assessment and how it can be used to improve pupil progress • is committed to continuous learning for all members of the academy community including professional development • is able to design and manage the whole secondary curriculum 	<ul style="list-style-type: none"> • has a track record of securing high standards and at least good progress for all pupils • is an outstanding classroom practitioner within secondary education • has a track record that demonstrates the very best quality of teaching and learning for all pupil groups including SEN and vulnerable • has a proven track record in setting challenging targets, monitoring and evaluating effectively to challenge poor performance and celebrate success

04. Person Specification

	Essential	Desirable
Developing self and working with others	<ul style="list-style-type: none"> • can develop and maintain effective strategies and procedures for staff induction, professional development and performance review • can ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities • can develop and maintain a culture of high expectations for self and for others • can review own practice, set personal targets and take responsibility for personal development • can manage own workload and that of others to allow appropriate work/life balance • can maintain confidentiality • can articulate and understand current educational issues 	<ul style="list-style-type: none"> • can demonstrate a proven track record of developing self within an educational context • can show resilience in the face of challenge • has excellent interpersonal skills, with the ability to listen and communicate effectively in all contexts and to command respect
Managing the organisation	<ul style="list-style-type: none"> • has the ability to articulate and communicate the vision and values that make the academy unique • has the ability to secure high levels of engagement from staff which enable excellent pupil achievement • has the enthusiasm to take the academy forward through a process of change, development and on-going improvement which is based on critical evaluation, sound planning and challenging targets • has the ability to facilitate the successful development of the academy site • has the experience of recruiting, selecting and interviewing staff 	<ul style="list-style-type: none"> • has a proven track record in understanding and applying the principles of academy financial management and planning • has a proven track record in demonstrating best value

04. Person Specification

	Essential	Desirable
Securing accountability	<ul style="list-style-type: none"> • can maintain an effective working relationship with the Local Governing Body to enable them to meet their statutory responsibilities for learning, teaching and standards • is committed to making the academy effectively work towards the academic, spiritual, moral, social, emotional and cultural development of its pupils • is committed to regular, rigorous self-evaluation and can address under performance promptly to bring about improvement and progress relating to all pupils • can ensure statutory responsibilities in health and safety and safeguarding are fulfilled • has experience of using evidence including external performance data to maintain and improve academy performance • can ensure that all individual staff accountabilities are clearly defined, understood and reviewed with all staff held to account for their performance 	<ul style="list-style-type: none"> • has a proven track record of presenting all aspects of academy performance to a range of audiences including Governors, parents and wider community
Strengthening community	<ul style="list-style-type: none"> • significant experience of working effectively with parents/carers and the local community • is able to develop an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes • can communicate persuasively and sensitively the ethos of the academy and our values to the local community • committed to community provision 	<ul style="list-style-type: none"> • has a proven track record in building and maintaining effective relationships with all members of the academy community to enrich learning



05. How to apply

The Dukeries Academy,
New Ollerton, Nottinghamshire

Salary:

Pt L17-21, £57,810 - £63,779 per annum

Closing date:

5th October 2017, 5.00pm

Interviews:

13th October 2017

Start Date:

January 2018

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 860545.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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Visit:

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