



Kenton Schools Academy Trust

Appointment of

Vice Principal

(Quality of Education)

CANDIDATE PACK

L22 – L26

£68,851 to £75,936 pa (pay award pending for Sept 20)

Relocation package available



Welcome

Dear Applicant

Thank you for your interest in joining the Kenton Schools Academy Trust and Kenton School.

Kenton School's motto sums up its values: "all different, all equal" and we want our students to be "all achieving". With around 1800 students coming from a variety of backgrounds across Newcastle upon Tyne, about half of whom are entitled to the pupil premium, the school aims to recognise each of its students as an individual with their own talents, ambitions and needs.

Graded as 'Requires Improvement' by Ofsted in early 2019, the school has made a number of improvements on its journey towards Good. Our Post 16 provision is judged Good with the sixth form growing steadily. We pride ourselves on offering a well-balanced curriculum, which was recognised at the TES Awards in 2019, when we were shortlisted for Creative School of the Year.

Whilst we have made progress, we have more to do; we have stubborn under performance at Key Stage 4 and attendance continues to be a challenge, both of these require more rapid improvement. With our committed and passionate team and the addition of an exceptional new Vice Principal joining our Headship Team leading on the Quality of Education, we will thrive.

We are seeking an outstanding candidate who leads by example through demonstrating best practice in all aspects of teaching, assessment and behaviour for learning. We are seeking candidates with a thorough understanding of the local and national issues surrounding the provision of secondary education, combined with the interpersonal, negotiation, influencing skills and professional credibility to positively engage all school stakeholders. And we are seeking candidates with excellent analytical skills who thrive on the use of a data as a key tool in identifying and responding to student under achievement.

More importantly, however, we are seeking candidates with an absolute commitment to our core aim of ensuring that all students within Kenton School achieve their potential, whatever their barriers, background, social status, gift or need.

If you are the person we are looking for you will be able to demonstrate:

- A proven track record of outstanding leadership at either Assistant or Vice Principal level.
- Demonstrable experience driving performance improvements in a curriculum or core leadership area.
- An ability to think and act strategically with sensitivity to organisational and wider political priorities to deliver high quality outcomes.
- An ability to present views and opinions in discussion which contribute to positive outcomes including the ability to challenge, give feedback and accept feedback constructively.
- A proven track record of people, resource and financial management.
- Ability to demonstrate high expectations and to instill these in others.

This is a challenging role, but an exciting one, joining us as we are on the cusp of making a real difference. We offer you the opportunity to play a key role in shaping the future of Kenton School and the community that the school serves.

For an informal discussion regarding the role or to arrange a visit, please contact Gemma Taylor, PA to the Principal on 0191 214 2205.

Yours sincerely



Sarah Holmes-Carne
Principal

Kenton School & Kenton Schools Academy Trust

Kenton School

Kenton School Leadership Team comprises of; Principal and core Headship Team of three Vice Principals leading on:

- Quality of Education
- Behaviour and Attitudes
- Personal Development

The Headship Team is supported by a Senior Leadership of 4 Assistant Principals plus two associate Assistant Principals leading in key areas.

The courses at Kenton School range from Motor Maintenance to Law. We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering the full range of visual and performing arts.

Whilst Kenton is a large school, our whole team pride themselves on retaining a family spirit, where students feel not only challenged through quality first teaching and learning but supported and motivated by our strong pastoral team.

Kenton Schools Academy Trust

Kenton Schools Academy Trust; Formed in 2015, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Ian Lane, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs.

Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging

and rewarding higher education opportunities and careers. They will be capable, creative, caring, committed, flexible, thriving adults, who develop their world, their country, their family and themselves for the better".

Over the last two years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

Studio West School opened in 2014 with 120 students, starting in Year 9. It was unique at that time in being the only 13–19 studio school in the country, but, with effect from September 2017, a change in age range was agreed with the DfE and the school began to admit students in Year 7; the school currently has a PAN of 90 and its funding agreement is for 450 students in Years 7 to 11 and 100 in the sixth form; there are currently almost 300 students on roll, with 60% eligible for the Pupil Premium.

Studio West is one of the most successful studio schools in the country; we are significantly over-subscribed in Year 7 and expect to grow year on year to a full school of around 550 students. Studio West is led by Val Wigham, Principal.

The ethos of Studio West is supportive but demanding. It shares Kenton School's 'all different, all equal' principle but also has its own motto: 'Learning that connects'. The principle that learning must constantly connect school with the real world outside, and especially the world of work, is fundamental to Studio West, which focuses strongly on vocational learning across a wide range of careers.

Kenton School & Kenton Schools Academy Trust

About the Region

Based in the west of the City, Kenton School and Studio West both have excellent transport links, both less than a 5-minute drive from the A1.

Newcastle is a vibrant and inspiring City brimming with history and culture. Once a major shipbuilding hub, it is now a centre for business, education, arts and sciences.

With attractions such as Newcastle Castle, which sits on a hill offering fantastic views across the river, and the Millennium and Tyne Bridges connecting Newcastle and Gateshead, the City offers something for everyone. Be it the Discovery Museum covering interactive local maritime history and science displays, the Great Northern Museum housing natural history and archaeology collections, or the cosmopolitan Quayside offering a fantastic range of bars and restaurants. Shopping in the centre of Newcastle offers a choice of shops unrivalled in the North East region.

Newcastle has a number of theatres, including the iconic Theatre Royal which hosts touring national productions as well as ballet and opera seasons with strong regional companies. Just over the river in Gateshead are the Sage Music Centre and the Baltic Centre for Contemporary Art, both internationally recognised facilities.

With two universities; the University of Northumbria and the University of Newcastle, the City also offers fantastic further education opportunities for those of our students who aspire to stay in the North East.

What we can offer you

We are looking for a Vice Principal with the skills, experience, commitment and vision to assist in driving and embedding sustained improvement. Whilst the role comes with many challenges, this is a fantastic opportunity to make a transformational difference.

In addition to a competitive leadership pay range, we are also offering a relocation package for candidates who are looking to relocate over 100 miles to take up the post.

Link to Relevant Documents

For further information, please visit our website www.kenton.newcastle.sch.uk.

Job Description

GRADE

Leadership Group Range L22 – L26.

RESPONSIBLE TO

Principal

RESPONSIBLE FOR:

Staff as allocated, in line with designated areas of responsibility

JOB PURPOSE:

- To support the Principal in the organisation, management and conduct of the school, providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the school's work.
- The Vice-Principal will deputise for the Principal as required.
- To carry out specific, whole school strategic leadership and management responsibilities or tasks allocated by the Principal.
- To carry out the professional duties of a teacher.

Main responsibilities:

The following list is typical of the level of duties which the Vice Principal will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To carry out the professional duties of a Vice Principal as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and curriculum.
2. To undertake the professional duties of the Principal in the event of their absence from the school as required by the Chief Executive Officer
3. To assist the Principal and the Senior Leadership Team in the management, organisation and running of the school, including modelling the highest standards of behaviour management at all times and assisting in the development and implementation of school aims, objectives, procedures, policies and practices.
4. To manage staff, resources and budgets in allocated areas, ensuring compliance with Finance Regulations, the Academies Financial Handbook and other statutory and Trust requirements.
5. To assist in development of the Academy Improvement Plan and take a lead role in implementing specific objectives.
6. To model strong teaching and lead by example in inspiring and motivating other staff. Promote good teamwork, trust and a positive climate for learning at all times.
7. To participate in, and where appropriate, lead staff training and continuous professional development. Assist the Principal in the implementation of performance management systems.
8. To support and appropriately challenge designated curriculum area(s) and monitor, evaluate and set targets for these area(s).
9. To develop positive partnerships with all stakeholders, inclusive of Governors, parents, primary schools, the local community, other agencies and businesses.
10. To work effectively with external bodies such as Ofsted, the DfE and the Local Authority.
11. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well being of children and young people. Take appropriate action where required.
12. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. DfE recognised teaching qualification.
2. Proven track record of working successfully at a senior level in a Comprehensive school.
3. Successful teaching experience in more than one secondary school, including post-16 experience.
4. Demonstrable experience of staff and resource management, including experience of managing change.
5. Experience of raising standards of achievement and taking a leading role in school improvement programmes.
6. Successful experience of leading teaching and learning improvement.
7. Successful experience of curriculum planning.
8. Knowledge of the key principles and practices of school effectiveness and improvement.
9. Effective written communication skills.
10. Experience of or able to demonstrate ability to effectively manage a budget.
11. Knowledge and thorough understanding of relevant legislation and other key education (and social) issues.
12. Successful experience of modelling good behavior management and supporting colleagues with student discipline.

Desirable

1. Effective skills and knowledge in using ICT for educational and management purposes.
2. First or Second Class (Hons) Degree and/or further professional development in relevant field.
3. Successful experience as a Vice Principal or Assistant Principal in a Comprehensive school.
4. Successful experience of leading a large curriculum or pastoral team.
5. Successful experience of leading a bid for a major funded project.
6. Experience of preparation for school inspection.
7. Experience of promoting the work of the school and its successes externally.

Part B: Assessment Stage

Items 2, 4, 5, 6, 7, 8 and 11 of the application stage criteria will be further explored at the assessment stage, along with the following criteria:

Essential

1. Evidence of good (preferably outstanding) classroom teaching.
2. Effective oral communication and presentation skills.
3. Ability to implement, manage and drive change and school improvement.
4. Ability to form effective professional relationships and relate well to all groups who are stakeholders or partners for the school.
5. Ability to lead a team and gain the commitment and respect of staff, governors, pupils and stakeholders.
6. Ability to forward plan and achieve results under pressure.
7. Effective negotiation and persuasive skills.
8. Effective creative, analytical, judgemental and problem-solving skills.
9. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - Motivation and commitment to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
10. Positive attitude to use of authority and maintaining discipline.
11. Commitment to actively contribute and lead on CPD.
12. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment may be used:

- Interview
- Task
- Lesson Observation
- Assembly

Person Specification

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1. Enhanced Certificate of Disclosure from the Disclosure and Barring Service.
2. Additional criminal record and prohibition checks if applicant has lived outside the UK.
3. Children's Barred persons list
4. DfE Prohibition list check.
5. Section 128 List check.
6. Medical clearance.
7. Confirmation of Qualifications/Qualified Teacher Status.
8. A minimum of two references from current and previous employers (or education establishment if applicant not in employment).

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to this post are the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) and the School Teachers Pay and Conditions document as they relate to Assistant Headteachers, as amended/supplemented by local decisions made by Kenton School Academy Trust.

Salary

The salary range for the post is Leadership Group point 22 – 26 with current corresponding salaries of £68,851 - £75,936 pa. Starting salary will be dependent upon current pay point and relevant experience. Progression through the range is subject to annual successful performance appraisals.

Relocation Package

A relocation package is available to candidates who are relocating over 100 miles to take up the post.

Start Date

The start date for the post is 1 September 2020.

Pension Scheme

The postholder will be automatically enrolled in the Teachers' Pension Scheme on appointment (subject to the right to opt out). Further details and current contribution rates can be found at www.teacherspensions.co.uk.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Safeguarding

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Application and Appointment

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete the online form via

www.tes.com/jobs/

selecting 'Quick Apply' or download an application form from our website

www.kenton.newcastle.sch.uk

and return it to

humanresources@kenton.newcastle.sch.uk

Please see the timetable below for indicative dates:

Closing date

10.00am 23rd March 2020

Shortlisting

24th March 2020

Interviews

30th and 31st March 2020

The above dates are subject to change



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