

Sharnbrook Academy

Excellence, Care &
Opportunity for All

Vice Principal Vacancy

Principal – Mrs Clare Raku

Sharnbrook Academy, Odell Road, Sharnbrook, Bedford, MK44 1JL

Email: administration@sharnbrook.academy

Telephone: 01234 782211

Website: www.sharnbrook@beds.sch.uk

Welcome to Sharnbrook

Sharnbrook Academy is a large and successful comprehensive school located in rural North Bedfordshire with approximately 1,350 students in Years 7-11 and a Sixth Form of a further 500 students. In 2021 Sharnbrook joined Cambridge Meridian Academies Trust (CMAT), a group of primary, secondary and special schools, committed to providing high quality and dynamic education for everyone in the heart of local communities.



Sharnbrook has always taken great pride in its high academic standards, good behaviour and excellent teaching and learning. Students benefit from the application of our values and our determined approach to ensuring that they reach their full potential in all that they do.

The Academy has an excellent reputation, not only due to the fantastic facilities and the wonderful students that we have, but also due to the hard work and dedication of our teaching and support staff. All these things combined together make Sharnbrook a great place to work.

Our excellent pastoral care underpins our compassionate approach to ensuring that all staff and students enjoy coming to school and feel valued. We want all Sharnbrook Academy students to experience quality teaching and achieve the very best grades that they can. The combination of a well-designed curriculum and the guidance to be confident and reflective learners enables Sharnbrook students to be happy and successful in life. Extensive extracurricular opportunities help to ensure that students achieve balance and fulfillment in all aspects of their school life.

The vacancy of Vice Principal is a fantastic opportunity for someone to join our senior leadership team at a time when there is huge scope to help shape the future of the Academy, utilising the support of our other Trust schools and those around us, and to make a real difference for students and the whole school community.

We see the next few years as a very important period of development for Sharnbrook Academy; not only do we need to support our staff and students on their return to the new 'normal' following the COVID-19 pandemic, but we are determined to work with CMAT and our local community to build on the successes of the Academy thus far.

Clare Raku
Academy Principal



Vice Principal

The Role

Sharnbrook Academy is seeking to appoint a Vice Principal. This is an exciting opportunity for a dedicated leader to inspire and motivate an established team.

First and foremost, we are looking for a leader who is excited and passionate about joining our school, has extensive skills in strategic leadership, a proven track record in school improvement and is 100% committed to making a positive difference to both the students' experience and their outcomes. We require a purposeful, forward thinking leader who is caring, collaborative and good-humoured.

This is an exciting time to be joining the school. We continue to secure very good outcomes for our students. We continue our journey towards outstanding and require a Senior Leader to join our team who demonstrates a resolute and steadfast determination in all that they do, as a role model to our school community.

As a teacher, we expect our Senior Leaders to be ambassadors for their subject and model excellent lessons that challenge, inspire and motivate our learners to be the very best they can be. Senior Leaders work collaboratively across our Trust and beyond.

As a key member of the Leadership Team, you will be responsible for the strategic direction of particular areas of work, have significant responsibilities and the opportunity to make a considerable impact on the future lives of our students. The Vice Principal role is ideally suited to a successful senior leader with a track record of success in whole school improvement. The role is also ideal for those aspiring towards future leadership. Specific responsibilities will be tailored to the needs of the school and the skills of the successful candidate.

At this pivotal point we are seeking a leader who is not only openly positive, energetic, enthusiastic and deeply committed to supporting our development, but someone who is prepared to go that extra mile to contribute to our continued whole school improvement.

Sharnbrook Academy is a school in which diversity is celebrated through an inclusive culture in which every student and member of staff can thrive from feeling respected and valued for the positive contributions they make.



Vice Principal

Our Mission & Values

As part of Cambridge Meridian Academies Trust we are well placed and supported to take Sharnbrook Academy from strength to strength. CMAT is founded on its commitment to people and communities. Our mission is to deliver, promote and inspire high quality educational provision in schools at the heart of their local communities in order that every child is a successful learner, confident individual and responsible and employable citizen. Every school should be a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders.

CMAT Core Values:

Valuing People – A curriculum that is flexible enough to meet the needs of every individual learner.

High Quality Learning Environment – Through the curriculum students develop a lifelong love of learning and the necessary skills to be a resilient, confident and independent learner.

The Pursuit of Excellence – An academically rigorous curriculum that stretches and challenges all students and develops aspiration.

Extending the Boundaries of Learning – Provide a breadth of experience through the curriculum and beyond, including an entitlement for all students to educational visits and other activities that enhance and extend the curriculum, including providing a range of opportunities for spiritual, moral, social and cultural (SMSC) education that instill the values of the trust and society more widely.

Achievement For All – A curriculum that supports all students to acquire the knowledge and skills necessary to succeed in Modern Britain and to maximise their potential in public examinations.

At Sharnbrook we believe that all students can achieve, and we encourage them to become lifelong learners, challenging and supporting them to realise their potential. As a result, our students regularly attain excellent examination results at the end of Key Stage Four and Five.

We appreciate that there is much more to school life than examination grades. Being a large school, we are privileged to have great facilities, a broad and enriching curriculum and extensive extracurricular opportunities for students. Students are encouraged to participate and collaborate with one another during academy-wide events, competitions and challenges through the well-established House System.

Sharnbrook is a school where effort, hard work and success is expected, encouraged and celebrated, and creativity is nurtured. Our ambition is that our students leave school having fulfilled their academic potential and, just as importantly, that they have developed into thoughtful, responsible citizens who are ready to make a positive difference to the world around them.

Job Description

Role: Vice Principal
 Line Manager: Principal
 Scale: L17-21

General Responsibilities

- To provide professional leadership and management of identified strategic areas
- To deputise for the Principal in her absence
- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

Senior Leadership Team General Responsibilities

To contribute to general senior leadership responsibilities by:

- Supporting and securing the commitment of others to the vision, ethos and policies of the School and promoting high levels of progress, ensuring ambitious standards for all students, overcoming disadvantage and advancing equality so that we are all the best that we can be;
- Instilling a strong sense of accountability in staff for the impact of their work on students' outcomes;
- Initiating and managing effective change and improvement, in order to develop the *School* and its staff;
- Taking part in the self-evaluation processes of the School, including lesson observation, achievement walks, book sampling and data analysis and to act upon findings in the most effective manner;
- Contributing to the maintenance of the Self-Evaluation Form (SEF) and School Improvement Plan (SIP);
- Exercising accurate financial planning and management of budgets, to ensure the most effective deployment of resources, in the best interests of students' achievements and the School's sustainability;
- Enthusiastically engaging with professional learning opportunities to promote your own professional effectiveness;
- Acting as SLT line manager to specific Curriculum Leaders (Heads of Department), the Senior Tutor for a House and Non-Teaching Staff Leaders, recording notes of meetings, following these up and reviewing them at subsequent meetings;
- Working with Senior Leaders across our Trust and within local collaborations
- Acting in a supportive capacity to colleagues, being available for advice, guidance and support;
- Carrying out operational duties commensurate with being a member of the Senior Leadership team, including contributing to the assembly rota, duty rota, Session 6 rota and managing other day-to-day issues, such as student behaviour and contact from our parents/carers and other members of the local community;

Vice Principal

- Attending School events such as Open Evening, Student Progress Review Evenings, music concerts, Year 11 Prom and other events (some of which are on a rota basis, shared with other members of SLT);
- Supporting GCSE and A- Level results days;
- Attending Academy Council meetings when required;
- Being responsible for the maintenance of relevant policy and procedural documents;
- Undertaking any additional duties as required by the Principal.

Specific Leadership Responsibilities

To be finalised with the successful candidate according to their skills.

Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole School improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the School's meeting cycle.

This job description will be finalised with the post-holder and may be subject to amendment or modification at any time after consultation with the post-holder. Whilst every effort has been made to explain the main duties and responsibilities it is not a complete statement of procedures and tasks. It sets out the main expectations of the School in relation to the post-holder's professional responsibilities and duties and the postholder will be expected to comply with any reasonable request to undertake work of a similar level not specified here.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

Person Specification

Person Specification: The following requirements should be addressed when submitting your application. They will be assessed throughout recruitment and selection process.

Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Graduate • A commitment to professional development 	<ul style="list-style-type: none"> • Masters Degree or equivalent • Completion of further study in preparation for leadership (for example NPQML, NPQSL)
Experience		
	<ul style="list-style-type: none"> • Proven track record of outstanding teaching and progress/results • Ability to raise self-esteem and expectation of children and young people. • Proven experience of raising academic standards against targets and national benchmarks • A minimum of 2 years experience operating successfully at Senior leadership level • Experience of undertaking effective self-evaluation strategies, including data analysis, lesson observation, scrutiny of students' work and stakeholder consultation • Experience contributing to the formation of and monitoring of a School improvement plan and SEF • Experience of leading whole school projects/initiatives. • Substantial experience of improving teacher performance through performance management, classroom observation, coaching and mentoring. 	
Skills/Aptitude		
	<ul style="list-style-type: none"> • Ability to lead, provide vision and command respect • Outstanding interpersonal skills with the ability to communicate and relate well to all stakeholders 	

Person Specification

Person Specification: The following requirements should be addressed when submitting your application. They will be assessed throughout recruitment and selection process.

Skills/Aptitude Continued		
	<ul style="list-style-type: none"> • A commanding presence that inspires, motivates and challenges others to be the best they can be Reliability and integrity • Creativity, energy and enthusiasm • Evidence of working effectively under pressure and showing resilience • Outstanding problem-solving skills and adaptability to change and new ideas • Outstanding ICT skills • Outstanding attention to detail: a finisher! • High level of oral and written communication skills • Outstanding time management and organisational skills • A team player • Good sense of humour and a sense of the fun of working in a school • Ability to be reflective and self-critical 	
Motivation		
	<ul style="list-style-type: none"> • Motivation to work with young people, inspiring and supporting them to ensure that they achieve the very best that they can • Complete commitment to and belief in the equal value of all students • Commitment to safeguarding of all students • Commitment to continual personal professional development • The ambition and drive to be a future Head Teacher/Principal 	

About Us

Sharnbrook Academy is based in beautiful rural surroundings in the popular village of Sharnbrook. We are located 9 miles north of Bedford, just off the A6 and to the north of the River Great Ouse. The village has its origins in Saxon times. It has a population of approximately 2400 residents.

Originally Sharnbrook Upper School, Sharnbrook became an Academy in 2011. Our students come from many of the surrounding villages and towns and we remain a very popular school with high intake numbers each year.

We currently have a team of approximately 115 teaching staff and 60 permanent support staff, complimented by a similar number of casual and supply staff.



Alongside our fantastic academic offering, the school has a range of excellent facilities including a state of the art science block, a dedicated music centre, a fully equipped suite of media editing rooms, a leisure centre and large gymnasium, a large all weather sports ground in addition to tennis courts and sports fields and a full-sized climbing wall. The site has a number of dining facilities, excellent ICT provision and a separate sixth form centre.

Students enjoy a wide range of extra-curricular activities, from debating club to art club to canoeing. Various residential and day trips are offered throughout the year. We operate the Duke of Edinburgh Awards Scheme and have an exciting timetable of inter-house and inter-school competitions.



What we can offer you

We are a passionate and professional team at Sharnbrook. We care about the wellbeing, development and progress of all our colleagues and believe that working together collaboratively helps us to deliver to the best of our ability.

We will ensure that all of our staff:

- Are listened to and respected
- Have a full induction programme alongside coaching and mentoring support
- Are kept fully informed with twice weekly briefings from the Principal, staff communication forums and departmental meetings
- Have access to wider CPD opportunities from the Trust on a regular basis
- Have ample opportunity to develop their professional skills and experience and the opportunity to progress their career both within the school and across the Trust if they have the ambition
- Have a supportive network of fellow teachers and school leaders on hand

Additionally we offer:

- Unlimited access to an Employee Assistance Programme to support in both work and personal life
- Ample onsite parking
- Cycle to Work Scheme
- Pension and Life Assurance
- Discounted gym membership



Vice Principal

Recruitment & Selection Process

If you believe you could make an exceptional contribution to our Academy as our new Vice Principal we would be delighted to hear from you.

School visits are encouraged to find out more about our school. To organise one please contact Lesley Howells, PA to the Principal on 01234 782211.

To apply for the position please complete the application form on TES ensuring that you provide a full statement outlining your suitability for the position.

Closing date for applications: Monday 28th February 2022 at 9am.

Interview dates: Friday 4th March 2022 for the first selection day.
Monday 7th March 2022 for those candidates invited back.

CV's will not be accepted.

We reserve the right to close the advert early if a suitable candidate is found. Early applications are encouraged.

Safeguarding

A rigorous selection process is followed in order to fulfil our safeguarding commitments.

Disclosure: All potential employees are required to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions Except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000. The CMAT policy on the recruitment of ex-offenders is available on their website. If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Shortlisting: Only those candidates meeting the person specification criteria will be taken forward to interview.



Vice Principal

Reference checking: References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Interview: Those shortlisted will take part in an in-depth interview process, the details of which will be communicated in advance to allow for any preparation required. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

Probation: All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Data Protection: The information collected on the application form and during the recruitment and selection process will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

When the recruitment process is completed, the application form and any other data collected will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form and all other data collected will be retained as part of your personnel record.