



**Job Application Pack
Vice Principal
at Bluecoat Wollaton Academy**

Permanent, Full Time

Salary: Leadership L17 – L21, £59,266 - £65,384 per annum

Start date: January 2020

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy and The Nottingham Emmanuel School.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance
Nottingham**

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Welcome from the Principal



Stuart Anderson, Principal, provides leadership to the Trust's successful and passionate Bluecoat Wollaton Academy.

Bluecoat Wollaton Academy offers a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst at we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Wollaton Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in each other and in God and it is this belief that ensures Bluecoat Wollaton Academy continues to offer the best educational experiences possible for our students, our staff and our community.

S Anderson

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Visitors frequently comment on how the children are polite and keen to learn at Wollaton and they are explicitly taught about kindness and the need to “Work hard; show respect” which is part of the culture. This wider ethos is yielding excellent outcomes and the academy has accelerated its progress rapidly to be among the top performing schools in the country and the highest in the city.

New staff will also find a staff body who are drawn together for a common purpose and who are exceptionally welcoming and supportive to ensure that workload and well-being are considered when implementing ideas. The strong teams in place in the school are well supported by the leadership of the school and this role will be integral to that.

The Vacancy

Bluecoat Wollaton Academy is looking to appoint a Vice Principal for the school to lead on standards, quality assurance and help monitor the school to improve its process of implementation to yield high levels of impact. The post holder will help shape and drive the five-year strategic vision of the school and write the school’s SEF to monitor our work against our plans. They will work hard to ensure that all children in the school excel from whatever their starting point, working with other leaders in the Trust to share ideas and practice. This is a role where we are looking for someone who always wants more for the children that we serve.



This is a genuinely exciting opportunity for an ambitious leader who is keen to develop their skills. The Principal is also Executive Principal for the Trust and an Ofsted inspector. This means that there are some days when the person will be the face for staff, students and parents. They will also work with governors too, all of whom share the vision for the school to be exceptional in all areas to help secure the levels of social mobility that we want to give our children.

Some key areas currently assigned to the role are: Quality Assurance; SEF; Appraisal; Middle Leader development; research; delivery of the knowledge-rich curriculum; PP spending; CEIAG; staff well-being and line management of some subject areas. Training can be provided for areas where candidates are less strong currently and we are also keen to hear from great leaders who, as yet, have specialised in other areas but feel that they can identify with the plans for and purpose of the school.

Whilst employed predominantly at our Bluecoat Wollaton Academy, there may be a requirement for the post holder to work across any of the sites within the Trust in accordance with the needs of the organisation.



Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

As well as the school’s mission statement stated previously, students at Wollaton are also expected to “work hard; show respect”. This is driven by a curriculum with knowledge at the heart of what we do but also through some very clear behaviour routines and structures. We are clear that high levels of respect, politeness and effort will yield great outcomes for our children and this meritocracy ideal is well embedded in the school. This role will uphold that vision with students and staff, supporting each to be their very best. Staff love working at our school and creating the conditions for this to happen is by the hard work of the leadership team in implementing this intent.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to recruitmentbwa@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing Date: 9 am on Monday 23rd September 2019

Interview Dates: Thursday 26th September and Friday 27th September 2019

Job Description

POST TITLE:	Vice Principal
GRADE:	Leadership 17 - 21
MAIN PURPOSE:	Support the Principal in the leadership and development of the academy
RESPONSIBLE TO:	Principal / Executive Principal and the Chief Executive Officer
RELATIONSHIPS WITH:	Principal/Executive Principal Chief Executive Officer MAT Wide Senior leaders Heads of Subjects Lead Teachers Teaching Colleagues Year Leaders Local community and educational providers SENCo / Teaching Assistants Support Staff Parents/Stakeholders

Introduction

In addition to the information in 'The Vacancy' Section above, the Vice Principal will be committed to creating an environment where outstanding learning and teaching takes place within a nurturing and supportive ethos. The Vice Principal will drive rigorous academic and pastoral expectations at the Academy. These will be delivered alongside commitment to inclusive education, providing each student with life opportunities to develop skills and character qualities so that they emerge into the world as well-rounded, autonomous and above all respectful.

At the Academy we expect the Senior Leadership Team to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Responsible for their own professional and leadership development.

Main Responsibilities

(please also see 'The Vacancy' Section in this document previously for a summary of roles)

As Vice Principal you are responsible to the Principal for:

1. Leading the work on whole Academy improvement and delivering the School's Strategic Vision for the next 5 years.
2. Writing and leading on the Academy Improvement Plan.
3. Overseeing quality assurance in the school, its implementation and the impact of our work and refining work in light of this.

4. Ensuring performance management is rigorously applied and used to maintain high standards of professionalism and developing this appraisal process with others in the Trust.
5. Ensuring that all data is relevant, useful and being used by all teaching staff to raise standards.
6. Ensuring that spending for disadvantaged students is supporting their progress and closing gaps so that they are not left behind.
7. Researching and developing innovative styles and approaches to learning for all our students and supporting the Academy in adopting these approaches.
8. The above will also relate to the school's drive on a knowledge based curriculum and improving further the implantation of this so that there is absolute consistency across the academy.
9. To promote the knowledge-rich curriculum in school and wider as an advocate for the impact it is having.
10. To promote strong standards of behaviour in the school and secure consistency in expected routines.
11. Leading outstanding teaching and learning improvement across the entire academies trust and with the Assistant Principal responsible for this area in school.
12. Seeking funding streams and external partners.
13. The implementation of whole Academy policy and practice.
14. Contributing to whole Academy and wider community development.
15. Undertaking professional duties and administrative tasks as reasonably delegated by the Principal.
16. Deputising for the Principal as appropriate, for example if they are at another school or working for Ofsted.
17. Participating in whole Academy planning and policy making.
18. Leading significant monitoring, review and evaluation roles.
19. Leading significant Academy development and improvement projects.
20. Attending and leading senior staff and other Academy committees and meetings within the Trust to share ideas and best practice for all schools.
21. Attending and contributing to meetings of the Governors' committees and full Governors meetings, for example through the preparation of papers and presentation of issues for consideration.
22. Line management of some subject teams.
23. Leading CEIAG across the school.

The Vice Principal will also have a shared responsibility as defined within the Senior Leadership Team for:

24. Staff support in matters of student behaviour and discipline.
25. Participating in and supporting staff duty rotas.
26. Taking Acts of Worship / assemblies.
27. Organising and contributing to community events and activities, including the Parent, Teacher and Association.

General Notes

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Personal Specification – Vice Principal

	<u>Essential</u>	<u>Desirable</u>
Experience	<ul style="list-style-type: none"> • Relevant academic and teaching qualifications. • A good honours Degree. • An experienced teacher with prior successful educational leadership at senior leadership level. • Evidence of a commitment to personal professional development over the last two years. 	<ul style="list-style-type: none"> • Be working towards or have achieved the NPQH or other relevant educational management qualification • Has led measurable improvement projects within or outside their school or academy • Experience of working with school governors, other agencies, parents and the community • Acting as an SLE or equivalent. • Ofsted trained
Knowledge and understanding	<ul style="list-style-type: none"> • An understanding of current educational developments and a clear grasp of issues relating to education in general including the use of assessment packages (e.g. SIMS, Go4Schools, ASP). • A clear working knowledge of how to lead curriculum development and manage innovation and change • Proven ability to analyse data, evaluate performance and plan for improvement. • A clear understanding of strategies for improving the quality of teaching and learning. • Demonstrable knowledge of a range of effective classroom and behaviour management strategies. 	<ul style="list-style-type: none"> • Leadership and management of collaborative activities between academies/school and other organisations

	<ul style="list-style-type: none"> • An understanding of the need to utilise school resources effectively, with an awareness of best value principles. • Experience of Performance Management. 	
Skills and Abilities - Interpersonal	<ul style="list-style-type: none"> • An ability to work in collaborative partnership with the full range of people, other school/academies and organisations associated with the Academy - staff, parents, governors, community, business, Diocese, Trust and LA. • Ability to set high and clear expectations and hold others to account for their performance, delivering clear messages to ensure (at least) good pupil progress including an ability to lead, manage and support teams. • Well-developed social and communication skills. • Tact, sensitivity, integrity, good judgement. • Confidence, independence and flexibility. • A commitment to the well-being of staff. 	
Skills and Abilities – Other	<ul style="list-style-type: none"> • A commitment to and ability to lead Academy improvement and manage change. • An ability to lead and manage school standards. • Confident with data and IT. • Good organisational skills with the ability to prioritise work and meet deadlines. • Ability to lead school based INSET and parent information meetings. • Demonstrable coaching/mentoring skills to support the development of other staff. • A commitment to equal opportunities. • The ability to give and receive effective feedback and act to improve personal performance. • Stamina. Motivation and dedication. • High Expectations and Aspirations. 	
Values	<ul style="list-style-type: none"> • A commitment to inclusive comprehensive education. 	

	<ul style="list-style-type: none">• An empathy for children from a wide variety of social and cultural backgrounds.• Be committed to and in strong support of the important Christian values of the Trust's religious foundation, no matter you own faith background.• Be committed to federated approaches to Academy organisation and collaborative work with other educational, business and community organisations.• A commitment to and ability to lead Academy improvement and manage change.• A willingness to work hard, with enthusiasm and vision.• Demonstrates creativity, enthusiasm and a keenness to embrace new ideas and challenges.	
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