



## JOB DESCRIPTION & Person Specification

<b>POSITION</b>	Vice Principal
<b>SALARY</b>	Leadership Pay Scale – Spine Point 18 to 22 [£80,655 - £88,036]
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Principal
<b>RESPONSIBLE FOR</b>	Providing first class leadership and management in any area of the Academy's work
<b>LOCATION</b>	Mossbourne Victoria Park Academy

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Victoria Park Academy

At Mossbourne Victoria Park Academy we are continuing to build on the Federation's ethos of providing an exceptional education for all our students. With children at the heart of everything we do, Mossbourne Victoria Park Academy continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all students can fulfil their true potential. Our students receive great lessons, enjoy a vibrant enrichment programme and have access to our oratory specialism. Our outstanding teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our students.

Mossbourne Victoria Park Academy is a high performing school and in 2023 we achieved our best ever outcomes for the students we serve - a value added score of +1.16 (+1.03 for PPI, +0.7 for SEND) placing us in the top 30 secondary schools in the country for VA. Further, 23% of all grades awarded were a 9, 53% of all grades awarded were at 7+, and 99.6% of students were entered for the Ebacc with 63% awarded a 5+ in all five subjects.

If you want to be part of the team that is improving the future of our students, then read on!

### THE SENIOR LEADERSHIP TEAM

The Senior Leadership Team comprises the Principal, the Senior Vice Principal, Vice Principals, and Associate Vice Principals. They are expected to lead by example and continually express the academy's vision, values and priorities. They actively contribute to decisions on policies, strategy and development, and frequently evaluate the effectiveness of the academy's overall provision including: the curriculum; student achievement; teaching and learning; and pastoral care.

### JOB SUMMARY

The successful candidate's role is to support the Principal in embedding the ethos of aspiration, success and high standards in every area of academy life, ensuring that the vision and values of the academy are shared and acted upon by staff and students, and are understood by parents and the wider community. The responsibilities of the role will be determined based on the needs of the academy and the skills and experience of the successful applicant but you will lead directly or indirectly on one, some or many of the following areas:

- Curriculum, including the wider curriculum and timetable
- Pastoral Care, which includes behaviour, student wellbeing, safeguarding and inclusion
- Assessment, including external and internal examinations
- Teaching and Learning, including teacher training
- Staff Development, including performance management
- Parental and Community Engagement

You will ensure the day-to-day smooth running of the academy, supporting the Principal and the Senior Vice Principal in the continuous improvement of the academy in its 'second stage'.

In the absence of the Senior Vice Principal you will deputise for the Principal as required.

The Principal invites applications from candidates who are confident, well-organised, lead by example, inspire staff at all levels, have demonstrable experience in a high performing SLT, and put children at the heart of everything they do.

### **Main Duties & Responsibilities**

- To play a leading role in driving forward the high standards for which Mossbourne is renowned
- To be a role model for other leaders in every aspect of your work as both a manager and classroom teacher
- To work closely with senior staff to ensure a coherent whole academy approach to all aspects of academy life
- To champion the academy's commitment to equal opportunities and the needs of all its students
- To take a lead role in raising the standards of achievement, attainment and behaviour across the academy and in promoting the academy's ethos of high aspirations and outstanding performance in all areas
- To set high standards of personal effectiveness, punctuality and attendance
- To play an active role in the induction of new staff to the academy
- To maintain a high profile and visible presence within the academy and its immediate vicinity
- To maintain the high standards of student behaviour around the academy, leading by example and supporting junior colleagues where necessary
- To support in ensuring the effective safeguarding and protection of children
- To ensure that new staff are recruited appropriately
- To implement all Academy policies
- To performance-manage, support and advise the colleagues you line-manage
- To observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate
- To keep abreast of developments in education and ensure that these changes are implemented in the Academy as required
- To undertake duties, including senior duties, as directed and in accordance with Academy expectations
- To set homework in accordance with Learning Area policy and to mark work regularly to aid progression, keep clear records of attainment and follow up on non-submission
- To keep abreast of developments in your subject area and ensure that these changes are implemented in lesson delivery and schemes of learning
- To attend and support all Academy events, including but not limited to concerts, parents' evenings, open days and results days
- To supervise and manage the Saturday and Holiday School (including Saturday detentions), on a rota with the SLT
- To model, in everything you do, the academy's values of courtesy, integrity, hard work, resilience, and excellence
- To take part in the academy's wider curriculum offer including PSHCERSE, Bourne Scholar and Enrichment as required
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

<b>Person Specification</b>				
<b>E</b> Essential Or <b>D</b> Desirable	<b>Requirements</b>	<b>Assessment Criteria</b>		
		Interview	Application form	Task / Lesson
<b>Experience</b>				
<b>E</b>	A proven track record of success in your senior leadership	✓	✓	
<b>E</b>	Ability to lead and manage a team	✓	✓	
<b>E</b>	A track record of supporting staff in improving their practice	✓	✓	
<b>E</b>	A track record of supporting students to achieve superb outcomes in your subject area	✓	✓	✓
<b>E</b>	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	✓		✓
<b>E</b>	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work			✓
<b>E</b>	Effective planning, assessment and record keeping	✓		
<b>E</b>	Ability to work independently and as part of a team, contributing to INSETs	✓	✓	
<b>E</b>	Ability to develop and maintain positive relationships with teachers, support staff and parents	✓		
<b>E</b>	Excellent classroom management and efficient organisation of resources			✓
<b>Qualifications</b>				
<b>E</b>	A good degree in a relevant subject		✓	
<b>E</b>	Qualified Teacher Status (QTS)		✓	
<b>IT knowledge</b>				
<b>D</b>	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)			✓
<b>D</b>	Ability to swiftly adapt to and utilise new/various systems/software			✓
<b>D</b>	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area			✓
<b>Behavioural Competencies</b>				
<b>E</b>	Ability to uphold and promote the core principles of the Academy	✓		✓
<b>E</b>	Ability to critically evaluate strategies for school improvement	✓		✓
<b>E</b>	Superb communication skills, both written and verbal	✓	✓	✓
<b>E</b>	Superb interpersonal skills	✓		
<b>E</b>	The ability to set, monitor progress towards, and achieve short, medium and long term targets for your area of responsibility	✓	✓	
<b>E</b>	Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard	✓		
<b>E</b>	The upmost integrity and high levels of motivation and commitment	✓		
<b>E</b>	Proactive approach and efficient time management and prioritisation skills	✓		



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<b>E</b>	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	✓	✓	
<b>Applicable to all staff</b>				
<b>E</b>	Undertake training as required to so in order to fulfil the requirements of the role	✓		✓
<b>E</b>	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓	✓
<b>E</b>	Play an active role in terms of Safeguarding all students and adults	✓		✓

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation and students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***