

VICE PRINCIPAL

Salary range:	LEADERSHIP SCALE L17-L21
Number of Hours:	FULL TIME
Temporary or Permanent:	PERMANENT
Responsible for:	Teaching and Learning
Closing Date: 29th April 2019 9.00am	Interview Date: TBC

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to “be the best you can be”.

We are seeking an enthusiastic, effective, innovative and highly motivated leader to join our dedicated Senior Leadership Team from September 2019. This post will be pivotal in working within the current Leadership Team members to help shape the future of Teaching and Learning for Whitley Academy and to support our drive for improvement across the school. You will already have experience of a senior leadership role that has encompassed significant responsibility for improving teaching and learning in your current school. This new role for our team, will combine elements of pedagogy and practice, along with aspects of curriculum and outcomes. Join us as we lead the school into the next stage of its journey and raise standards of teaching, learning and student achievement within the new government framework. The exact outline of the responsibilities will be agreed with the successful candidate but will be aligned closely to the new OFSTED framework and the implementation aspect of the 'Quality of Education' judgement.

Whitley Academy is an oversubscribed 11-19 school, with a small but vibrant sixth form and we are highly regarded within the local community. We offer a broad and balanced curriculum at all key stages and believe in offering all of our students the opportunity to expand their horizons and therefore provide them with the best possible life chances. We are a truly comprehensive community in which every child is cared for, supported and stretched, moving on to diverse destinations, from local apprenticeships and college courses to highly selective universities. There is a rising demand for secondary school places in the local area and due to our reputation and popularity, we are full and have agreed to increase our PAN from September 2019.

The successful candidate must be:

- Able to demonstrate a proven track record in developing and improving teaching and learning practice and the ability to work with teachers, students and parents to ensure students make outstanding progress in their learning,
- Able to unlock the potential of young people, supporting students as well as staff to *be the best that they can be*.
- Committed to making a difference to the lives of our pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues,
- Values driven and
- Someone who can forge positive relationships with students and teachers to encourage great learning.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to the RSA Academies' Teaching School Alliance, which offers high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- A bespoke programme of training and support including opportunities for development at senior leader level as appropriate (SLE/NPQSL/NPQH),
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, a personal laptop, free parking, and a vibrant modern building and facilities in a beautiful location on the edge of a nature reserve, within easy reach of the M40/M6 corridor.

Informal visits are welcomed. To find out more about our school please visit our website at www.whitleyacademy.com.

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is 29th April 2019 9.00am. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: vacancies@whitleyacademy.com

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

VICE PRINCIPAL Job Description

Job Title:	VICE PRINCIPAL	Pay scale:	LEADERSHIP RANGE L17-L21
Line Manager:	PRINCIPAL	Location:	Whitley Academy

Job Purpose

On appointment the job description and tasks may be reviewed to reflect the successful candidate's strengths, the professional development of all Leadership Group members and school priorities as defined in the strategic development plan. Further guidance on the specific actions required to carry out allocated responsibilities will be negotiated with the Principal.

Duties and Responsibilities

This job description outlines duties and responsibilities that qualify staff for entry to the Senior Leadership Team and is in an addition to the Main Scale Teacher/Upper Pay Range Teacher job description. The post holder will work in partnership with the other Vice Principals and provide support for the Assistant Principals currently in role.

Core Purpose

All SLG members have responsibility to:

- Evaluate school performance and identify priorities for improvement.
- Promote excellence, equality and high expectations for all students.
- Play a key role in devising and delivering the school's vision, leadership and direction, focusing on the improvement of teaching and learning (reducing in-school variation).
- Promote a safe and productive learning environment which is engaging, motivating and inspiring for all students.
- Undertake day-to-day management, organisational/administrative tasks.
- Deputise for the Principal in her absence as required.
- Line manage curriculum areas/key stages.
- Lead the strategy for and participate in lesson observations and other quality assurance activities linked to teaching and learning.
- Be highly visible around school, particularly at lesson change-over, before, after school, break and lunchtime, ensuring pupils arrive on time to school and class.
- Tour the school regularly taking any necessary action to ensure the schools ethos is maintained and any areas of concern are followed through and dealt with appropriately.
- Attend, report and contribute to the Full Governing Body meetings and agreed sub-committees.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities for improvement.
- Work under pressure and to meet deadlines.
- Prioritise and manage own time effectively and take responsibility for own professional development.
- Lead by example, acting as a role model and a reflective classroom practitioner, providing inspiration and motivation, ensuring that all those involved in the school are accountable to meeting objectives which secure the educational success of the school.
- Assist with the setting, monitoring and evaluation of professional standards in the work of teaching staff.
- Challenge and confront underperformance in teaching and learning.
- Guide and advise staff in their professional development, and to lead the management of the school's Professional Review policy and procedures, including participating in and contributing to the professional review meetings scheduled in the calendar.

KEY MANAGEMENT AND LEADERSHIP TASKS AS VICE PRINCIPAL Teaching and Learning

- To be accountable for the quality of teaching, learning and assessment for the whole school.
- To make provision for all students to enable access to high quality teaching and learning across the curriculum.
- To ensure that the quality of teaching leads to the highest possible outcomes for the students.
- To work with the senior leadership team to raise standards through the performance management of staff.
- To be the strategic lead for the school's ITT programme, working with the Assistant Vice-Principal, the Lead Practitioners and the Director of the Teaching School, to support the induction and training of staff, finding the best in everyone and enabling colleagues to continually develop their professional talents and skills.
- To collect evidence as to the qualities of each member of staff's teaching practice in a systematic, regular and thorough manner.

- To inspire, motivate and empower colleagues, whilst also having the ability to coach, develop and challenge staff when required.
- To apply emotional intelligence skills, holding yourself and others to account.
- To work with staff to support effective behaviour management, especially linked to training staff in best practice behaviour management application.
- To take overall responsibility for reporting the quality of teaching to the Principal and the Governing Body.
- To line manage designated senior and middle leaders, such as the Assistant Vice-Principal and the Lead Practitioners.

NOTE

This Job Description is not necessarily comprehensive and the post holder may be required to undertake such other relevant tasks appropriate to the level of appointment as the Principal may reasonably require. This Job Description is subject to review annually and may be changed in accordance with the developing needs of the school. The post holder may also request a review at any time. Any changes will always be discussed in detail with the post holder

All members of SLT over time should expect to experience some role rotation dependent upon the needs of the school at the reasonable discretion of the Principal. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: Principal

Date Reviewed: April 2019

VICE PRINCIPAL Personal Specification

Essential	Desirable	Evidence
<p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Good Honours Degree. • Qualified teacher Status. • Evidence of involvement in continuing professional development activities at a level appropriate to post. • Evidence of senior leadership linked to whole school teaching and learning strategy. • Evidence of commitment to further professional development, preparation for Headship (NPQH) or NCSL leadership pathways, and CPD showing evidence of a whole school view. 	<ul style="list-style-type: none"> • Relevant higher degree • Experience of P16 education. 	<p>Application form, Original Qualification Documents & references</p>
<p>Knowledge & Understanding</p> <ul style="list-style-type: none"> • A proven successful record of teaching experience with secondary age pupils. • A proven record of innovation and leading change at a senior leadership level with a demonstrable impact on school improvement. • Understanding of key educational issues, combined with the ability to lead and co-ordinate their effective implementation. • Awareness, understanding and commitment to Child Protection, Safer Recruitment and Safeguarding procedures. • Experience and commitment to teaching in a comprehensive community school. • Experience of working effectively with others including parents, Governors and external agencies. • A proven track record of successfully developing colleagues. • Successful and demonstrable experience of positive behaviour management and developing student focused, inclusive and effective learning environments where high aspirations are fostered, so that behaviour and attendance are outstanding. • A proven track record in leading, monitoring and managing staff, including building, developing and retaining an effective team, succession planning, delegating effectively and implementing and managing change. (A/I) • 	<ul style="list-style-type: none"> • Experience and knowledge of P16 education. 	<p>Application, references & selection process</p>
<p>Skills & Abilities</p> <ul style="list-style-type: none"> • Ability to actively promote the school's vision, values and ethos. 		

<ul style="list-style-type: none"> • Ability to use data effectively to highlight underachievement and use this information to impact upon student progress. • Highly successful classroom practitioner (including evidence of impact on student progress through consistent teaching over time). • The ability to challenge, influence and motivate others with a clear vision for raising standards and reducing in-school variation. • The ability to promote the successes and the strengths of the school by being a visible and accountable high profile role model with a professional approach, that secures excellence, confidence, trust and respect of the school and the wider community. • Can relate with empathy to parents/carers, staff, students, Governors, stakeholders and the wider community. 		Application, references & selection process
<p>Written Application & References</p> <ul style="list-style-type: none"> • Evidence of clear thinking about the role of the Vice-Principal (Raising Standards Leader), educational philosophy and presentation of experience to meet the requirements of the post. • Evidence of thought related to the challenges schools and academies face in education in the next few years. • Excellent and unequivocal, supporting the applicants expertise in the classroom and support others in achieving similar standards. 		Application & references.
<p>Whitley Characteristics</p> <ul style="list-style-type: none"> • Resilience and initiative. • Emotional intelligence. • Passion for all young people’s learning • Enthusiastic about teaching and learning in your subject • Positive outlook • Team Player • Advocacy for Whitley Academy students and their community 		Application, references & selection process
<p>Special Requirements</p> <p>We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).</p>		

Updated: April 2019

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.