



VICE PRINCIPAL Candidate Information Pack

**TheMidland
AcademiesTrust**

Dear Applicant

Thank you for your interest in the post of Vice Principal and welcome to Hartshill School, a convertor Academy and proud member of the Midland Academies Trust with North Warwickshire and South Leicestershire College as our education partner.

It is our privilege to educate students creating successful futures for young people within our care. A quality education changes lives and provides the foundations and stepping stones to the careers and experiences that shape us as members of our local and global community. At Hartshill, we are passionate about inspiring our students to be confident, ambitious and successful individuals. We place learning and assessment at the heart of teaching and are relentless in our pursuit of excellence in all that we do. Within our community, students and staff are nurtured, valued, known and supported to be successful citizens.

Hartshill School has a highly qualified and motivated staff who are passionate about ensuring all students feel safe, happy and reach their potential. We offer a wide, diverse curriculum to meet the needs of all students as well as having an established and effective SEND department who support students with additional needs.

Our students are warm, kind and care for each other. Fairness, tolerance and respect is the fabric of our ethos and students are polite and respectful. These positive relationships promote effective learning conditions supported by creative and engaging teaching that stretch all abilities.

Our motto 'No Goal is Beyond Us' infects all who work and learn here, students are focused and engaged in learning with teachers and support staff who deliver creative and inspiring lessons. We aim to make a positive significant difference to the lives of every individual within our care in a positive, proactive, protective learning environment. We encourage our students to expect to succeed and promote: *"Everyone a leader. Everyone a learner. Everyone an achiever. Everyone safe"* as the foundations which will help us all achieve excellence.

We are looking for an inspiring, dynamic leader to join our team. Working across the Midland Academies Trust is a crucial part of this role, and the successful applicant will become part of the Vice Principals Forum, and lead on an aspect of Trust wide priorities for improvement.

If you would like to be part of a successful and exciting team working in a school which is constantly progressing, and feel that you have the skills and qualities to make a significant improvement to the lives of our students in terms of attainment and progress, we would welcome an application from you.

We would welcome you to visit Hartshill School to see for yourself what a great place it is to work and to see whether you feel you could support the leadership team in taking the school on the next phase of its journey. Please contact Siobhan, my PA if you wish to take advantage of this (Tel: 024 76 392237 ext 200).

Michelle Oliphant

PRINCIPAL





Thank you for your interest in Hartshill School. Our school is part of a family of four local secondary schools in the Midland Academies Trust. Hartshill School is a rapidly improving school under the leadership of Michelle Oliphant and it benefits from being able to share in the resources and expertise of staff across all four of our schools due to the close collaborative working relationships we have developed. As the Executive Principal, I work closely with Michelle Oliphant and am in the school on a regular basis. I am always impressed by the students at Hartshill School and their confidence and pride in their school and their work. We are a school that believes no child should be invisible and we provide quality pastoral support for all young people in addition to high quality teaching and an emphasis on academic excellence. The approach taken by the Midland Academies Trust is that young people need to be safe, to be happy and to be successful. We ensure a high set of expectations for student behaviour in order to make sure that everyone in our schools is safe, happy and successful. We adopt a knowledge rich curriculum and all families are provided with a set of knowledge organisers in order that they can support their children in securing the knowledge necessary to be successful in the examinations at the end of their time with us. I hope you enjoy reading this information booklet and I encourage you to visit Hartshill School in order to see for yourself why we are so proud of this school and believe it offers an excellent opportunity for your future career.

ROS MCMULLEN MBA

EXECUTIVE PRINCIPAL, THE MIDLAND ACADEMIES TRUST



Here at the Midland Academies Trust, our mission is to 'create successful futures' for the children and young people in our schools. We believe that together we are stronger and so our Trust schools work very closely together to provide relevant and high quality education for local children and young people. The Trust is sponsored by North Warwickshire and South Leicestershire College, a DfE-approved Academy sponsor. The school is supported by a Raising Achievement Board, chaired by a MAT Director, which also supports The George Eliot School. The RAB focuses on school and student performance, and the Trust centrally deals with all aspects of support services. Together, we work closely with local, regional and national employers to ensure students develop the right mix of skills and subject knowledge to equip them for further and higher education, training and future employment. As Chief Executive of the Trust, and Principal and CEO of its sponsor, I am proud to lead the Trust and support its ongoing development.



MARION PLANT OBE CHIEF EXECUTIVE, THE MIDLAND ACADEMIES TRUST AND PRINCIPAL AND CHIEF EXECUTIVE OF NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE

JOB DESCRIPTION

Post Title:	Vice Principal: Academy Provision
Job Purpose:	<p>Deputise for the Principal as required</p> <p>Ensure quality academic provision and be responsible for leading and co-ordinating curriculum.</p>
Responsible to:	Principal
Responsible for:	<p>All academic provision.</p> <p>Enabling the Executive Principal, Principal, LGB and MAT to set appropriate performance targets.</p> <p>Evaluating the performance of the academy.</p>
Liaising with (Working Relationships):	<p>Executive Principal and Principal</p> <p>Teaching and support staff</p> <p>CEO and MAT Board as required</p> <p>Senior staff in MAT academies</p>
Hours of Work:	Full Time
Grade and Range of Post:	Leadership Spine 18 - 22
Current Base:	Hartshill. As this is a role on the Strategic Leadership Team, the post holder may be expected to work in a leadership capacity in another MAT academy, or another school MAT is supporting, at the direction of the Executive Principal.
Disclosure Level:	This post is subject to an enhanced DBS disclosure.
Main / Core Duties:	<p>To support the Principal on a daily basis and to deputise for her as necessary.</p> <p>To work as a member of the Strategic Leadership Team.</p> <p>To ensure the academy's curriculum, timetable and staffing structure is reviewed and updated annually.</p> <p>To ensure that all staff teams have the direction to deliver according to the academy's vision.</p> <p>To ensure that the academy is a safe and secure environment.</p> <p>To make a contribution to curriculum delivery in an area of personal specialism.</p>
Operational Planning:	Lead a team in the construction of the academy's timetable annually.

	<p>Determine the academic staffing needs of the academy, advise the Principal, give direction to recruitment and participate as appropriate.</p> <p>To use all relevant information/data to inform direction for service improvement.</p> <p>Guide the Assistant Principals in:</p> <ul style="list-style-type: none"> • constructing the academy's calendar annually; • organising information to parents; • leading the academy's policies and procedures which support excellence in student behaviour and attendance; • improving the quality of teaching and learning and • setting targets for all students.
Service Provision:	<p>Ensure the academy's curriculum is in keeping with the MAT curriculum strategy, is broad and balanced, meets the needs of the students, enables the academy to achieve key performance targets, and delivers good value for money.</p> <p>Ensure provision of an operational timetable which enables all students to achieve targets and makes efficient and effective use of academy's resources.</p> <p>To appreciate and support the role of other professionals.</p> <p>To be responsible for promoting and safeguarding the welfare of children and young people within the academy.</p> <p>Ensure staff have the necessary resources and direction to deliver according to the academy's vision.</p> <p>Provide up to date and relevant data on performance</p> <p>Work with the other VPs within the MAT to maximise opportunities for collaboration.</p>
Service Development:	<p>To seek continually to ensure value for money and performance improvement in academy's provision.</p> <p>To develop curriculum provision being mindful of national developments.</p> <p>To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management.</p> <p>To keep the work of the academy constantly under review against key performance indicators:</p> <ul style="list-style-type: none"> • Attendance • Parental complaints • Student behaviour indicators • Attendance at parent evenings • Academic performance

	<ul style="list-style-type: none"> • Student destinations <p>To develop and lead an annual evaluation cycle for the academy.</p> <p>To take leadership of a strategic area across the MAT working with other senior leaders.</p>
Staffing and Staffing Development:	<p>Conduct effective performance management for an identified group of staff and ensure that appropriate programmes are designed to meet such needs.</p> <p>Work with the other senior staff in the MAT to ensure that latest research is used in developing CPD programmes as appropriate.</p>
Recruitment / Deployment of Staff:	<p>Advise the Principal on staffing needs in regard to academic and support staff enabling timely decisions regarding recruitment and participate in recruitment as appropriate.</p> <p>Ensure the curriculum is planned and costed according to MAT schedule, that the timetable is produced in a timely fashion and that it makes efficient and effective use of staff.</p> <p>Ensure that all staff are deployed efficiently and effectively.</p> <p>Support collaborative working across the MAT through ensuring the logistics deploy staff efficiently and effectively.</p> <p>Work with all the senior staff in MAT to determine strategy around staff recruitment.</p>
Quality Assurance:	<p>Continuously review academy provision in all areas against performance targets and value for money.</p> <p>Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.</p> <p>Ensure that personal contribution to curriculum delivery is an exemplar to other academic staff.</p> <p>Inform the Principal immediately of any Health and Safety or Child Protection concerns that arise.</p> <p>Support the Principal in ensuring that academy policies in all areas are followed by all staff.</p> <p>Assist the senior staff and MAT central team in:</p> <ul style="list-style-type: none"> • Evaluating performance data • Preparing information for governors and inspectors • Establishing likely inspection trails <p>Inform the Principal immediately of any Health and Safety or Child Protection concerns that arise</p>

Management Information and Administration:	<p>Develop processes for gathering curriculum information necessary to produce detailed plans and reports.</p> <p>Ensure all information required by the governors, senior staff, Principal, Executive Principal and Board, to evaluate the academy's provision is produced accurately, timely and efficiently.</p>
Communications:	<p>Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the academy's provision and support.</p> <p>To ensure that all communications with service users demonstrate the values of the MAT</p> <p>To attend all meetings identified by the Executive Principal and Principal and communicate the MAT vision effectively at meetings – both internal and external.</p>
Marketing and Liaison:	<p>Develop, nurture and maintain the positive image the MAT.</p> <p>Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT.</p> <p>Actively promote the service of the MAT.</p>
Management of Resources (Other than People):	<p>Responsibility for the safe use and safe keeping of Trust resources.</p>
Corporate Responsibility:	<p>To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.</p>
Other Specific Responsibilities:	<p>To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.</p> <p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To continue personal development in the relevant area.</p> <p>Participate fully with arrangements made in accordance with the MAT's Performance Management Policy.</p> <p>Perform any other reasonable duties as requested by the Executive Principal and Principal.</p>
Safeguarding:	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
General Statement:	<p>This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>
Date:	<p>January 2019</p>

PERSON SPECIFICATION

	Criteria	Assessment Basis
Qualifications:	<u>Essential</u> Degree QTS <u>Desirable</u> Masters Leadership or management qualification (eg NPQSL)	Application
Professional Experience & Understanding:	<u>All Essential</u> Understanding of: <ul style="list-style-type: none"> School improvement Accountability Curriculum and timetabling Experience: <ul style="list-style-type: none"> At least 2 years' experience of a senior role in a secondary setting Successful teaching as demonstrated in student outcomes Leadership of CPD Working with governors Pastoral responsibilities 	Application and Interview
Professional Abilities:	<u>All Essential</u> Ability to think strategically Ability to manage teams Ability to communicate effectively to a variety of audiences Ability to persuade and influence Ability to communicate complex ideas simply to a wide range of audiences Ability to manage effectively Ability to plan effectively Ability to evaluate Ability to provide comprehensive reports Ability to manage time effectively and meet deadlines	Application, Interview and Reference

PERSON SPECIFICATION

	Criteria	Assessment Basis
Personal Qualities:	<u>All Essential</u> Honesty and Integrity High personal credibility Passion to serve the community Flexibility Resilience Embracing of accountability Commitment to making a difference	Interview and Reference

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.

How to apply and guidance for candidates:

Application forms are available to download from the TES or by contacting Val Hone, MAT Business & Quality Assurance Manager, Telephone: 02476 243531 / Email val.hone@midlandacademiestrust.co.uk. Application forms must be completed in full; CV's will not be accepted. Additionally, candidates are asked to submit a supporting statement of no more than two sides of A4.

Closing date:

Midnight, Sunday 27th January 2019

Interview dates:

Wednesday 30th and Thursday 31st January 2019

This organisation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. A full DBS Clearance Certificate will be required and prohibition checks will be undertaken.