 





Recruitment Application Pack

Vice Principal

Leadership Spine L22-L26

Required for September 2019



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Welcome

Thank you for your interest in the role of Vice Principal at Lightcliffe Academy.

We hope you will find here all the information you’ll need to inspire you to join our team. This pack contains information about the Vice Principal role, we hope you will also gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our students.

This is an academy that is on an exciting journey of improvement. As a member of the Abbey Multi Academy Trust we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and the confidence that we can achieve rapid change.

The Academy has a dedicated and talented team who are committed to achieving the best for our students. We are working hard to unlock the potential in Lightcliffe Academy as well as further developing our capacity through the appointment of new members of staff.

Joining us at this exciting time presents a career defining opportunity. We have begun our improvement journey that will take us to “good”, which will be an incredibly rewarding experience for everyone at Lightcliffe. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Lightcliffe Academy and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Jon Norden

Acting Principal - Lightcliffe Academy

Executive Principal (secondary) - Abbey Multi Academy Trust

Catherine Garrett and Helen Pratten

Joint Acting CEO and Executive Principal – Abbey Multi Academy Trust

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The Academy



Lightcliffe Academy was established in 2015, when predecessor school Hipperholme & Lightcliffe High joined Abbey Multi Academy Trust. Located in Halifax, in the striking surroundings of the Calder Valley, the Academy serves around 1,500 students aged between 11 and 18.

The school was placed in Special Measures after the Ofsted Inspection in November 2018. We have an ambitious action plan in place, highlighting that we know exactly what we need to do to address the issues recognised in the inspection report.

The challenge we have set ourselves is clear: to be rated “good” as soon as possible. We are working hard to rebuild the schools’ reputation and to ensure that it becomes the school of choice in the local community.

***Our ethos and values***

Abbey Multi Academy Trust is led by founder school Abbey Grange C of E Academy, Leeds. Abbey Grange is a successful academy, judged to be ‘Good’ by Ofsted and able to demonstrate a sustained trajectory of improvement over recent years.

The MAT core values of partnership, nurture and empowerment run through the life of the academy and influence everything we do. We strive to provide an education for our students that isn’t just about academic or vocational achievement and progress, rather it is also about preparing them to be engaged, responsible citizens with the choice to shape their future and find success and fulfilment.

We promote our own school values of Respect, Endeavour, Dignity, Service and Aspiration.

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About Abbey Multi Academy Trust

Abbey Multi Academy Trust (Abbey MAT) is a Diocesan Multi Academy Trust, committed to delivering a quality education with a caring, Christian ethos.

Our overall vision is simple:

*“To work in partnership to educate, nurture and empower”*

Children and young people who attend Abbey MAT academies will find an environment that is welcoming, caring, calm, disciplined and purposeful. We want to ensure that young people have the highest aspirations for themselves and the opportunities to achieve their very best – as well as developing socially and emotionally, with the self-confidence to achieve success and fulfilment.

Our ambition is to establish an educational family of schools, serving the communities of West Yorkshire and the Dales Diocese. We’re excited about growing our network and passionate about unlocking the opportunities of working across all school age ranges, enhancing continuity of provision from 4 to 19.

Beyond that, we’ll work in true partnership with key stakeholders, equipping young people with the skills and experience to succeed beyond school, whether that be further and higher education, apprenticeships or employment with training.

We’ll also be outward facing, sharing our expertise more widely and working with other schools and academy trusts to develop our practice and enhance the quality of provision we offer our students.

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Advert

**Lightcliffe Academy**

Halifax | Principal: Jon Norden | NOR: 1450

**Vice Principal**

**Leadership Spine L22 – L26**

**Plus access to an individually tailored CPD package**

**Required for September 2019**

The Trustees of Abbey Multi Academy Trust (Abbey MAT) wish to appoint a passionate, dynamic and committed Vice Principal for Lightcliffe Academy. We are looking to appoint an inspirational leader with a proven track record of improving educational provision and outcomes to lead an exciting and ambitious journey of school improvement. Working in collaboration with the Executive Principal, Principal, the Academy’s senior leadership team, its governors and with the Abbey Multi Academy Trust executive leaders, you will provide exceptional strategic and operational leadership to raise standards and deliver high quality learning and teaching for our young people.

This is an exciting opportunity for an existing Assistant Principal, or a senior leader looking for their first Vice Principal role, within the supportive environment of a multi academy trust.

The successful candidate will:

* Have a very clear understanding of what makes a great school and the skills and character required to develop this
* Demonstrate evidence of truly effective leadership support at a whole school level
* Have a passion for education and making a difference to children’s lives
* Have the ability to support the Principal in leading and shaping the vision of the Academy and the Trust
* Be highly resilient, with relentless determination to succeed and drive change.
* Have the ability to support, challenge and inspire our students, encouraging them to achieve the best they can through the promotion of outstanding teaching and learning
* Have excellent communication skills and the ability to celebrate and promote high quality teaching and learning
* Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other
* Use resources, intellect, creativity and innovation to be successful
* Have the ability to be a team player and leader who will go the extra mile to support students and families.
* Our values and ethos focuses on developing a love of learning, high achievement both personally and academically which comes from the work of all our staff and the achievements of our children.
* This role will be challenging yet immensely rewarding. You will be supported by an experienced Trust leadership team, Principal, strong trustees and governors and a committed staff. We will also offer an excellent package:
* a competitive salary
* leadership development support
* high-quality CPD opportunities
* a strong sense of shared moral purpose and a real opportunity to transform the lives of young people
* a professional climate where all staff are valued, listened to and who are able to fully use their gifts and talents.

For an informal discussion or to arrange a visit please contact Mandy Wall on 01422 201028

To obtain an application pack please visit: <http://www.abbeymat.co.uk/vacancies> or email Mandy Wall at [awall@lightcliffeacademy.co.uk](mailto:awall@lightcliffeacademy.co.uk) The closing date for applications is 12 Noon Friday 22nd March 2019.

An enhanced disclosure from the DBS will be required for this post.

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How to apply

If you wish to apply for this exciting position, please complete the Application form in full. If you would like a copy of the form in a larger font/different formal please make contact Mandy Wall, awall@lightcliffeacademy.co.uk

The application includes a personal statement. Your statement will need to describe why the post attracts you, why you believe you have the relevant skills, knowledge and experience and what you feel you can bring to this post to make a real difference.

Within this statement you should outline your previous roles, responsibilities and achievements in the organisations in which you both currently and have previously worked, again with the skills/knowledge and experience requirements of this post in mind.

**Closing date: 12 noon Friday 22nd March 2019.**

Completed forms should be emailed to: [awall@lightcliffeacademy.co.uk](mailto:awall@lightcliffeacademy.co.uk)

All applications will be acknowledged. Should you fail to receive confirmation, please call Mandy Wall on 01422 201028

Postal applications should be returned to Mandy Wall, HR Administrator, Lightcliffe Academy, Stoney Lane, Lightcliffe, Halifax, HX3 8TL

You will be advised on the progress and outcome of your application as appropriate. If you have any queries during the process, please contact Mandy Wall on 01422 201028.

Should you wish to have an informal chat or to arrange a visit please do not hesitate to get in touch with Mandy on the above number.

*Abbey MAT is an equal opportunities employer.*

*Abbey MAT is committed to safeguarding and promoting the safety and wellbeing of children and young people. This post will be subject to all relevant pre-employment checks.*

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Job Description

**Job title:** Vice Principal

**TLR:** L22 – L26

**Reporting to:** Principal

**Overall purpose of the post:**

* As a member of the Academy's Senior Leadership Team to play a major role under the overall direction of the Principal and Executive Principal in the leadership and management of the Academy, along with promoting and maintaining the academy's ethos and character including upholding the Christian values of the Trust.
* To ensure the highest standards of student achievement and development in accordance with the Trust's mission 'In partnership to educate, nurture and empower' and the curricular policies determined by the Trust Board and CEO.
* To deputise for the Principal at both short notice and over a longer term as necessary.

**Key responsibilities:**

* To provide dynamic and strategic leadership, clear direction and effective management of the Academy as a whole.
* To support and promote the agreed ethos, aims and expectations of the Academy.
* To support the development of a Strategic Plan with the Principal, Executive Principal, Senior Leadership Team, Governing Body and other stakeholders.
* To develop and deliver a vision of school improvement and, alongside the Principal, to lead the staff and Local Governing Body in reviewing and evaluating the effectiveness and consistency of the School Development Plan, Self-Evaluation Processes, policies and procedures.
* To play a key role in establishing a first class learning environment where well-being and positive relationships are at the core.
* To provide an excellent role model for colleagues and students conveying high professional standards of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Academy.
* To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
* To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
* To contribute to the formulation and monitoring of the implementation of post Ofsted Improvement Plans and other plans.
* To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

**This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.**

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**Key Tasks:**

***Educate***

Teaching & Learning

* To lead in establishing a highly effective learning environment. This involves:

o Securing and sustaining effective teaching and learning, creating a shared understanding of effective teaching and learning

o Supporting the development of the continuing professional development policy and programme (CPD) to support the needs of the Academy and the Academy's Improvement Plan, the development of individual teacher and departments.

* Leading and managing performance management across the school, using the process to develop teachers' professional effectiveness and guide the CPD programme
* To keep up to date with major developments and change in education and develop specific expertise as required.
* Encourage the creative use of ICT to support teaching and learning
* To support the monitoring of the quality of teaching and learning and student achievement in order to set and meet aspirational targets
* To collaborate with the Senior Leadership Team on innovations in teaching and learning including new technologies, ensuring outstanding teaching and learning and encouragement of innovation.
* To lead on support programmes for addressing less effective teaching.

Achievement/Progress

* To promote a culture of high expectations ensuring all students thrive, achieve success, become engaged in their own learning and are encouraged to develop both educationally and personally.
* To analyse progress data with relevant leaders, plan for and lead designated raising achievement interventions and strategies.
* Ensure the Academy identifies the needs of every student and that early intervention takes place as necessary.
* Ensure that provision for students with identified needs is regularly evaluated and developed as required
* Ensure the external requirements for reporting student progress and other data are met
* Ensure outcomes of Department Reviews and whole Academy reviews feed into setting the priorities for improvement of learning and progress

***Nurture***

* To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.
* TO ensure high standards of student care, well-being, safeguarding, behaviour and attendance.
* To foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development
* To support and uphold the Academy's policies on behaviour, attendance, discipline and bullying.
* To follow incident and conflict resolution procedures and undertake meetings with parents/carers where appropriate.

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***Empower***

* To develop, inspire and motivate effective teams in order to raise standards across the school. 
* To ensure equality of opportunity for all.
* To contribute to monitoring and leading departments in developing their Self-Evaluation Folder.
* To regularly review own practice, set personal SMART targets and take responsibility for own development and encourage colleagues to be similarly active in their personal and continuous professional development.
* To contribute to and lead on continuous professional development activities for colleagues and evaluate outcomes.
* To support the development of leadership across the Academy.

Students

* To ensure equality of opportunity for all
* Ensure a wide range of activities for students to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief
* To support the development of student leadership across the Academy.

***Partnership***

* To work with the Principal to initiate and develop external relationships in support of the Academy.
* To work to promote the positive image of the Academy in the wider community, including with the local community, business partners, Higher Education institutions and other external partners.
* To support the PTA and the Governing Body in their work with the Academy.
* To attend and advise meetings of the Governing Body and associated Committees as required.
* To liaise with outside agencies and take responsibility for official statistics and returns as appropriate.
* To organise and contribute to Academy events and support Academy functions.

**General Duties:**

* To safeguard and promote the welfare of young people and high standards of behaviour and attitude.
* To undertake any professional duties reasonably delegated by the Principal.
* To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy, leading by example.
* To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.
* To assist with recruitment and selection process, appointments and induction.
* To carry out supervisory duties in accordance with published schedules.
* TO take part in appropriate meetings and events with colleagues, parents/carers and governors.
* To contribute to the PHSCE programme as required.

***These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Local Governing Body and Trust may determine from time to time.***

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**Other duties:**

* To provide an excellent role model for colleagues and students, conveying a professional standard of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Trust.
* To undertake any professional duties reasonably delegated by the CEO/Executive Principal.
* To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
* To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
* To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

**Note:**

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the CEO/Executive Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers’ Pay and Conditions of Service document which is published annually.

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| I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Executive Principal. | |
| Name:  *(Please print)* | Signature: |
| Date: |  |

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| **VICE PRINCIPAL**  **PERSON SPECIFICATION CRITERIA** | | | | | | | |
| **Qualifications** | | **ESSENTIAL** | | | **DESIRABLE** | | |
| 1 | Qualified teacher status for England (or equivalent) | A | R |  |  |  |  |
| 2 | Relevant degree (or equivalent) | A | R |  |  |  |  |
| 3 | Recent, relevant professional learning and development | A | R |  |  |  |  |
| **Professional knowledge, skills and abilities** | | **ESSENTIAL** | | | **DESIRABLE** | | |
| 1 | Demonstrable success in raising standards and meeting challenging targets | A | R | I |  |  |  |
| 2 | Excellent oral and written communication skills with an ability to negotiate at all levels | A | R | I |  |  |  |
| 3 | Be E-confident and able to understand and sell the benefits of ICT and future technology in an education context | A | R | I |  |  |  |
| 4 | Ability to set appropriate targets for the improvement of Academy performance and how to establish, monitor and evaluate an action plan in relation to those targets | A | R | I |  |  |  |
| 5 | Ability to interpret and implement new legislation, polices and directives | A | R | I |  |  |  |
| 6 | Ability to analyse information from a wide variety of sources and solve complex problems | A | R | I |  |  |  |
| 7 | Ability to demonstrate sound leadership in managing transition between key stages for students across the Academy and with partner schools and academies | A | R | I |  |  |  |
| 8 | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines | A | R | I |  |  |  |
| 9 | Ability to provide clear educational vision and direction | A | R | I |  |  |  |
| 10 | Ability to work in partnership with senior leaders and governors | A | R | I |  |  |  |
| 11 | Ability to analyse and use pupil data on attainment and progress to raise standards | A | R | I |  |  |  |
| 12 | Secure knowledge of statutory requirements relating to curriculum and assessment | A | R | I |  |  |  |
| 13 | Knowledge and understanding of the OFSTED statutory inspection framework | A | I |  |  |  |  |



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| **Experience** | | **ESSENTIAL** | | | **DESIRABLE** | | |
| 1 | Evidence of sustained impact as an Assistant Principal/Deputy Head Teacher or senior education leader within the secondary sector | A | R | I |  |  |  |
| 2 | Experience of developing a highly exciting and innovative curriculum which is personalised to the needs of the whole student | A | R | I |  |  |  |
| 3 | Experience of managing, developing, inspiring and motivating staff | A | R | I |  |  |  |
| 4 | A proven track record of managing change quickly and effectively to deliver transformational and cultural improvements | A | R | I |  |  |  |
| 5 | Experience of presenting high quality, strategic information to Governors and supporting their role as a ‘critical friend’ | A | R | I |  |  |  |
| 6 | Experience of data analysis and the identification of where intervention is required to ensure that students of all levels of ability achieve their full potential and beyond | A | R | I |  |  |  |
| 7 | Successful experience of monitoring, evaluating and improving the quality of teaching and learning | A | R | I |  |  |  |
| 10 | Understanding of what excellence looks like within educational leadership, management, teaching and learning. | A | R | I |  |  |  |
| 11 | Evidence of successfully operating at both strategic and operational levels. | A | R | I |  |  |  |
| **Professional Attributes, Qualities and Values** | | **ESSENTIAL** | | | **DESIRABLE** | | |
| 1 | A willingness and ability to fully support the Christian character, ethos and values of the Trust | A | R | I |  |  |  |
| 2 | High personal standards of integrity and probity | A | I |  |  |  |  |
| 3 | Enthusiasm, vision, drive, adaptability and resilience | A | R | I |  |  |  |
| 4 | Be confident, positive and approachable | A | R | I |  |  |  |
| 5 | Be able to secure the loyalty and confidence of students, staff, parents/carers, Governors and others | A | R | I |  |  |  |
| 6 | Have consideration of the views of others | A | I |  |  |  |  |
| 7 | Advocate a sound educational philosophy with the ability to translate into practice | A | I |  |  |  |  |
| 8 | Ability to create a learning culture within the organisation which is recognised by staff, students, parents and carers | A | I |  |  |  |  |
| 9 | Commitment to personal development | A | I |  |  |  |  |



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| 10 | Be able to understand and develop your own emotional intelligence | A | I |  |  |  |  |
| 11 | Strong commitment to raising standards | A | I |  |  |  |  |
| 12 | Ability to remain positive and enthusiastic, including when under pressure | A | I |  |  |  |  |



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| **Additional Requirements** | | **ESSENTIAL** | | | **DESIRABLE** | | |
| 1 | Be willing to work outside normal hours | A | I |  |  |  |  |
| 2 | To be flexible in order to meet the demanding nature of this role | A | I |  |  |  |  |

**The criteria will be evidenced as indicated below:**

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

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