

Vice Principal

Leadership Scale: 19-23 (£69,022 - £76,122)

For September 2023

Application pack contents

- Welcome from the Principal, Natasha Whiles
- Information about the leadership team
- Advert
- Details of how to apply
- A job description
- A person specification

“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy. This exciting opportunity has arisen due to our current Vice Principal relocating to the coast.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. My team and I pride ourselves on making decisions from a position of integrity. As a parent myself, I strongly believe that if it is not good enough for my children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles
Principal

Information about the Leadership Team

The leadership team currently consists of a Principal, 2 Vice Principals, 1 Senior Assistant Principal, 4 Assistant Principals, 4 Associate Assistant Principals and a School Business Manager.

The Vice Principal will support the Principal in the strategic planning of the Academy. The specific duties of the post are based on the strength of the successful candidate.

The Leadership Team meets each week where we formulate policy, agree action and intervention and evaluate progress towards our strategic goals. We have open and honest discussions and hold each other to account in a supportive and professional manner. We act from an approach of recognising that we are 'people first, position second'.

The leadership team has direct line management responsibilities for middle leadership. As Vice Principal you will work closely with the Principal in order to provide leadership across all aspects of the Academy.

Job Advert

An amazing opportunity has arisen for an experienced Vice Principal to join the Grace family from September 2023. This exciting opportunity has arisen due to our current Vice Principal relocating to the coast. Your role is key in the future development and success of the Academy and we want a Vice Principal who is willing to make their mark. Our ideal candidate will be:

- Dynamic
- Positive
- Driven
- Team player
- Relentless in your approach to raising standards
- An excellent classroom practitioner
- Able to inspire and empower others

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day to day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

Our Academy is vibrant and friendly; our students are happy and caring; our staff are experts in their field. Together we work together to make Grace Academy a place where we can all excel.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

Our shared vision and values focus on all aspects of school life to help students achieve to the best of their ability. We aim to provide an engaging and rewarding work environment with a high expectation culture where all staff are valued and equipped to meet the challenges associated with high quality teaching and learning.

We offer:

- A friendly, innovative and exciting community in which to work.
- Excellent support for NQTs, NQT training, Middle Leadership training and access to Senior Leadership courses.
- Subject specialist network groups via the SWAN Alliance Teaching School, providing access to shared resources, latest thinking, challenge and support.
- Access to an internal market for promotions within the growing group of TLT academies.
- A vibrant learning environment where students are ready and focused on learning.
- Teachers' pension scheme and local government pension.
- Use the onsite gym and sporting facilities.
- Free lunch when on duty and refreshments in the staffroom to access throughout the day.
- Staff wellbeing/workload committees who help to support staff well-being and organise social events
- Access to our performance management system where a bespoke career development plan will be discussed to help progression and development.
- Free eye care vouchers.

- Free work laptop and use of up to date IT equipment.
- Plenty of on-site parking.

We are part of Tove Learning Trust which is a fast moving and exciting place to work. Teachers are supported by exemplary senior leaders and by a network of advisors. We have an outstanding Teaching School within the trust and can offer high quality professional development to support you at all stages of your career.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion with the Principal can be arranged via Sarah McAdam at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your **letter of application** with no more than **one side of A4**, plus your **application form** to Sarah McAdam at sarahmcadam@graceacademy.org.uk by **Friday 14th April 2023**.

Job Description

The job description defines the responsibilities of the post holder as being:

- Under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- To comply with “Health and Safety” at Work legislation
- All teaching staff must adhere to all aspects of the Teachers’ Professional Standards
- A commitment to ensure the effective implementation of the school’s Safeguarding and Child Protection Policy
- Job descriptions are subject to review and amendment

Responsible to: Principal

Working hours: This is a full-time post

Salary: L19-23

Purpose of the Role:

To provide professional vision and leadership for Grace Academy Coventry which secures its success and improvement, ensuring high quality education for all students and improved standards of learning and achievement.

General Duties and Responsibilities:

To meet the National standards of excellence for Headteachers, following the four ‘Excellence as Standard’ domains: Qualities and Knowledge; Pupils and staff; Systems and process; Self-improving school systems. You will have Line Management responsibilities for Assistant Principal(s), Curriculum Leader(s) and/or other support professionals as appropriate.

Main Duties:

Qualities and Knowledge

- Communicate compellingly the Academy’s vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Ensure that all members of staff are familiar with the Academy’s aims and objectives.
- Ensure effective communication/consultation as appropriate with the Academy’s pupils and their parents/carers.
- Liaise effectively and proactively with partner schools and other providers of education, higher education institutions, industry and other relevant external bodies.
- Contribute the Academy’s liaison and marketing activities to ensure a positive view of its work in the wider community.
- Lead development of links with partner schools and the community, by means of attendance where necessary at liaison events in partner schools and the effective promotion of the Academy.
- Lead by example – with integrity, creativity, resilience and clarity – drawing on your own scholarship, expertise and skills and that of those around you.
- Hold and articulate clear values and moral purpose, focused on providing a world-class education for

the pupils the Academy serves.

Pupils and Staff

Pupils

- Ensure the provision of a curriculum for all pupils matched to individual learning needs.
- Lead and manage the work of the Subject Leaders to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which effectively addresses priorities and is designed to deliver the stated intended outcomes of the School Development Plan.
- Be aware of wider curriculum developments and to be proactive in raising these as part of the Leadership Team.
- Provide a lead and encourage innovation in curriculum development by all teaching staff.
- Work with specified Subject Leaders to maintain accreditation with the relevant examination and validating bodies.

Staff

- Recruitment/Deployment of staff
- Work with other members of the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Monitor the efficient and effective deployment of teaching and support staff to meet the Academy's vision and aims.
- Undertake Performance Management Review(s) as required of teaching and support staff.
- Contribute to the interview process for staff posts when required and to work with Subject Leaders to ensure the effective induction of new staff in line with Academy procedures.
- Promote teamwork and to motivate staff to ensure effective working relationships.
- Supervise and lead staff to ensure the effective operation of staff duties.

Systems and Process

Operational/Strategic Planning:

- Line manage specified designated Subject Leaders.
- Oversee the implementation of Academy policies and procedures.
- Work with Subject Leaders to monitor the overall quality of the Academy's provision in meeting the needs of pupils.
- Ensure as part of the Leadership Team that the work done in the Academy fully reflects its distinctive ethos and mission.
- Ensure that Health and Safety policies and practices, including risk assessments, are in-line with national requirements and are updated where necessary.

Quality Assurance

- Ensure the effective operation and implementation of a calendar of Monitoring and Self Evaluation including lesson observation.
- Work with Subject Leaders to monitor and evaluate the work of subject areas, in line with agreed Academy procedures including evaluation against quality standards.

Management Information

- Analyse and evaluate pupil performance data.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Provide the Governing Body with relevant information relating to the Academy's performance and development.

Management of Resources

- Work with specified Subject Leaders and Business Manager to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Pastoral System

- Support the overall progress and personal development of pupils within the Academy, overseeing a specified year group.
- Contribute to and implement the Academy's policy on rewards and support.
- Monitor pupil behaviour at all times throughout the Academy and to work with duty staff as necessary.
- Act as a duty Headteacher in assigned periods.

The Self-Improving School System

Teaching:

- Contribute to the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- Contribute to the curriculum area, its Improvement Plan and implementation.
- Attend all appropriate meetings.
- Plan and prepare courses and lessons.
- Contribute to the whole school's planning activities.
- Teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual

students and groups of pupils.

- Undertake a designated programme of teaching.
- Ensure a high-quality learning experience for pupils.
- Maintain discipline in accordance with the Academy's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of pupils as requested by external examination bodies, subject area and Academy procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

Governing Body

- Attend Full Governors meetings as required.

Specific responsibilities for Leadership to be arranged after selection.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW TESTED?
QUALIFICATIONS: Education	<p>Qualified Teacher Status</p> <p>A first degree or equivalent</p>	Postgraduate qualification	Application Form
EXPERIENCE: Teaching	<p>Significant classroom teaching experience across the 11-18 range within a comprehensive school</p> <p>Significant middle leadership responsibilities</p> <p>Significant whole school responsibility</p>	<p>Experience of working in at least two 11-18 comprehensive schools</p> <p>Significant senior leadership responsibilities</p>	<p>Letter of Application</p> <p>Application Form</p> <p>References</p> <p>Interview days</p>
KNOWLEDGE:	<p>Knowledge of:</p> <p>Relevant legislation and guidance relating to working with and protecting children and young people</p> <p>How to plan strategically to bring about whole school improvement</p> <p>How a range of data can be used in the monitoring and evaluation of performance and in setting improvement targets, and in challenging underperformance</p> <p>The principles and practices of effective self-evaluation</p> <p>Effective strategies for promoting individual and team development. How performance management, CPD and sustained school improvement are linked.</p> <p>How new technologies can enhance pupil performance and organisational effectiveness</p>	<p>Knowledge of:</p> <p>New technologies, their use and impact</p> <p>The use of new and emerging technologies to support learning and teaching</p>	<p>Letter of Application</p> <p>Application Form</p> <p>References</p> <p>Interview days</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW TESTED?
<p>SKILLS AND PERSONAL CAPABILITIES:</p>	<p>Is able to:</p> <p>Think strategically and communicate a shared view of change and transformation</p> <p>Show imagination, creativity and vision</p> <p>Communicate effectively orally and in writing with a range of audiences</p> <p>Challenge and motivate others to aspire to and attain high standards</p> <p>Make decisions based on informed judgement</p> <p>Prioritise and organise their own work and that of others</p> <p>Is able to provide challenge motivation and recognition to others in the pursuit of high-quality provision and outcomes</p>		<p>Letter of Application Application Form References Interview days</p>
<p>PERSONAL QUALITIES:</p>	<p>Is committed to:</p> <p>The protection and safeguarding of children and young people</p>		<p>Letter of Application Application Form References Interview days</p>

	<p>The pursuit of the highest standards of provision and outcomes for learners</p> <p>The provision of an environment which places high value on continuous learning for all with the school community.</p> <p>Possesses:</p> <ul style="list-style-type: none"> * creativity * resilience * energy and drive * ambition * loyalty and integrity * a sense of humour 		
--	--	--	--

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