



Vice Principal Application Pack

Pool Hayes Academy,
Willenhall, West Midlands

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Willenhall, West Midlands



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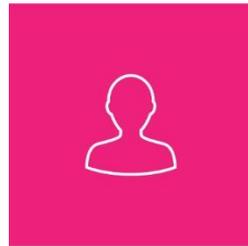
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Improving Education



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

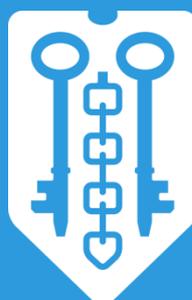
As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Pool Hayes Academy Information

Pool Hayes Academy is part of the Academy Transformation Trust family of academies.

At Pool Hayes we believe in working hard together to achieve our best in a supportive and safe environment.



**Pool Hayes
Academy**

Based in Willenhall, in the West Midlands, Pool Hayes Academy is an academy for 11-18 year old students that retains strong links within our local community and beyond.

The academy draws its pupils largely from the Willenhall area. We have experienced substantial growth in recent years and the academy is now a provider of choice in the area and is over-subscribed.

Academy Ethos

Our academy ethos is around developing successful, young adults who are also exceptional, community-minded citizens. RAPS stands for Responsibility – Aspiration – Perseverance – Success and these are the qualities that we seek to instil in your child throughout their time at our school and when they go out into the wider world.

The Pool Hayes Key to Learning

The Pool Hayes Key to Learning provides a consistent framework and common language to support students in securing effective learning and teachers in delivering effective teaching.

Outcomes and Ofsted

Student outcomes in 2019 saw a significant improvement in student progress and attainment. In 2018, the academy secured Good grades for Personal Development, Behaviour & Welfare and 16 to 19 Study programmes but there is still work to do to establish Pool Hayes Academy as a truly outstanding provider.

To find out more, please visit www.poolhayes.attrust.org.uk or call the academy to arrange a conversation with our Principal, Phillipa Harris.

03. Job Description



Vice Principal, Secondary Academy

As a member of the Senior Leadership Team (SLT) you will be delegated specific areas of responsibility that you will lead, whilst working collaboratively with other members of the SLT and all colleagues to deliver positive outcomes for students. It is vital that you have a strong pastoral background, and are committed to building strong relationships with students, staff, parents and external agencies.

key responsibilities are:

- > to embrace our vision
- > to establish a culture that promotes excellence, equality, high expectations and aspirations of all pupils in our care
- > to continue to develop a culture and systems which ensure that safeguarding and child protection are of the highest priority
- > to ensure that pupils are offered world class 21st Century learning opportunities
- > To ensure that the vision detailed in the education brief of the academy becomes and remains a reality
- > to continue to develop effective relationships with local schools, further and higher education establishments
- > to promote and maintain links with business, the community, families and the local environment
- > to collaborate and support the development of our family of academies.

Candidates must have substantial experience in a leadership position within secondary education and have QTS.

Specific Responsibilities

The Vice Principal will:

- > work collaboratively with us and other trust academies to enhance our network
- > establish a culture of high expectations and aspirations so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > continue to transform the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high-quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community.

Pupils

The Vice Principal will ensure that:

- > pupils are always engaged in safe and healthy educational activities in an environment that is rich and colourful and designed to promote enjoyment and excitement in learning
- > the progress of the academy's pupils is monitored and recorded in such a way that, at each stage of development, sufficient information is available to make the most accurate and appropriate decisions concerning individual pupils and thus provide them with personalised support
- > pupils receive efficient, effective and appropriate education according to their individual needs and abilities
- > agree challenging targets including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through faculty improvement plans
- > lead on the management of student disciplinary incidents, including making recommendations to the Principal regarding exclusions and facilitating the process of student re-integration
- > the academy's Behaviour Policy is implemented effectively.

Curriculum

The Vice Principal will ensure that:

- > there is a core curriculum that is broad and balanced
- > the academy takes account of local and national initiatives and policies relevant to teaching and learning
- > there is a commitment to promoting learning at every level and exploring the development of new strategies and techniques, including technologies
- > there is the use of the latest environmentally sound technology in all aspects of the work of the academy

03. Job Description

- > there is the development of an inclusive approach, which is supportive and reflects the core values of the academy, making it a place where all young people will feel welcome and where their individual needs will be met
- > there is an enquiry and active learning orientated curriculum to develop pupil self-worth, confidence and self-esteem
- > there is a curriculum model which is appropriate for all pupils.

Ethos

The Vice Principal will maintain:

- > our vision to aspire to create a learning community built and sustained by a culture of citizenship, respect, trust, honesty, well-being and financial independence
- > an environment where all members of the academy and its community actively demonstrate their care and concern for everyone and fulfil the requirements of our shared vision
- > high morale, with the Principal setting an example in terms of professional standards and leadership.

Staff

The Vice Principal will:

- > support all members of staff in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management and valuing each individual's contribution and responsibility
- > implement our policies, providing guidance, support and training to ensure all members of the academy's staff are held to account, thus ensuring a positive framework for staff development and achievement
- > ensure that there are clear procedures for recruitment and retention of staff and that these comply with 'best practice' and all legal requirements
- > ensure that staff are responsible for promoting and safeguarding the welfare of children for whom they are responsible or with whom they come into contact
- > ensure performance development is rigorous, links clearly to staff personal development and whole academy professional development

Finance and Resource Management

The Vice Principal will:

- > set a budget for the academy in partnership with us and the Local Governing Body, agreeing priorities for expenditure, allocating funds and ensuring effective administration and control, determining long term and short-term budgets
- > develop a culture for bidding for appropriate external funding
- > manage and organise both accommodation and resources efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations.

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Parents and Carers

The Vice Principal will:

- > ensure all parents and carers are given regular information about the progress of their children, the curriculum and other matters affecting the academy
- > encourage family involvement in, and support, for the academy, including access to any extended services, extra-curricular opportunities, homework and other educational visits
- > maintain a high profile within the local community, developing the academy as an integral part of the locality.

Other

The Vice Principal will:

- > maintain links with organisations representing staff
- > deputise for the Principal as necessary, and attend leadership meetings
- > liaise as necessary with other recognised bodies or agencies in the furtherance of the academy's needs or those of any child, employee, parent or carer.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post in addition to any duties as specified by statute.

04. Person Specification

Vice Principal, Secondary Academy



Key responsibilities

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > establish a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > continue to transform the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high-quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community.

	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none"> • Undergraduate Degree • QTS • Evidence of continuous professional development 	<ul style="list-style-type: none"> • Undergone safer recruitment training • Evidence of recent and relevant continuing professional development in leadership and management
Experience of	<ul style="list-style-type: none"> • Successful experience at Senior Leadership level within a school or academy • Recent experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results • Experience of leading and managing innovation and change • Experience of working with children with a variety of needs proven ability to build capacity through coaching, challenge and support 	<ul style="list-style-type: none"> • Experience at Vice Principal / Deputy Headship level
Safeguarding	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people • Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people 	<ul style="list-style-type: none"> • Holds training and qualification for 'designated child protection'

04. Person Specification

	<ul style="list-style-type: none"> • Will co-operate and work with relevant agencies to protect children 	
Shaping the future	<ul style="list-style-type: none"> • Can think strategically and build on a coherent vision for an inclusive academy • Can ensure creativity, innovation and use of appropriate technologies to ensure the academy 'achieves excellence' • Will ensure the vision, with the sponsor Academy Transformation Trust, is clearly articulated, shared and implemented in a range of compelling ways • Can motivate and enthuse all staff in the development of the academy • Can lead and respond effectively to change and challenge 	<ul style="list-style-type: none"> • Has had significant experience, within a secondary school / academy and bringing about effective school improvement
Leading, Learning and Teaching	<ul style="list-style-type: none"> • Demonstrates excellent understanding of the principles of effective teaching and learning in all phases • Has excellent and current knowledge of all curriculum requirements and can implement, monitor and support these effectively • Can articulate characteristics of outstanding teaching and learning for pupils of all abilities • Can take a strategic role in the development of new and emerging technologies to enhance and extend the learning of all students • Has a successful, proven track record of monitoring, evaluating and improving the quality of teaching and learning • Has an excellent understanding of assessment and how it can be used to improve pupil progress • Is committed to continuous learning for all members of the academy community including professional development 	<ul style="list-style-type: none"> • Has a track record of securing high standards and at least good progress for all pupils • Is an outstanding classroom practitioner within secondary education • Has a track record that demonstrates the very best quality of teaching and learning for all pupil groups including SEND and vulnerable pupils • Has a proven track record in setting challenging targets, monitoring and evaluating effectively to challenge poor performance and celebrate success
Developing self and working with others	<ul style="list-style-type: none"> • Can develop and maintain effective strategies and procedures for staff induction, professional development and performance review • Can ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities 	<ul style="list-style-type: none"> • Can demonstrate a proven track record of developing self within an educational context

04. Person Specification

	<ul style="list-style-type: none"> • Develop and maintain a culture of high expectation for self and for others • Review own practice, set personal targets and take responsibilities for personal development • Manage own workload and that of others to allow appropriate work/life balance. • Skilful and engaging leadership and political acumen for maintaining effective working relationships with parents, governors and other stakeholders • Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction 	
Managing the organisation	<ul style="list-style-type: none"> • Has the ability to articulate and communicate the vision and values that make the academy unique • Has the ability to secure high levels of engagement from staff which enable excellent pupil achievement 	<ul style="list-style-type: none"> • Has a proven track record in understanding and applying the principles of academy financial management and planning • Has a proven track record in demonstrating best value • Has the experience of recruiting, selecting and interviewing staff • Has the enthusiasm to take the academy forward through a process of change, development and on-going improvement which is based on critical evaluation, sound planning and challenging targets
Personal Characteristics	<ul style="list-style-type: none"> • Highly approachable, very grounded and makes sensible judgements • Significant personal presence; inspires confidence with a wide range of audiences • Relishes accountability and takes personal responsibility for their own actions • Excellent critical thinking skills; has intellectual curiosity and rigor • Able to build trust and mutual respect between pupils, families and staff • Strong interpersonal written and oral communication skills 	



05. How to apply

Pool Hayes Academy Willenhall, West Midlands

Salary:

£65,384.00 - £72,119.00 (L21 – L25)

Closing date:

Wednesday 16th October 2019, 12noon

Interviews:

Week beginning Monday 21st October 2019

Start Date:

January 2020

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please contact the academy on 01902 368147 or jayne.vecchio@poolhayes.attrust.org.uk

Applying

Please apply by visiting:

<https://www.academytransformationtrust.co.uk/vacancies>

*Transforming **education**:*
*Transforming **performance**:*
*Transforming **lives***