



Candidate Briefing Pack

Head of School (Vice Principal)





Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As at 1st January 2019, our Trust comprises 23 geographically organised academies (11 secondaries, 11 primaries and 1 special) educating over 15,000 students, and employing nearly 2,500 talented staff. We also have three further academies in development phase, due to open in September 2020. The Trust is establishing four 'clusters' of academies: North West Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training providers and a large teaching school.

The Halley Academy in South East London joined Leigh Academies Trust in January 2018. The academy's first year with LAT has been monumental and we now have a rare and truly exciting opportunity to appoint an experienced senior leader as Head of School (Vice Principal) for September 2019. This is a pivotal role in the school's future journey as our appointed leader will continue to build and evolve our unique and inspirational place of learning at The Halley Academy. Our ideal candidate will be an existing Vice/Deputy Principal with considerable experience of running a large secondary school. We are looking for an exceptionally talented leader who will use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE

CHIEF EXECUTIVE

Leigh Academies Trust

Principal Introduction



The Halley Academy has a long and illustrious heritage being the first purpose-built comprehensive in the UK in the 1950s. We became part of Leigh Academies Trust in early 2018, a highly successful multi-academy trust offering a wealth of opportunities to all of its staff and students to collaborate, develop and grow.

The Halley is a vibrant academy on an exciting journey of rapid improvement. We are a candidate school for the International Baccalaureate Career-related Programme in Post 16 and the IB Middle Years Programme in Key Stage 3. We are a diverse community where everyone is valued, respected and trusted, where we all work together to achieve and celebrate success. Students thrive within a culture of high aspiration, with no cap on ambition, building the skills to lead healthy, happy and successful lives.

Our dedicated staff are the most important factor in transforming lives and delivering the best outcomes for every student. Every colleague has access to a wide range of professional development opportunities, tailored to the individual depending on aspirations and key areas of interest. With the appointment of an exceptionally strong leader to the role of Head of School (Vice Principal) for September 2019, we will accelerate our improvement and continue to ensure strong foundations for future growth and success. Our successful candidate will have ample opportunity to work collaboratively with other academies and senior leaders within the Trust, as well as share resources that will ultimately benefit our students and the community that we serve.

This is a career-defining opportunity and we look forward to hearing from senior leaders who are ready for the next step.

John Dixon
Principal
The Halley Academy

Vacancy

Position:	Head of School (Vice Principal)
Location:	The Halley Academy
Responsible to:	Principal
Basis:	Permanent, full-time
Commencement:	September 2019
Salary:	Starting salary from £75k (negotiable based on experience) + performance bonus

As of September 2019, we have a rare leadership opportunity within a very successful, mid-size multi-academy trust. The Trust is seeking to appoint a highly effective senior leader to join us as the **Head of School (Vice Principal)** at The Halley Academy; the successful candidate will play a huge part in accelerating the development of the school into an outstanding provider of education.

Our successful candidate will be a talented and highly motivated leader with drive and commitment to excellence as well as strong interpersonal skills, and the ability to communicate to a range of stakeholders. You will be joining a supportive, committed and passionate team who work hard to ensure that all of our students achieve their potential. We are looking for an experienced professional who can demonstrate strategic leadership and excellent management, and a proven track record of success in raising standards, preferably in a non-selective setting.

This is an exciting time to join our leadership team. You will be expected to play a key role in developing the strategic vision for The Halley Academy whilst ensuring that our students develop their potential, achieve academic success and develop our core values.

The successful applicant will be a key member of the senior leadership team and will have significant autonomy in leading Franklin School, and will have management responsibilities for one or more faculty areas (this can be confirmed in due course depending on the successful candidate's specialisms). Candidates with particular expertise in delivering outstanding practice in **Teaching and Learning** are especially encouraged to apply. Subject teaching expertise in one or more of the EBacc subject areas is desirable, but not essential.

This post provides an outstanding career opportunity to be part of driving our academy forward and to play a critical role in the next phase of the academy's development.

We wish to hear from you if you are committed to changing our education world and are:

- an enthusiastic, energetic and ambitious school leader with a track record of success at secondary level;
- a motivational and inspirational leader with high expectations of staff;
- confident and able to communicate a clear vision for the school;
- able to develop children to reach their full potential regardless of background or circumstance;
- approachable and keen to work with staff across the Trust to ensure wide success;
- able to establish and develop excellent relationships with the community and other stakeholders.

What we can offer you

- a competitive salary;
- an exciting LAT career path with opportunities for further progression in the future;

- the opportunity to assist in leading a large, currently good academy to outstanding status supported by a dedicated academy leadership team;
- security and support on your journey from close collaboration with a small central executive and a larger group of talented principals to share best practice and innovation;
- development opportunities to work both within The Halley Academy and across the wider Trust;
- the opportunity to implement the Trust's 'small school' philosophy at The Halley Academy to drive further academic improvement.

Job Description

Role: Head of School (Vice Principal) - The Halley Academy
Reporting to: Principal

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Core Purpose

To assist the Principal in the development of the School within the academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values. To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress. To effectively promote the educational vision associated with the Leigh Academies Trust.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal may from time to time ask the post-holder to perform.

All Heads of School have responsibility for the academic outcomes of their small school (approx 350 students Years 7-11). Key emphasis is placed on knowing the students in the School and how best to support them. Each school has a leadership team that will be led by the Head of School. The successful candidate will be expected to create a School ethos that is individual reflective of the whole academy vision of "All that is necessary is the belief that by our doing our best we shall come nearer to success and that ...success is worth attaining" - Rosalind Franklin.

The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position is **Teaching and Learning**.

Key Responsibilities

Strategic

- Support the Principal in developing and communicating a clear strategic vision of how to develop the academy successfully to Outstanding
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the academy
- Lead on designated sections of the Academy Performance Agreement

- Support the development of effective, high performing teams across the Academy through the delivery of training and through coaching.
- Support the Principal in managing the academy effectively and ensuring the successful implementation of radical change, and deputise for her in her absence.
- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate

Learning and Teaching

- Work with the Principal in the strategic leadership for a key area of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policy and practice are at the highest standard
- Effective use of data with the academy to raise standards
- Regularly review and quality assure the student tracking systems across the academy
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors
- Oversee the quality of learning and teaching through regular reviews within the academy and, at least two designated Faculty Areas, intervening where necessary
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of vulnerable groups

Leading and Managing Staff

- Create a School ethos that fits with the academy vision
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behavior, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Promote the academy ethos in which the highest achievements are expected from all members of the Academy community
- Contribute to an effective and rigorous Performance Management process

Efficient and effective use of staff and resources

- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Principal and Director of Finance and Operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Principal in seeking to ensure adequate resources for the academy

Standards

- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Use assemblies to motivate and inspire students

Community

- To attend Governors' meetings, evening and special events
- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the Academy and its interface with community partners

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

Person Specification



We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

Essential	Desirable
Experience	
<ul style="list-style-type: none"> - Proven record of significant senior leadership achievement - Proven track record of raising standards - Experience of management of human and financial resources at senior level - Proven curriculum leadership - Successful establishment of links with the local community - Excellent track record as an effective innovator of education - Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs - Experience of developing student involvement in schools - Experience of working with parents - Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people - Experience of using performance management processes successfully to contribute to school improvement 	<ul style="list-style-type: none"> - Experience at deputy/assistant head level or equivalent - Experience of full 11 - 19 age range in a co-educational setting - Experience of leading in challenging circumstances - Subject teaching expertise in an EBacc subject area - Experience of leading highly effective whole school assessment systems. - Experience of working within a MAT - Experience of developing SEN at a strategic level
Education & Qualifications	
<ul style="list-style-type: none"> - Degree and teaching qualification - Qualified teacher status - Sustained record of professional development 	<ul style="list-style-type: none"> - Accredited post graduate study - Masters/MBA - NPQH
Leadership & Management	

<ul style="list-style-type: none"> - Positive attitude towards change - Extensive experience of developing staff, of team building and of developing student involvement in schools - In-depth knowledge and understanding of current educational priorities - Good understanding of the Ofsted framework and Self Review - An understanding Performance Management Setting and achieving ambitious and challenging goals and targets 	<ul style="list-style-type: none"> - Experience of working with a range of agencies - Experience of working with Governors - Experience of challenging 'satisfactory' performance
Skills	
<ul style="list-style-type: none"> - An Outstanding classroom teacher - Proven leadership skills including a range of leadership styles as required - Effective behaviour management - Strategic management, resource management, development planning & personnel management - Effective interpretation, analysis and use of data - Well developed coaching and mentoring skills - Well developed interpersonal and communication skills (including written, oral and presentation) - Wide experience of managing change, leading innovations and meeting challenges successfully - Effective ICT Skills 	<ul style="list-style-type: none"> - Experience of leading staff development in own/ other schools and settings - Advanced skills in one or more areas
Attributes	
<ul style="list-style-type: none"> - Presence, drive and a passion to raise standards for all in the pursuit of excellence - Shared vision with sponsor - Ability to both lead and be a member of a team - Strong solution focused approaches to problem solving - Energetic, resilient, empathetic - Able to develop and maintain good relationships with staff, parents, students, governors and the community - Commitment to continuous improvement - Ability to plan and prioritise - Attention to detail - Innovative and self reflective - Able to deal sensitively with students, parents and staff to resolve conflicts - Stay calm under pressure - Retain a sense of proportion and good humour 	<ul style="list-style-type: none"> - Experience of leading change in challenging circumstances

Application Process

Naturally, we are seeking to appoint the best possible candidates and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

Suitable and interested candidates are able to discuss the role with the Principal, John Dixon, by arranging a telephone call or a visit. To schedule an appointment please contact Pam Morey, PA, on pamela.morey@thehalleyacademy.org.uk or 0208 516 7977, ext 233. To submit an application in full, please do so online via the following link;

[Head of School \(The Halley Academy\) - Online Application](#)

The closing date for applications is Wednesday 20th March 2019 at 12 noon. Interviews and assessment activities will take place on Monday 25th and Tuesday 26th March 2019. If you have any queries on any aspect of the application process or need additional information please contact Olivia Couzins (Head of Recruitment and Talent Management) on 01634 412 240 or olivia.couzins@latrust.org.uk