#####

**SELBY HIGH SCHOOL**

**SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE**



**Recruitment Information Pack**

**Vice Principal**

**March, 2022**

**www.selbyhigh.co.uk**

**Learning today, leading tomorrow**

**A caring school at the heart of the community**

**Aspiration for all**

Contents

 [0](#_Toc97800112)

[Welcome 2](#_Toc97800113)

[Selby 4](#_Toc97800114)

[Living in North Yorkshire 5](#_Toc97800115)

[Disclosure 5](#_Toc97800116)

[How to apply 5](#_Toc97800117)

[JOB DESCRIPTION 6](#_Toc97800118)

[Overall Purpose of the Post 6](#_Toc97800119)

[Specific Leadership Responsibilities 6](#_Toc97800120)

[Line Management of: 6](#_Toc97800121)

[All members of the senior leadership team will: 6](#_Toc97800122)

[Teaching Responsibilities 7](#_Toc97800123)

[Safeguarding 7](#_Toc97800124)

[Data Protection 7](#_Toc97800125)

[Other 7](#_Toc97800126)

[Person Specification 8](#_Toc97800127)

# Welcome

Dear Candidate,

Thank you for your interest in the post of Vice Principal, Student Outcomes at Selby High School. This is an exciting opportunity to join our senior leadership team, as we continue to move the school forward following the pandemic and launch our new three-year strategic plan to support our vision of excellence for all. First and foremost, we are looking for an inspirational school leader, with a clear strategic vision, and the ability to support and develop staff and students.   You will be able to provide substantial evidence of leadership of strategies that have made a difference, especially for disadvantaged students, and have a strong belief in the power of education to change lives.

In return, we offer you the chance to join a welcoming school community and a forward thinking and proactive leadership team, alongside a comprehensive induction programme and continual professional development. As a teacher and leader at Selby High School, we will provide you with excellent training opportunities, and encourage you to have high aspirations for your future career, including supporting you on the next steps to headship.

Selby High School is an ambitious, forward looking, and successful 11-16 secondary school located in North Yorkshire and rated ‘good’ in our last inspection. Our vision of “embracing diversity, unlocking potential, inspiring learning” is central to everything we do. We are proud of our school and the opportunities it provides for both students and staff. Our ambition is excellence for all through encouragement, teamwork, and mutual respect and we aim to create an environment where we all understand that by supporting each other and working together, we achieve more.

We are a learning community who embrace opportunities for all our learners by securing high quality learning and teaching, and our new Vice Principal will be an excellent classroom teacher with a strong knowledge and understanding of curriculum development. We aim for all our students to achieve their full potential, both as students at Selby High School, and as considerate global citizens of the future. We always aim to be the best we can be; nothing less will do.

Selby High School is a great place to work. Please, just take a little time to look at the whole school twitter feed [https://twitter.com/SelbyHigh](https://twitter.com/SelbyHigh%20) to see some of the opportunities of the school. If you have a little longer to spend, our school website at <http://www.selbyhigh.n-yorks.sch.uk/> gives a real insight into the character of our school.

This information pack contains the Job Description and Person Specification, together with some background information about the role and the school. We hope this gives you a feel for Selby High School. If you wish to visit prior to putting in your application, then you would be most welcome. I look forward to receiving your application.

With all best wishes.

Yours faithfully



Nick Hinchliffe

Principal

**The Role**

We are seeking to appoint a new Vice Principal who will play a key role in supporting our school aim of achieving outstanding outcomes for all of our students.

We are looking for a senior leader who is excited and passionate about working with the staff and students of Selby High School. The role will focus on student outcomes, and will include the following responsibilities.

● Deputising for the Principal and Senior Vice Principal as necessary.

● Leadership of the school’s Pupil Premium strategy.

● Management of whole school data, and oversight of the school’s intervention strategy.

● Oversight of curriculum area action plans and monitoring documentation.

In addition, a range of other responsibilities will be agreed based on the successful candidate’s skills and interests and the needs of the leadership team.

We expect our senior leaders to be passionate about their subject areas, have a deep understanding of curriculum, and be able to model excellent teaching. There are great opportunities to work across a range of schools, including delivering on the NPQ professional development courses, through our partnership with the Selby and Wakefield Teaching Hub.

**Selby High School**

At Selby High School we pride ourselves on having a rich and diverse curriculum, which offers students at key stage 3 a broad and balanced experience, and which gives students at key stage 4 a wide range of options alongside a rigorous core. As well as our focus on academic success, our curriculum encourages the growth of our students as happy and engaged global citizens. Our Values Curriculum covers a wide variety of important issues and ideas, and is delivered through discrete Life Development lessons as well as in assemblies and Diversity Days.

We also believe in creating opportunities for students beyond the classroom, and all students in years 7, 8 and 9 take part in enrichment activities as part of their main timetable, in addition to being able to partake in a wide range of after school clubs and activities, which include sporting fixtures and an annual school production.

We have an excellent pastoral system, with non-teaching Year Managers in every year group. All members of the Senior team are expected to play a key role in supporting pastoral issues, and there is a very strong presence of senior staff around the building. We have a number of internal provisions- including the Bridge, the Key and the Hive- to help ensure that all of our students are able to access the support they need to have whilst enjoying a challenging and engaging curriculum.

We are lucky to have fantastic facilities at Selby High School, including superb sporting and performing arts facilities, state of the art computer suites and access to chromebooks across the school, and modern, well-equipped technology rooms.

The senior team comprises of a Senior Vice Principal, our School Business Manager, four Assistant Principals and our SENCO, and we also have an experienced Extended Leadership Team working on key areas within the school.

Although Selby High School is not part of an academy trust, we are a very outward looking school and play a key strategic role in a number of different groups. The Principal is chair of the Selby District Locality Board, and the school has a seat at the Strategic Board for the Selby and Wakefield Teaching Hub. In addition, we work closely with a group of schools providing school to school support in the Selby and York area. All of these partnerships provide excellent opportunities for wider school work for members of our senior leadership team.

**School Values**

**“Selby High School: Embracing Diversity; Unlocking Potential; Inspiring Learning”**

At Selby High School we have the highest expectations for ourselves and each other, in our studies, through our personal development as global citizens, and in our preparation for future pathways.

Our vision is excellence for all.

School Aims:

* To create a safe and inclusive school environment, where everybody feels like they belong.
* To deliver a rich and varied curriculum which is engaging, challenging and enjoyable.
* To offer an inspiring learning environment, with the highest quality teaching in all subjects.
* To ensure students take responsibility for their own learning and make the most of all opportunities provided.
* To encourage all students to take part in a wide range of activities, clubs, trips and visits.
* To place the physical and mental wellbeing of our students and staff at the heart of all we do and encourage healthy lifestyles.

We have a clear and consistent approach to behaviour at Selby High School, aimed at securing a safe, respectful community where all students are ready for their learning.  The three-way communication between school, parents/carers and students is essential to building the relationships that secure great attitudes to learning.  We build a positive, inclusive culture that celebrates students’ achievements and successes, supported by an engaging rewards system.

# Selby

Selby is a small market town situated 14 miles (22.5 km) south of the city of York, along the course of the River Ouse. It is dominated by the superb Abbey, founded in AD1069 by Benedict when he saw three swans on a lake in Selby which he interpreted as a sign of the Father, Son and Holy Ghost, resulting in the official crest of Selby Abbey, and subsequently, Selby High School.

Selby local government district has a population of 82,900. It is a fairly rural district with a population density well below the national average. Selby town, with a population of 24,680 is its only major settlement, with a population of more than 15,000.

Selby has a growing local economy with new housing and shops being built on the town's outskirts. The riverfront area is also being revamped with modern housing and flats which has brought population growth and enhanced demand for high quality educational places in recent years. Selby is ideally located to a whole variety of places, facilities and activities for culture, leisure, commerce and learning. There is a wide range and variety of housing and prices are below the national average.

The district of Selby is contained within both the Leeds City Region and the York, North Yorkshire and East Riding Enterprise Partnerships. The Leeds E.P. Strategic Economic Plan (2016-2036) describes Selby as follows:

“The district of Selby sits in on the eastern boundary of Leeds City Region within the county of North Yorkshire. Both the market town of Selby and the wider district are home to many highly skilled and paid employees, many of whom travel each day to Leeds, York and beyond. Its economy is characterised by manufacturing, distribution, construction and energy production; drawing its employees from the district’s market towns and villages, as well as neighbours including the East Riding, Wakefield and Doncaster.”

In terms of further education, Selby College is graded ‘good’ in all areas by Ofsted. It is a tertiary college providing the town`s sixth form as well as a small range of Higher Education courses, apprenticeship programmes and courses for adults. There is easy access to Leeds, Hull and York for Universities and it is to these centres that the majority of local, young HE entrants progress.

In short, Selby is a hidden gem, with both its own delights and very easy access to a diverse range of activities and experiences, for individuals and families of all ages.

# Living in North Yorkshire

North Yorkshire is England's largest county and one of the most rural. The area comprises the Yorkshire Dales and North York Moors, three Areas of Outstanding Natural Beauty, the Pennines and a stunning coastline around Scarborough and Whitby. The area hosted the phenomenal Tour de France in 2014, and due to its success has created the Tour de Yorkshire with global recognition. There are ruined castles and abbeys, serene gardens, unique breweries, thrilling rides and industrial heritage. Something for everyone!

North Yorkshire has plenty to offer the outdoor enthusiast. From the hard gritstone of Almscliff and Brimham Rocks to the limestone of Malham, Gordale and Kilnsey, climbing venues are in abundance. The Yorkshire Dales is the premier area for caving and for mountain biking; there are the bridleways of the Dales and North York Moors as well as the renowned trail centre at Dalby Forest. The Sustrans trail centres are all easily accessible for days and weekends away, as is the Lake District and the fells, crags and coast of Northumberland. There are a small number of sailing clubs on reservoirs around the county and fantastic surf sport venues and sea kayaking on the east coast.

While the county is rightly known for its wide-open spaces, it also incorporates attractive market towns including Pickering and Helmsley, traditional seaside towns, the Spa town of Harrogate and the ancient city of York - the most visited city outside of London. There are a wide range of shopping, leisure and cultural facilities as well as excellent schools, universities, road and rail links; there really is everything to offer you and your family as a place to work, live and enjoy!

Travelling further afield we have convenient connectivity, with close proximity to metropolitan cities of Leeds and Newcastle, with little over two hours commute on the main train line to London. We border the Lake District, Lancashire, County Durham, and Yorkshire & Humber regions with all they have to offer.

# Disclosure

All successful applicants are required to complete an enhanced DBS check and any offer of employment will be subject to satisfactory references and pre-employment vetting checks.

# How to apply

The deadline for this role is 4pm on Monday, 28th March, and interviews will take place on 4th and 5th April.

Visits can be organised by contacting the SLT PA, Caroline Airth on 01757 244833 or admin@selbyhigh.co.uk. If you decide to apply, and we do hope you will, please complete the application form. This should be returned by e-mail to Caroline Airth.

**Closing date:** 4pm on Monday, 28th March



# JOB DESCRIPTION

**GRADE:** L18-22

**RESPONSIBLE TO:** Principal

**POST:** Vice Principal, Student Outcomes

## Overall Purpose of the Post

* To provide professional leadership and management of identified strategic areas.
* To deputise for the Principal and Senior Vice Principal in their absence.
* To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

## Specific Leadership Responsibilities

* Leadership of the school’s Pupil Premium strategy.
* Management of whole school data, and oversight of the school’s intervention strategy.
* Oversight of curriculum area action plans and monitoring documentation.
* A range of other responsibilities based on the candidate’s skills and interests and the needs of the leadership team, to be agreed after successful appointment.

## Line Management of:

* To be agreed following appointment

## All members of the senior leadership team will:

* Embody the ethos and vision of the school.
* Support with the day to day leadership of high expectations through a strong presence on the corridors, and through being part of the rotas for on-call, senior drop-in, isolation support and duties, including lunch duty.
* Instil a strong sense of accountability in staff for the impact of their work on students’ outcomes.
* Contribute to the School Development Plan and School Self Evaluation as necessary.
* Enthusiastically engage with professional learning opportunities to promote own professional effectiveness.
* Ensure that information is collated in the relevant area of responsibility, such that the actions and impact of the work being carried out are easily demonstrated to all stakeholders, and any inspection teams.
* Attend Governors meetings where relevant, and build effective relationships with Link Governors.
* Take a key role in the development of effective policy and practice in relevant areas of responsibility.
* Support with the Attendance Management process for staff.
* Support with pastoral issues, including phoning and meeting with p,c,g as required, and being part of the suspension reintegration process.
* Act in a supportive capacity to colleagues, being available for advice, guidance and support.
* Deliver assemblies as part of the Assembly Rota.
* Support with the organisation of key events (eg Open Evening, Activities Week) as directed by the Principal.
* Support with the development of the Curriculum- including the Values Curriculum- as required.
* Be responsible for the maintenance of relevant policies and procedural documents;
* Undertake any other reasonable activity as directed by the Principal in line with responsibility.

## Teaching Responsibilities

To fulfil and maintain the Teaching Standards by:

* Demonstrating consistently high standards of personal and professional conduct;
* Setting high expectations which inspire, motivate and challenge students;
* Demonstrating good subject and curriculum knowledge;
* Planning and teaching well-structured lessons to a range of age groups an abilities, ensuring that all students make outstanding progress;
* Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
* Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
* Fulfilling wider professional responsibilities by contributing to department and whole academy improvement;
* Communication and consulting effectively with relevant stakeholders.

## Safeguarding

* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
* Have awareness and basic knowledge, where appropriate, of the most recent legislation.
* Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.
* Make considered judgements about how to act to safeguard and promote a child or young person’s welfare.

## Data Protection

* Comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

## Other

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Criteria** |
| **Leadership** | Versatility and flexibility in terms of one’s own leadership style. To be aware of different management styles and in which circumstances it is appropriate to adopt an alternative approach.Experience of a significant leadership role within a school.An educational vision aligned with the school’s high aspirations and high expectations of themselves and others.Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance. | Evidence of preparation for senior leadership through a training course such as the NPQSL. | http://www.networkingkit.co.uk/images/account-application-icon.png |
| **Teaching Experience** | Experience of KS3 and KS4 teachingEvidence of achieving excellent results with key stage 4 classes. | Teaching across the ability range, including mixed ability teaching.Ability to challenge the more able.Ability to work with lower prior attaining students | http://www.networkingkit.co.uk/images/account-application-icon.pngC:\Users\stuartal\Google Drive\My Pictures\New folder\Reference.png |
| **Qualifications** | Qualified teacher status and a recognised degree or equivalent appropriate to the subject.Evidence of CPD | Additional relevant qualifications and/or experience. | http://www.networkingkit.co.uk/images/account-application-icon.png |
| **Skills & Knowledge** | Strong interpersonal, written and oral communication skills. Strong organisational skills: Strategic thinking.Confident and effective presentational skills during public speaking including delivering excellent assemblies and open evenings. Excellent understanding of how to structure an effective curriculum.Knowledge of the major current education initiatives.Awareness of the needs of students with different learning skills and abilities. Good ICT skills.React to data about students and respond through different teaching strategies..Ability to make high quality reasoned decisions based on available information.Clear expectations of student behaviour and discipline.Resilience and the ability to deal with, at times, larger volumes of work | Experience of teaching aspects of PSHE (which we cover through our Life Development lessons.)Evidence of keeping up to date with educational thinking and knowledge.Willingness to do extra-curricular activities.Involvement in extra-curricular activities related to this subject area or the wider school community. |  |
| **Personal Qualities** | Strategic thinking.Reliability and punctuality.Initiative.Ability to work consistently with the policies and procedures of the school.Commitment to succeed and to see others succeed. Commitment to further development of self and others.Ability to work well with colleagues.An enthusiastic, positive, encouraging classroom presence. | Sense of humour, resilience and resourcefulness.Imagination, innovation and initiative. | C:\Users\stuartal\Google Drive\My Pictures\New folder\Reference.png |
| **Health** | Good general health.Good attendance. |  | C:\Users\stuartal\Google Drive\My Pictures\New folder\Reference.pnghttp://www.networkingkit.co.uk/images/account-application-icon.png |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Application*** | ***Reference*** | ***Lesson*** | ***Interview*** |  |  |
|  | C:\Users\stuartal\Google Drive\My Pictures\New folder\Reference.png |  |  |  |  |