



Assistant Vice Principal
INFORMATION PACK FOR CANDIDATES

April 2021

Dear Applicant

Assistant Vice Principal: Oasis Academy John Williams

Thank you for your interest in the position of Assistant Vice Principal at Oasis Academy John Williams. The successful applicant will join our Senior Leadership Team, which consists of myself as Executive Principal, a Vice Principal and 2 Assistant Vice Principals. One of our current Assistant Vice Principals has recently secured career progression, hence this opportunity arises.

Oasis Academy John Williams is a thriving secondary school located in Hengrove, South Bristol. We are at capacity in every year group, and are proud of the work we do in serving our young people and community. There are currently three Oasis secondary academies in Bristol (John Williams, Brislington & Brightstowe) with two further secondaries opening in the near future. Our local family of schools continues to grow, and forms part of the South West Region of Oasis Community Learning (OCL). OCL is a Multi-Academy Trust comprising 52 academies, working across England in five regions. As part of OCL, we enjoy the benefits that being part of a wider family of schools brings, both at a national and regional level.

Every day we work hard to provide an exceptional education for our young people, not only equipping them with the educational currency to realise their dreams and ambitions, but equally importantly, developing the skills, attributes and characteristics to thrive in life. In working to realise our ambitions, our ethos and values lie at the heart of all that we do, which put simply are:

1. A passion to include everyone
2. A desire to treat everyone equally, respecting differences
3. A commitment to healthy and open relationships
4. A deep sense of hope that things can change and be transformed
5. A sense of perseverance to keep going for the long haul

This important role is central to the development of Teaching and Learning at OAJW, and as such we are seeking to appoint someone with a track record of developing Teaching and Learning at a departmental or whole school level. We are looking for someone who balances proven expertise with a reflective and thoughtful approach, who is committed to learning and enjoys engaging with wider research and reading. You will be able to take complex concepts and ideas and distil them into rigorous implementation plans; you will also enjoy engaging in meaningful discussion and be focused on impact.

I am genuinely excited by the opportunity this role presents. As you make your decision about whether to apply for this position, I would be delighted to welcome you to visit John Williams in person, or indeed to have an informal telephone conversation about the role. School visits and telephone calls will be hosted during the week of 26 April, with the deadline for receipt of applications being 12.00pm, Wednesday 5 May. If you wish to arrange a visit or a call please contact Claire Warren via email (hr@oasisjohnwilliams.org), leaving a contact number and we will be in touch to schedule visit/call dates and times.

Shortlisting will take place by Friday 7 May, with interviews being held during the week of 10 May.

Thank you for taking the time to consider this position, and I look forward to hearing from you, or receiving your application in due course!

Warm regards

A handwritten signature in black ink, appearing to read 'V. Boomer-Clark', written in a cursive style.

Victoria Boomer-Clark
Executive Principal
Oasis Academy John Williams & Oasis Academy South Bristol (Opening 2023)



Assistant Vice Principal

Job Description

Location:	Oasis Academy John Williams, Bristol	Salary:	L12-16
Working pattern	Full time, permanent	Disclosure Level:	Enhanced

Job Purpose:

- To ensure that every student's entitlement to excellent provision is met by providing high quality strategic leadership and operational management.
- To work as part of a team to ensure excellent professional development for all members of staff.

Strategic Responsibilities:

- To lead and contribute to the strategy around the development of teaching and effective learning.
- To work as part of the Senior Leadership Team, influencing and driving the continual improvement of the Academy.
- To make a significant contribution to raising standards of achievement for learners of all ages and abilities, supporting them to thrive in learning and life, and inspiring them to be the best that they can be.
- To contribute to the design, development and implementation of effective and efficient systems and processes which make a sustained contribution to the Academy's day to day operations.
- To contribute to the development and implementation of our strategic priorities, development plan and self-evaluation.
- To act as principal policy advisor to the Senior Leadership Team on all matters relating to your strategic priorities.

Key Relationships

- Staff, students and parents/carers at OAJW.
- Colleagues from across the Oasis network, including the National Education Team.

Specific Responsibilities as a member of SLT:

- To support colleagues to achieve their best, prioritising streamlined approaches to working at all levels and within all roles, so as to promote time effectiveness, efficiency and positive impact.
- To deliver lessons which are at a consistently high standard, acting as a role model for both teaching and support staff.
- To develop positive relationships with students, staff and parents, acting with integrity and consistency throughout.
- Providing high quality challenge and support, together with mentoring and coaching, to colleagues on the staff team.
- Establishing plans and monitoring the quality assurance procedures for key aspects of the Academy's work.
- Providing high quality line management to Middle Leaders so that:
 - Teams are well managed and deployed.
 - All students with challenging behaviour are successfully engaged in learning.
 - All groups of learners reach high levels of achievement.

- Ensuring the accuracy of the evidence base from which the following are derived: the Academy Development Plan, the Academy Self Evaluation Form, reports to stakeholders, statistical returns at Board level and to the DfE.
- Maintaining high levels of staff and student morale and motivation, securing their commitment to the aims, objectives and priorities of the Academy.
- Undertaking any other professional duties of the Executive Principal which are reasonably delegated to him/her by the Principal.

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree qualification in relevant subject area
Experience	<ul style="list-style-type: none"> • Successful leadership experience in at least one secondary school • A proven track record of developing positive and productive relationships with young people and adults • Evidence of personal impact on student outcomes, achieved through consistently good teaching • Evidence of being able to initiate and manage change • Effective Line Management experience
Personal Skills & Attributes	<ul style="list-style-type: none"> • A genuine commitment to working with young people, and a desire to support them to thrive in learning and life • A high level of personal and professional integrity • A willingness to be both a giver and a receiver of feedback • A highly organised individual who can effectively prioritise tasks and use time efficiently • Flexibility, adaptability, resilience and a willingness to be involved with Academy life beyond formal lessons • The ability to bring simplicity to complex scenarios, communicating key messages effectively to a wide range of audiences • Enjoys engaging with wider reading and research related to education and learning • A commitment to continual personal learning and development • The ability to work effectively as part of a team



I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the eeach online application form and submit using the eeach portal.

If you would like to complete an Oasis application form please visit our website where you will be able to download a copy. When completed please submit your application to the following email address hr@osisjohnwilliams.org

The closing deadline for applications is no later than **noon on Wednesday 5 May 2021**

Visits will be available upon request: **Week commencing 26 April 2021**

Shortlisting: **Friday 7 May 2021**

Interviews week commencing: **10 May 2021**

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing **w/c 10 May 2021**. If you have not been invited to attend by **13 May 2021** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyjohnwilliams.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.