



Senior Vice Principal (Teaching and Learning)

Job Description & Person Specification

Salary: L16-23

Starting date: 1 September 2024

Closing date for applications: 24 April 2024

Interviews: 29 and 30 April 2024

Senior Vice Principal (Teaching and Learning)

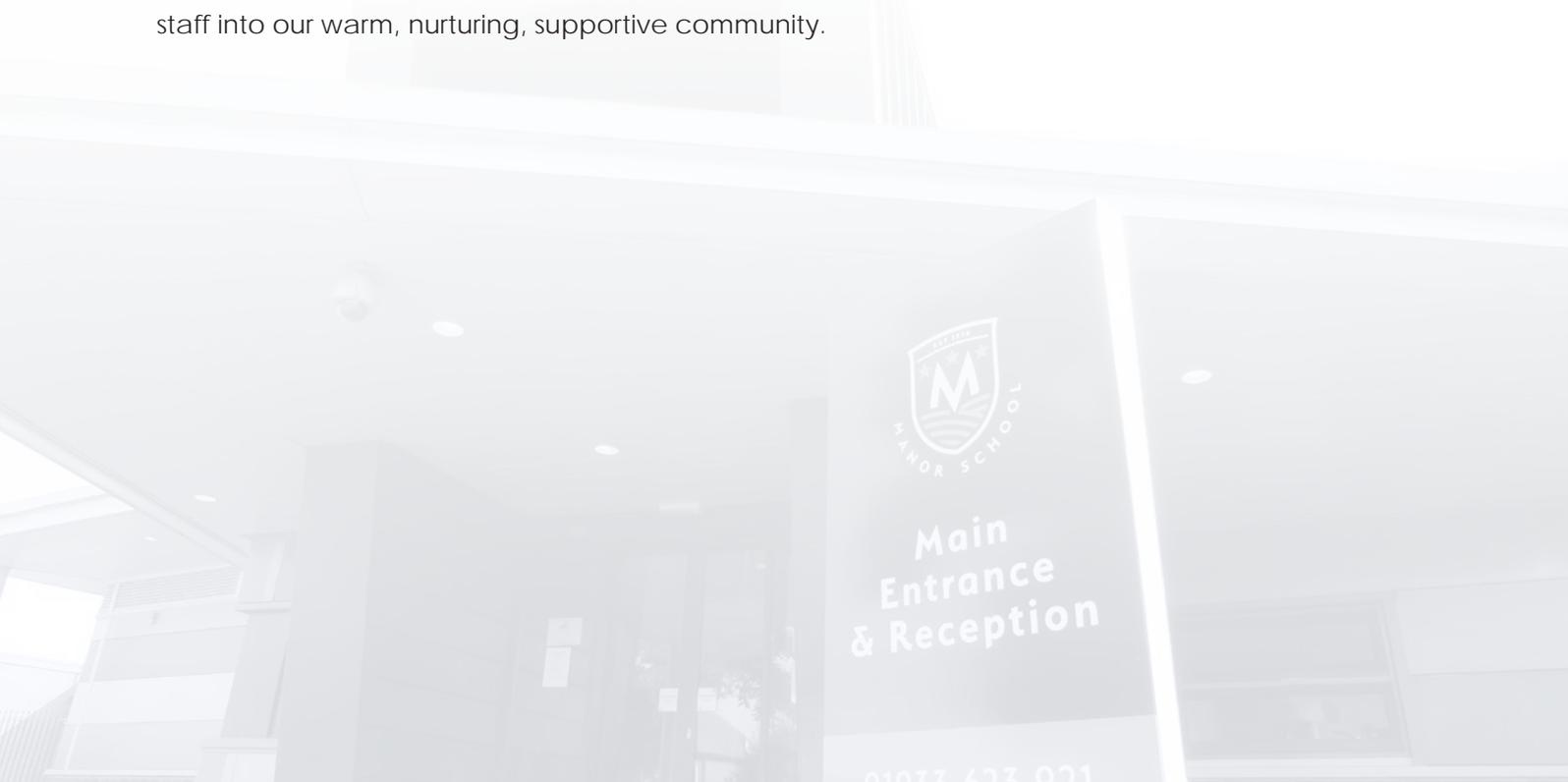
At Manor School we are striving to be a beacon of excellence at the heart of the community. We believe that our staff are our greatest asset and we invest in them by putting their wellbeing at the centre of all that we do. We support all of our staff with their career pathways by offering world class, nationally recognised, bespoke CPD. We are strategic partners of Northants Teaching School Hub, deliver and support National Professional Qualifications and are outward facing, forming collaborative partnerships with other Trusts.

We are looking to appoint a colleague who has a proven track record of working successfully leading Teaching and Learning whole school. We want to work with a colleague who shares our passionate belief that all children deserve the very best education and opportunities and can achieve their dreams.

The role requires a highly focussed individual who has sophisticated understanding and successful implementation of contemporary research-based best practice in teaching and learning. Alongside this you will have an unwavering passion for making a difference for our students, our academy and the local community. This is a challenging role that will bring many rewards, including opportunities to have an impact on professional communities across the wide trust.

We are looking to appoint a dynamic and visionary professional to join our Senior Leadership Team. Someone who can make their own mark. We are excited to offer this role which has come available due to an expansion of the Senior Leadership Team and embodies our commitment to the success of our students.

At Manor School we are more than a school; we are a family. We look forward to welcoming new staff into our warm, nurturing, supportive community.



Job Description

The current School Teachers' Pay and Conditions Document and the DfE standards for teachers apply to this post. Nene Education Trust (NET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Core purpose

In addition to those professional responsibilities common to all classroom teachers of the academy, the Vice Principal will be a member of the leadership group and play a full part in the management of the academy. Specific responsibilities will be detailed separately.



1. Accountability for strategic leadership and operational management of aspects of the AIP (Academy Improvement Plan) and whole areas of responsibility

- Driving development and change in areas of responsibility
- Building capacity within areas of responsibility to deliver and sustain high quality outcomes
- Leading others and evaluating performance to identify and implement priorities to raise standards and make an impact on the educational progress of all students
- Being accountable for the management of funding or budgets related to areas of responsibility
- Being accountable for the continuing effective work of all staff for whom the post holder is responsible
- Reporting to the Principal and governors regularly and to attend governor meetings as required
- Ensure that statutory expectations are adhered to within areas of responsibility i.e. admissions, safeguarding

2. Significant contribution to the collaborative work of the Leadership Group

- Leading, with other members of the SLT, teaching and learning across the of the academy
- Contributing at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, financial administration, staffing and other matters
- Modelling the ethos and vision of the academy
- Leading whole school assemblies and training
- Making a significant contribution to the academy SEF and lead on and be accountable for areas of responsibility during internal and external quality assurance
- Deputise for the Principal in their absence
- Undertaking new tasks and personal development within the leadership group as preparation for a Principal role
- Ensuring creativity, innovation and other transformational activities to raise standards in all areas
- Developing professional communities across the trust and with partner trusts
- Once established in post, leading on teaching and learning across the whole trust



3. Accountability for leading and line managing other staff

- Leading, developing and enhancing the teaching practice of others
- Ensuring that all students have equality of opportunity and can work to their best
- Coaching and supporting leadership and management development
- Monitoring and reviewing the work of year teams and specific curriculum areas
- In collaboration, developing systems, procedures and specific actions in response to identified needs
- Ensuring that the self-review of line management areas is consistent, systematic and sustained

4. Accountability for delivering a range of other academy responsibilities

- Undertake specific, significant roles in the leadership and management of the academy
- Develop, organise and hold colleagues to account in their roles at all levels
- Ensure that the management of the school through these designated roles is efficient and effective
- Developing and promoting policies and procedures that ensure the academy's distinctive ethos is reflected in all learning activities
- On occasions undertake bespoke project, development or leadership work across the Trust
- Promoting the academy's ethos and culture to the broader community and beyond
- Other duties that might reasonably be required of a Vice Principal as directed by the Principal



Person Specification

Source key:

A = application I = interview R = reference

Selection criteria	Essential	Desirable	Source
Qualifications			
Qualified Teacher Status	✓		A
Good Honours Degree	✓		A
Evidence of further professional study e.g. MA NPOH/SL		✓	A
Experience - the successful candidate will have:			
School experience in more than one school	✓		A
At least 3 years' experience at senior leadership level	✓		A
Understanding of key educational issues / change, combined with the ability to lead and co-ordinate their effective implementation	✓		A I R
Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement			A I R
A record of sustained progress in learning with improved outcomes for students including SEND and disadvantaged students	✓	✓	A
Successful line management of key areas of responsibility and holding others to account	✓	✓	A
Experience of developing quality assurance programmes and evidence of successful outcomes	✓		A
Experience of effectively working with others including parents, Governors and external agencies	✓		A
Experience as an outstanding teacher	✓		A I R
Experience of successful school to school support	✓		A I
Experience of budget setting	✓		A I
Experience of HR Management		✓	A I
Knowledge of whole-school budget management		✓	A I



Selection criteria	Essential	Desirable	Source
Strategic Leadership - the successful candidate will have:			
Ability to provide clear educational vision and direction with a focus on Quality of Education	✓		A I
Ability to inspire and motivate all stakeholders	✓		A I R
Evidence of developing effective strategies to improve Quality of Education	✓		A I R
High level of involvement with school improvement planning	✓		A I R
High level involvement in monitoring and evaluation procedures leading to clear impact	✓	✓	A I R
Ability to work in partnership with senior leaders and governors	✓	✓	A I R
Ability to set challenging targets for children and staff	✓		A I R
Ability to analyse and use student data on attainment and progress to raise standards	✓		A I
Secure knowledge of the Ofsted Framework	✓		A I
Understand and apply the principles of effective teaching and learning	✓		A I R
Use of assessment data management systems to improve standards	✓		A I R
Successful experience of integrating British Values into school life	✓		A I
Leading Teaching and Learning - the successful candidate will have:			
Successful experience of monitoring, evaluating and improving the quality of teaching and learning	✓		A I R
Understanding the role and impact of assessment in children's learning	✓		A I R
Secure knowledge of statutory requirements relating to curriculum and assessment	✓		A I
Experience of leading curriculum innovation	✓		A I R
Successful experience of developing effective learning behaviours	✓		A I



Selection criteria	Essential	Desirable	Source
Leading and managing staff - the successful candidate will have:			
Ability to lead, manage and motivate across the school community	✓		A I
Ability to establish positive working relationships	✓		A I R
Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams	✓		A I R
Successful experience of identifying the need for, and leading, in-service training	✓		A I
Significant experience of taking a lead role in performance management of staff including leading lesson observations	✓	✓	A I
Experience of dealing with staff when performance gives cause for concern	✓	✓	A I
Experience of working with governors	✓		A I R
Managing resources - the successful candidate will have:			
Successful experience of managing budgets		✓	A I R
Ability to manage, monitor and review available resources, ensuring value for money	✓		A
Budgetary management at whole-school level		✓	A
Experience of recruiting and deploying staff		✓	A
Successful experience of developing effective learning behaviours	✓		A I



Selection criteria	Essential	Desirable	Source
Knowledge and skills - the successful candidate will have:			
Highly successful classroom practitioner, including evidence of high level student achievement and consistent outstanding teaching over time	✓		A I R
Excellent team player – to lead by example and provide support and challenge to others	✓		A I
Ability to think and act strategically at whole school level	✓		A I R
Clear vision for raising standards	✓		A I R
Ability to analyse and use information to drive school improvement	✓		A I R
Skilled at working with people with the ability to inspire and motivate others	✓		A I
Ability to challenge, influence and motivate others	✓		A I
Excellent problem solving skills	✓		A I
Outstanding presentation and communication skills	✓		A I
Ability to complete tasks to a high standard with attention to detail	✓		A I
Readiness to identify and respond to new challenges with good judgement	✓		A I
Evidence of project management		✓	A I
Experienced coach		✓	A I
Evidence of the innovative deployment of technology in improving learning outcomes		✓	A I
Evidence of coordinating effective CPD programmes	✓		A I
Attitudes - the successful candidate must have and be able to demonstrate:			
Commitment to equal opportunities	✓		A I
Clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues	✓		I
Committed to high quality in all aspects of their work	✓		I
Understand and practice the principles of change management	✓		I
Collaborative approach to partnership working	✓		I
Deep understanding of school systems, data tracking for students, development, planning and implementation	✓		A I
Ability to maintain strong relationships with Governors and parents	✓		I R
Experience of working with a range of community partners		✓	A R

Selection criteria	Essential	Desirable	Source
Personal qualities - the successful candidate must have and be able to demonstrate:			
Strong commitment to the values and ethos of the school	✓		A I
Strong commitment to raising standards	✓		A I
Positive, professional role model for staff and students, with high expectations	✓		A I
High expectations of self and others	✓		A I
Dedication to school improvement	✓		A I
Effective self-manager and independent worker, who can prioritise and adapt as required with the capacity to work well under pressure	✓		A I
Ability to remain positive and enthusiastic, including when working under pressure	✓		A I
Decisive, fair, consistent and focused on solutions	✓		A I
Reliable, honest and trustworthy, demonstrating the highest professional standards	✓		A I
Enthusiastic and hard-working	✓		A I
Able to demonstrate resilience and perseverance	✓		A I
Reflective and self-evaluative	✓		A I
Flexible and adaptable to suit the school's needs	✓		A I
Creative and innovative	✓		A I
Excellent listener and communicator	✓		A I
Able to maintain focus and perspective at all times	✓		A I
A passion for helping young people develop, learn and achieve their best	✓		A I
Empathy with children	✓		A I



How to apply

Before you apply, please come and visit us. We are friendly and welcoming, and our students will show you why it is so great to be part of the Manor School family.

To arrange a visit or phone call with the Principal, please email Natalie Bannard, Executive Assistant, on nbannard@manor.school or call 01933 623921.

As part of your application, please provide a written letter addressed to the Principal (of no more than 1,300 words) detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

**For more information about our school, please visit our website:
www.manor.school**

**To apply for this position, please visit the Trust's website:
www.neneeducationtrust.org.uk**

Nene Education Trust and Manor School are committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment. All shortlisted candidates will be subject to an online search as part of our due diligence process.

Any offer of employment will be subject to DBS and Right to Work checks.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.





www.manor.school

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Nene Education Trust