



Recruitment Pack

Vice Principal

Closing Date: Thursday 5th October 2023 at 9:00am

Interviews: To be confirmed

JOB REFERENCE NUMBER: 000003

A Message from the Chief Executive Alpha Academies Trust

Dear Applicant,

Thank you for downloading this application pack and for your interest in becoming an Vice Principal – Primary, for The Alpha Academies Trust in Stoke-on-Trent.

Our Trust currently consists of five academies:

The Discovery Academy - Age 11 -16

The Excel Academy - Age 11 -16

Eaton Park Academy-Age 3- 11

Maple Court Academy - Age 4 – 11

Sneyd Academy – Age 4 – 11

Alpha Academies Trust has a clear purpose to deliver a first-class education for every child and overcome inequality. We intend to achieve this purpose by investing heavily in staff development and developing a quality all through curriculum from birth to post 16. We are committed to work with other stakeholders and Trusts to create a joined-up momentum, that will bring about transformational change in stoke on Trent. We have a rigorous approach to evaluate impact through a research and development culture. This ensures we identify those approaches that have the greatest impact on children and supports the well-being and workload of our staff. We take seriously our responsibilities to the community and future agendas such as environmental sustainability and digital transformation are very much in our line of sight.

Parents and stakeholders are at the heart of our learning partnerships. Our Governors are challenging and supportive and all our staff are committed and dedicated to providing first class education for all children and young people in our academies.

We are looking for dedicated and enthusiastic professionals to join our highly skilled staff and help deliver outstanding educational experiences for the young people of Stoke-on-Trent.

I look forward to receiving your application and meeting you soon.

Yours faithfully,

Mr S French
Chief Executive Officer

The Context

The City of Stoke-on-Trent is in the West Midlands and has a population, of 249,000, which is predominately white British but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education. The 'Potteries' as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage.

The City is benefitting from recent investment which is driving economic growth and renewed prosperity. It is well connected with transport links to the capital and is within one hour of travel to Birmingham or Manchester. The City is one of the fastest for economic growth in the country.

Our Trust Purpose

“Delivering a first class education that
overcomes inequality”

Our Trust Strategy & Aims

- α High Performing - to use Trust resources, ensuring we deliver first class education for every child
- α Collaborative - to grow more effective partnerships within and beyond the Trust, that impact on children and are mutually supportive
- α Finance and Infrastructure - to have strong and sustainable finances with a highly effective infrastructure
- α People - to attract, develop and retain excellent people who are valued, supported and encouraged to innovate
- α Leadership - to develop expert leaders and governors with a range of skills, that make a difference to children's life chances

In an Alpha Academy

- Children and young people develop strong literacy, numeracy and employability skills
- Children and young people enjoy innovative learning experiences, including sport and the arts which lead to high levels of success
- Children and young people's progress is always tracked and monitored and no one falls behind
- Children and young people understand the pathways open to them. Through our Academies the gates to next steps and phases are opened
- Children and young people, parents and staff feel valued, safe, supported and have a voice
- Children and young people have the best staff and Academy leaders as their role models
- Children and young people enjoy inspirational learning environments which are safe, well maintained and constantly improved
- Children and young people enjoy the best catering and nutrition
- Staff have an entitlement to first class training, coaching and support
- Staff have opportunities to progress from the start of their career onwards
- Employer partners contribute to curriculum design
- Governance is strong, challenging and supportive
- Parents are partners in their children's education
- Children develop skills for the modern workplace
- Children receive extensive information, advice, and guidance to become well rounded adults, who contribute to society as highly employable responsible citizens.



	Number On Roll: 1341 Ofsted: Good
	Number On Roll: 1114 Ofsted: Good
	Number On Roll: 440 Ofsted: Requires Improvement
	Number On Roll: 550 Ofsted: Good
	Number On Roll: 489 Ofsted: Good

Supporting 4000 Children

Our Academies

The Discovery Academy

The Discovery Academy is one of the largest Academies in the area, boasting a £21 million building with world class facilities and belonging to a forward- thinking Trust encompassing a number of successful local schools. Our promise is to deliver ambitious, high- quality teaching and learning every lesson, every day that overcomes inequality and allows every student to achieve success. As an academy we have created a culture around our core values of Pride, Respect and Commitment to ensure high expectations, positive relationships and support for all our students. I believe having high expectations of behaviour and attitudes enables teachers to teach and students to develop in a caring, supportive environment.



The Discovery Academy Purpose

“Achieve outstanding academic success for every child, whilst developing the ASPIRE skills and values to lead fulfilling lives”



Comments from Ofsted Report of 2019 include;

“Leaders know the school well. They identify weaknesses by carefully analysing the available evidence. Consequently, their strategies to address weaknesses are thoughtful, considered and effective.”

“All staff are very committed to seeing the school improve further. They form a united and hard-working team.”

“A strong culture of care and support exists throughout the school. Consequently, pupils feel safe and are safe in school.”

Vice Principal- Primary
The Alpha Academies Trust

The Excel Academy

The Excel Academy has consistently been one of the highest performing academies in Stoke-on-Trent. Student numbers have increased rapidly due to the success of the Academy and it is now oversubscribed in all years. It is the school of choice in the north of the city and is housed in new build and refurbished buildings.

The Academy was inspected by Ofsted in November 2021 and maintained a 'Good' judgement and is now focused on becoming an outstanding provision.



The Excel Academy Purpose

"To provide a first-class education to enable all students to excel"



Comments from Ofsted Report of 2021 include;

"Leaders, including governors and trustees, are ambitious for all pupils.... there is a strong sense of community within this school....Staff and pupils talk positively about the 'Excel way'"

"Relationships between pupils and teachers are very strong and based on mutual respect.....Pupils are proud of their school.... They are happy and safe.... pupils behave in a calm and mature manner....they study a wide range of subjects and achieve well"

Vice Principal- Primary
The Alpha Academies Trust

Eaton Park Academy

Eaton Park has consistently been one of the highest performing academies in Stoke-on-Trent for the last few years.

In 2018/19 Eaton Park were the highest performing primary school in Stoke on Trent and for the last two years Eaton Park have been in the top 3% of schools nationally for pupil progress. Student numbers are consistently increasing due to the successes of the Academy and its popularity locally. Eaton Park Academy has around 500 pupils and is one of the larger primaries in Stoke-on-Trent, offering places from Nursery through to Year 6.



The Academy was inspected by Ofsted in March 2019 and maintained a 'Good' judgement, we are now focused on becoming an outstanding provision.

Eaton Park Academy Purpose

"Carving pathways to success for all regardless of social and academic background."



Comments from Ofsted Report of 2019 include;

"The leadership team has maintained the good quality of education in the school since the last inspection. You and your team of committed senior leaders have created a motivating and inspiring learning environment in which pupils thrive."

"Pupils are proud to attend Eaton Park. They enjoy school and are enthusiastic about their learning. In lessons, pupils work hard and cooperate well with their peers."

Vice Principal- Primary
The Alpha Academies Trust

Maple Court Academy

Maple Court is a large primary academy with almost 500 pupils located in the Bentilee area of Stoke-on-Trent.

Every member of staff in the Academy is fully committed to ensuring that all children work hard, are well supported and make good progress across the curriculum.

Maple Court offers enrichment opportunities through its extra-curricular programme and the many academy visits that it offers. Life skills and confidence continue to grow through its student character development, raising aspiration and ambition by opening up the world to its students.



Maple Court Academy Purpose

“To encourage and nurture the aspirations of all pupils to achieve their dreams”



Comments from Ofsted Report of 2021 include;

“The quality of learning is on the up and standards are beginning to rise. Lessons are purposeful, classrooms are calm places in which to learn and staff treat pupils fairly”

“Ambitious leadership from trust and school leaders is making its mark. Since the previous inspection, leaders have made expectations clear and lifted everyone’s aspirations. They have injected new purpose to the school through a mix of challenge and support.”

Sneyd Academy

Housing almost 600 pupils, Sneyd Academy is one of the largest primary academies in Stoke-on-Trent. It is located in the centre of the city with good access to local facilities such as Central Forest Park and Festival Park. The Academy serves a diverse population from the Sneyd Green, Cobridge and Burslem areas and is very much a school at the heart of its community.



Sneyd Academy Purpose

“Inspiring children to achieve excellence and be their best”



Comments from our recent inspection June 2023;

“Pupils enjoy their learning and spending time together in school. They speak with pride of the many varied opportunities they take part in. Pupils embody leaders’ ambitions to learn, achieve and believe in all they do and say.”

*“Leaders recent improvements to the curriculum are helping to strengthen pupils learning across subjects.”
“Leaders identify pupils’ additional needs swiftly and accurately.”*

“Leaders promote successfully a calm and inclusive culture around school. Pupils know themselves and their peers well. “Pupils are mature and respectful.”

“Pupils speak of the family feeling within and across the school. They recognise that this extends to the Alpha Academies Trust too.”

Vice Principal- Primary
The Alpha Academies Trust

In total, over 4,000 students aged 3-16 years are currently on roll and supported in our Academies. In addition, we employ approximately 525 staff across the Trust.

Job Description

Purpose of the Post

Main Purpose of the Post

- Contribute to development of provision. Have oversight of standards and progress. Take lead responsibility in an area that ensures that every child receives a good education and achieves high standards as set by the Executive Principal and Governing Body.
- Be accountable for leading, managing and developing the provision within the Academy.
- Maintain and/or raise standards of student attainment and achievement across the Academy and key stages and to monitor and support student progress to achieve high standards of progression and achievement.
- Be accountable for student progress and development within the Academy.
- Contribute effectively as a member of the leadership and management team to the development, consistent implementation and evaluation of all policies and strategies.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the learning faculties, in accordance with the aims of the Academy and the curricular policies.
- Develop and enhance the practices of all staff through coaching and staff development.
- Effectively manage and deploy teaching/support staff, financial and physical resources to support aims and aspirations of the Academy.
- Monitor and support the overall progress and development of students as a member of the Senior Leadership of the Academy.
- Contribute and deliver the Trust School Improvement strategy under the leadership and direction of the Executive Principal.
- Support Primary School Improvement leaders to construct & deliver their action plan to deliver high standards in all primary academies. Offering experience, innovation, and creativity to school improvement.
- Work as part of the Trust school improvement team, working collaboratively with Primary and Secondary colleagues, attending, and contributing to all SI meetings throughout the academic year.
- Evaluation of the impact of school improvement.

Core Responsibilities, Tasks and Duties

I. Duties / Responsibilities

- Lead on a major strategic area as agreed by the Executive Principal.
- Enhance skills through rigorous, effective self-evaluation and appropriate professional development.
- Duties as identified within the summary of responsibilities and undertake any other tasks as reasonably required by the Academy Head.
- Assist the Head of Academy in the effective day to day management of the Academy, demonstrating high expectations of all.
- In the absence of the Head of Academy, undertake any professional duties of the Head of Academy to the extent required by the Executive Principal or Governing Body.
- Support the work of the Trustees/Governing Body, including attendance at some committee meetings.
- Support the Executive Principal/Head of Academy in the development of Academy specific staff and student policies and procedures.
- Support the Executive Principal and Governing Body to:
 - develop the Academy's vision and values.
 - provide the strategic direction to support the development of an outstanding Academy.
 - lead and manage staff well whilst deploying staff and resources efficiently and effectively.
 - ensure students enjoy a high-quality curriculum and outstanding teaching and learning experiences.
 - Raise levels of attainment to secure outstanding progress for all learners.

II. Leadership: Vision and Values

- Assist the Executive Principal in translating the vision of the Academy into agreed objectives and operational plans.
- Take lead responsibility for policy development and implementation in agreed specified areas.
- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Academy.
- Be committed to safeguarding and to promoting the welfare of all young people.
- Ensure equal opportunities for all.
- Assist the Academy Head to develop a culture and environment in which young people thrive and to drive innovation.
- Drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Academy where wellbeing and respect are at the heart of the Academy and each student is valued and nurtured to develop personally and educationally.
- Ensure the effective operation of Academy self-evaluation systems as appropriate, and produce reports as required.
- Identify and take appropriate action arising from evaluation, setting deadlines and reviewing progress on actions taken.

III. Leading and managing staff and others

- Leaders are accountable for providing all those involved in developing the quality of education with support, challenge, information, and development necessary to sustain motivation and secure improvement.
- Develop and maintain a culture of high expectations for self and others.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Adhere to Academy policies and procedures ensuring that these are regularly communicated to staff and students so that they are clear about their responsibilities.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Take responsibility for the day-to-day line management of designated staff.
- Support the Academy Head in the recruitment, deployment, motivation, development, and performance management of staff, making the most effective use of their skills, expertise, and experience to ensure that all staff have a clear understanding of their roles and responsibilities.
- Encourage all staff to be continually active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.
- Support and develop public service, international and social enterprise activities.
- Ensure parents and carers are kept well informed about the Academy curriculum, its targets, student attainment and their part in the process of improvement.

IV. General

- The duties and responsibilities of the post will be subject to those detailed in the Academy contract issued to all teachers.
- This Job Description does not define in detail all the duties/responsibilities of the post. It will be reviewed at least once a year as part of the performance management process and may be subject to modification or amendment after consultation and agreement with the post holder.
- Staffs' individual priorities for each academic year will be identified through team plans. It is the responsibility of each individual member of staff to meet the agreed targets within the context of the Academy's improvement plan.
- Team priorities for each academic year will be identified through the Academy's improvement plan. It is the responsibility of the Vice Principal to ensure team plans are implemented, monitored, and reviewed and for individual team members to meet the targets set.

V. Strategic direction and development

- Within the context of the Academy's aims and policies, senior leaders are accountable for the development, implementation and review of policies, plans, targets, and practices. These are defined in a summary of responsibilities. Members of the Leadership Team are expected to have the knowledge, skills, and expertise to provide the guidance and direction to support teams forward.

VI. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Trust Health and Safety policy.

VII. Professional Accountability

- The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.

VIII. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

IX. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: **VICE PRINCIPAL**

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
QUALIFICATIONS/TRAINING: It is essential that the post holder has: • Qualified Teacher status. • Degree (or equivalent) • Evidence of recent and relevant professional development. • Evidence of recent and relevant leadership and management qualifications.	A
EXPERIENCE/KNOWLEDGE: It is essential that the post holder has/is/will: • Be a capable, energetic, and motivating leader who engages people naturally and can operate within a sophisticated network of partnerships and stakeholders. • A well-developed philosophy of high aspirations and expectations for every student such that they will receive a good education and achieve high standards. • An ability to articulate a clear vision of how high standards are secured through effective provision that impacts on learning outcomes. • Significant and successful leadership and management experience as a Vice/Assistant Principal. • Outstanding knowledge and understanding of national education priorities, policies, and programmes and how these impact on the curriculum and learning experiences of students. • Successful experience of Academy self-evaluation and its use in strategic planning. • Proven track record of managing change that has had a demonstrable impact on teaching, learning and standards. • Positive experience of developing individualised learning programmes in students and staff using the full range of resources to support it. • An ability to form effective working relationships with a wide range of partners and stakeholders in and out of the Academy. • A track record as an effective and efficient subject teacher of students of all abilities and can demonstrate significant impact on progress and learning outcomes.	A & C

SKILLS AND ABILITIES: It is essential that the post holder has/is/can: • Support the Academy Head in the leadership and management of the Academy and act on their behalf in the event of their absence. • Committed to the pursuit of excellence in educational standards and quality. • Committed to high standards, continuous improvement, and quality assurance. • Committed to quality staff development and personal and professional progression. • Committed to student involvement and responsibility within the Academy and its operation. • Able to articulate a vision underpinned by targets and goals aligned with an ability to empower others. • An ability to translate that vision into reality. • Highly developed interpersonal and communication skills. • The ability to manage change, lead innovations and meet challenges successfully. • Strong negotiating and influencing skills. • An ability to command respect from students, staff, parents, governors, and the wider community and be a strong identifiable presence in the Academy. • Open to challenge, risk taking and creative ideas. • An ability to understand, analyse and make effective use of a wide range of data. • A creative and innovative thinker. • Dynamic and positive. • An excellent health and attendance record. • Pragmatic and proactive. • Resilient when working under pressure. • A team player.	A & C
OTHER: It is essential that the post holder has/is/will: • Responsible for improving the quality of teaching and learning and for raising standards within the Academy. • Ensure that students receive a good education and achieve standards that are at least in line with or better than those expected of them. • Have a strong commitment to comprehensive education.	A, B & C
ADDITIONAL FACTORS: It is essential that the post holder is/has/can: • Excellent written and verbal communication skills. • Adaptable to changing circumstances and new ideas. • Approachable and enjoys being highly visible to children and parents. • Adaptable, enthusiastic, and reliable with personal impact and presence.	C

• Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively. • Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement. • Passionate about delivering high quality education to children and their families. • Values diversity and the unique place and contribution every individual makes to the learning community. • Demonstrate professionalism, loyalty, and integrity. • A willingness to undertake appropriate training.	
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How to Apply

The Alpha Academies Trust requires an application form to be completed, please note CV's alone will not be accepted. Should you wish to apply, completed application forms should be sent to apply@alphaacademiestrust.co.uk quoting the job reference number detailed on the front page of this document. Your formal letter of application (supporting statement) should be no longer than 2 sides of A4 and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification

Closing Date for this Post: Thursday 5th October 2023 at 9.00am

Interviews: To be confirmed

If Successfully Shortlisted

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. We comply with the Disclosure & Barring Service (DBS) code of practice, and if successfully shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered). You will also need to complete and return a DBS self-disclosure declaration prior to interview.

In addition, you will need to bring to your interview, your passport and/or original birth certificate along with a document giving your permanent National Insurance number and name i.e. a P45, P60, NI card or a letter from a government agency as proof of identification. If, unfortunately, you are not offered the post, please be assured that the details taken regarding your personal documentation will be destroyed.

Please note, references will be sought, and an online social media check completed for all shortlisted candidates prior to interview.

Please note, it is the policy of The Alpha Academies Trust to contact shortlisted candidates only.

Academy Location

Discovery Academy: Discovery Drive, Stoke-on-Trent, ST2 0GA

Excel Academy: Milton Road, Sneyd Green, Stoke-on-Trent, ST1 6LG

Vice Principal- Primary
The Alpha Academies Trust

Eaton Park Academy: Arbourfield Drive, Bucknall, Stoke on Trent ST2 9PF.

Maple Court: Beverley Drive, Bentilee, Stoke-on-Trent, ST2 0QD

Sneyd Academy: Sneyd Street, Burslem, Stoke-on-Trent, ST6 2NS

Additional Information

Individuals undergoing Pre-Employment Screening are treated impartially and consistently irrespective of any disability they may have, or of their gender, marital status, age, ethnicity, religious affiliation or sexual orientation.

Please note it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All employees of the Alpha Academies Trust will be required to undertake an enhanced DBS disclosure check if successfully appointed (unless already registered with the DBS update service) and every 5 years following this.

The suitability for employment of a person with a positive DBS disclosure will vary, depending on the nature of the job and the details and circumstances of the cautions/convictions/binders. If a positive DBS is received then the Trust will decide whether the individual can be cleared for appointment or whether further investigations are needed.

Ofsted Reports: www.ofsted.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report and copies of the Safeguarding Policy can be found on the Academy website.