



Job Description and Person Specification

Vice Principal (2-16)

Curriculum Delivery, Quality Assurance & Integrated Resource Lead

**Introduction from the Principal**

At Hinde House Academy, we pride ourselves on our passion for improving outcomes, opening doors and broadening our pupils’ horizons.

We are dedicated to developing every aspect of our pupil, with an emphasis on enriching their lives beyond the classroom, to prepare them for life after Hinde House. Through a wealth of experiences linked to academia, careers, personal development and passions, we are secure in the knowledge that every pupil leaves Hinde House with a CV bursting at the seams with potential, to boost their career, university and life prospects.

As an all-through academy, we are able to provide consistent pastoral care through the phases, ensuring any ‘dips’ in learning are identified early and appropriate support is offered. In addition, our pupils benefit from leadership opportunities across the academy, and mentor roles within the Primary Phase.

Outstanding standards of teaching and learning are the norm; as is our culture of aspiration and ‘can-do’. We make no excuses for pupils not achieving their potential and work collaboratively across the academy to create a culture where everyone strives to attain their personal best.

For more information or a confidential conversation about the role, please contact Amanda Jenkins, Executive Assistant to the Senior Leadership Team – [ajenkins@brigantiatrust.net](mailto:ajenkins@brigantiatrust.net) 0114 2438486



**Munif Zia**

**Principal – Hinde House (2-16) Academy**





**Hinde House (2-16) Academy**

**We aim to be the best inner-city Academy in the country.**

**We intend to break the link between context and achievement so that every child reaches their full potential.**

When you visit Hinde House (2-16) Academy, you will see:-

* An outstanding staff team who will do all it takes to ensure children are happy, safe, learning and achieving.
* Outstanding teaching delivered through an engaging, challenging and appropriate curriculum.
* A fully inclusive approach where all children are valued.
* A climate of mutual respect and positive relationships.
* The highest standards of behaviour and conduct.
* High aspirations and a ‘can do’ attitude and culture.
* Tolerance and understanding, a strong sense of community and cohesion.
* No excuses for underachievement and a climate where everyone is striving to achieve their personal best.
* An ambitious school committed to partnership, sharing best practice and continuous improvement.



**Welcome to the Brigantia Learning Trust**

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

* A strong and shared moral purpose that underpins our work
* A vision that is coherent and a logical step for education in the area.
* Effectiveness rooted in an understanding of the complex local context.
* Leadership that is immensely strong, ambitious and committed.
* A clear operating model for partnership that focuses upon school improvement.
* A proven track record of success including the transformation of vulnerable schools.
* Immense staff capacity and expertise to drive improvement.

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

**Mike Westerdale**, CEO Brigantia Learning Trust.

|  |  |
| --- | --- |
| **BRIGANTIAmaster2015** | **Hinde House 2-16 Academy**  **(a member of the Brigantia Learning Trust)**  **JOB DESCRIPTION** |
| This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | |
| **POST TITLE** | **Vice Principal 2-16 Curriculum Delivery, Quality Assurance**  **& Integrated Resource Lead** |
| **LEADERSHIP RANGE** | **L18-22** |
| **RESPONSIBLE TO** | **Principal** |
| **RESPONSIBLE FOR** | **See Specific Duties** |
| **PURPOSE OF JOB** | **See Key Aspects of the role.** |

**Key Aspects of the Role:**

**The Vice Principal** will support the Principal in the leadership of the 2-16 academy, taking responsibility for the day-to-day management of the academy in their absence as directed.

In carrying out their duties the **Vice Principal** will follow the polices of Brigantia Learning Trust and will consult the CEO, Trust Executive, Trustees, the Academy Advisory Council, the staff and parents/ carers of its pupils where appropriate. The Vice Principal is responsible for assisting the Principal in monitoring and upholding the Trust’s mission, vision and core values.

**The Vice Principal** will take responsibility for key areas of the 2-16 academy as directed by and agreed with the Principal. This will include responsibility for curriculum delivery, quality assurance and Integrated Resource facilities.

**Leadership:**

* To provide high quality Leadership and Management commensurate with the needs of the academy.
* Work alongside the Principal to monitor, evaluate and review according to the academy’s self-evaluation cycle and undertake key leadership actions on the Academy Development Plan as agreed annually with the Principal.
* To be accountable to the Principal for ensuring the educational success of the academy within the overall framework of the Academy’s Development Plan (ADP).
* Work with the Principal to contribute to strategic planning for the academy for both the short and long term, anticipating needs and responding to developments both in the local community and in a national context.
* To create a culture of constant improvement within a collaborative professional learning environment
* Be an inspirational leader, committed to the highest achievement for all in every area of the academy’s work.

**Key Areas of Responsibility:**

The Vice Principal Inclusion role is critical to the success of the academy in achieving outstanding outcomes for all its pupils across all key stages and in all aspects of their work. The post holder will act as a model of outstanding teaching and learning practice as well as an inspirational leader

* Take responsibility for key areas of the academy as agreed with the Principal.
* Support the Principal in providing the vision and professional leadership of the academy to ensure high quality education for all its pupils and establishing very high standards of achievement and behaviour.
* Lead the quality assurance process and teaching and learning.
* Be the named Literacy Lead in the academy responsible for the 2-16 literacy and oracy programme (inc. Voice Brigantia).

**Specific Responsibilities:**

* Support the policies and practices of the Trust in the academy.
* Support the Principal in giving the highest priority to the development of teaching and learning in order to meet the individual needs of all pupils.

* Support the Principal in ensuring that a system for monitoring and developing the quality of teaching and learning is in place.
* Ensure the systematic teaching of basic skills and recording of impact is consistently high across the academy.
* Support the evaluation of the effectiveness of the Trust’s policies and developments in the academy.
* Be responsible for ensuring that improvements in literacy (ie the ability to read, write, speak and listen in a way that lets pupils communicate effectively) are priority targets for all pupils from 2 -16.
* Help establish a learning environment that helps pupils develop study skills in order to learn more effectively and with increasing independence.
* Promote professional development designed to enhance teaching and learning and the motivation of staff.
* Support the Vice Principal (Curriculum Intent and Development) with the effective deployment and development of all staff.
* Help the Principal to create and maintain good working relationships amongst all members of the academy community.
* Promote the Trust’s ethos in which the highest standards are expected from all members of the academy community.
* Assist the Principal in presenting coherent and accurate record of the academy’s performance in a form appropriate to a range of audiences.
* Lead the SEND Team responsible for curriculum delivery to all pupils with special educational needs but particularly within the Integrated Resource Centres.
* Promote and inspire excellence in learning, assessment and quality first teaching for pupils with SEND and vulnerable pupils including those within the Integrated Resource.
* Be a Designated Safeguarding Deputy and ensure that the Child Protection and Safeguarding Policies are followed, and that child protection is seen as a top priority in the academy.
* Develop and encourage good relations between the academy and other agencies.
* Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/ trainees/ volunteers in the academy in the absence of the Principal.
* Assist with the annual appraisal process for all identified support and teaching staff, taking a full part in the Professional Development and Review process.
* Working with the Principal, undertake key activities related to professional, personnel/HR issues.
* Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
* Support the Principal in the production, implementation and monitoring of the annual Academy Development Plan.
* Support the Principal in the production, updating and monitoring of the Academy Evaluation Document.
* Be a proactive and effective member of the Senior Leadership Team.
* Undertake any professional duties, reasonably delegated by the Principal.

**Supporting the work of Brigantia Learning Trust, the postholder will:**

* Create strong partnerships within the Trust.
* Be a positive and active member of the academy SLT.
* Develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work across the Trust and support other staff participating in Trust work.
* Participate in the Trust and sector-wide activities in order to share best practice, contribute to the development of the Trust strategies as appropriate and policies and promote the academy and the Trust in a local and national context.

**Safeguarding, the postholder will:**

* Take responsibility for ensuring that all academy safeguarding policies and procedures are understood and followed in order to ensure safeguarding remains highly effective.
* Take responsibility for keeping up to date about national safeguarding requirements and undertaking and delivering any relevant training.

**NOTES**

*The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO or nominated representative (in consultation with the postholder) to reflect the changing needs of the Trust/Academy.*

**This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal or his/her representative.**

**Signed: ……………………………………………………… Date: ………………………**

**Postholder**

**Signed: ……………………………………………………… Date: ………………………**

**Principal**

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**BRIGANTIA LEARNING TRUST IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES**

**Safeguarding and protecting our children and young people from harm is central to the Trust’s ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.**

# Hinde House (2-16) Academy Person Specification

**Position:** Vice Principal 2-16 (Curriculum Delivery, Quality Assurance & IR Lead)

Brigantia Learning Trust are dedicated to appointing the best possible candidate for the position of Vice Principal.

The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations, and harness all opportunities to create a climate of success and achievement for all.

The Vice Principal in our academy will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders. Our Vice Principals will be approachable and consistent; they will give and earn respect from our pupils, staff, parents, and carers.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Evidenced in |
| **Education and Qualifications** |  |  |  |
| Degree and Qualified Teacher Status |  |  | Application  Interview  References |
| Evidence of continuous professional development |  |  | Application  Interview  References |
| Experience of leading/ co-ordinating professional development and inset training |  |  | Application  Interview  References |
| Special Educational Needs Qualification |  |  | Application  Interview  References |
| **Experience** |  |  |  |
| Extensive experience of working with the primary phase of education |  |  | Application  Interview  References |
| Proven ability as an excellent Classroom Teacher |  |  | Application  Interview  References |
| Experience of leading an aspect of whole school pedagogical development |  |  | Application Interview  References |
| Experience in effectively deploying and managing staff |  |  | Application Interview  References |
| Experience of working in more than one school |  |  | Application  Interview References |
| **Knowledge and Skills** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Professional knowledge of what constitutes high quality and standards in teaching and learning and an Ability to drive reading, writing, speaking and listening in a way that enables effective communication and to improve attainment. |  |  | Application  Interview  References |
| Professional understanding of inclusion and strategies for engaging all learners |  |  | Application  Interview  References |
| Professional understanding of safeguarding within a school setting |  |  | Application  Interview |
| Ability to write reports, keep accurate records and communicate effectively |  |  | Application  Interview  References |
| Effective organisational skills |  |  | Application  Interview  References |
| Ability to work well with a range of audiences, including parents/carers and other professionals |  |  | Application  Interview  References |
| Ability to use a positive approach to promote learning and excellent behaviour |  |  | Application  Interview |
| Confident and competent in the use of ICT |  |  | Application  Interview  References |
| Ability to lead and manage a team |  |  | Application  Interview  References |
| Understanding of curriculum and assessment of pupil progress |  |  | Application  Interview  References |
| Understanding of cross-curricular teaching |  |  | Application  Interview  References |
| Understand procedures and legislation relating to confidentiality |  |  | Application Interview |
| **Personal Attributes** |  |  |  |
| Passionate about teaching and learning |  |  | Application  Interview |
| Resilience, the ability to work under pressure and be able to meet deadlines |  |  | Application  Interview  References |
| Proven ability to prioritise workloads |  |  | Application  Interview  References |

|  |  |  |  |
| --- | --- | --- | --- |
| Ability to work effectively and supportively within the academy team |  |  | Application  Interview  References |
| Excellent communication and organisational skills (including written, and oral skills) |  |  | Application  Interview  References |
| A commitment to safeguarding and promoting the welfare of children and young people |  |  | Application  Interview  References |
| Ability to work creatively and collaboratively |  |  | Application  Interview  References |
| Demonstrably professional, honest and loyal |  |  | Application  Interview  References |
| Ability to make and justify difficult decisions |  |  | Application  Interview |
| Commitment to pupils and their learning, wellbeing, and safety |  |  | Application  Interview |
| Committed to equality |  |  | Application  Interview |
| Ability to establish rapport and respectful and  trusting relationships with children, their families, carers and other adults |  |  | Application  Interview  References |
| Able to build and maintain successful and purposeful relationships |  |  | Application  Interview |
| Open-minded, self-evaluative and adaptable to changing circumstances and new ideas |  |  | Application  Interview |
| Willingness to be involved in the wider life of academy |  |  | Application  Interview |
| Bring personal interests and enthusiasms to the academy community |  |  | Application  Interview |