

Abbey Grange C of E Academy

# Recruitment Application Pack

Vice Principal

Ref: JAN20235239



A member of





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# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

## To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are confident that genuine collaboration fundamentally drives the way in which we make a difference to the lives of all our learners. Through school to school collaboration we can live out our vision and ensure that our students can live 'life in all its fullness' (John 10:10).

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.



**Helen Patten & Catherine Garrett**  
**Co-Chief Executive Officers**

# Welcome

Abbey Grange Church of England Academy is a thriving, highly successful and over-subscribed 11-18 secondary school which became an academy in 2011, and a founder member of the Abbey Multi Academy Trust in 2014. Abbey Grange wholeheartedly follows the Church of England's vision for education to 'live life in all its fullness' (John 10:10).

Our academy serves communities right across the city of Leeds, with students coming from over 70 different primary schools, and over 70 different home languages spoken. Families choose us for our unique ethos of inclusivity and our celebration of diversity. Our staff work together to challenge students academically, support them pastorally and help them develop socially and spiritually. Our safe, caring, Christian environment underpins absolutely everything we do ensuring we all continually strive for excellence and work to prepare students, not only for success whilst at school but sustain them in life after school. Our students flourish in an environment which is welcoming, caring, calm, disciplined, inspiring and powerful.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower', and we are well on our way to achieving this. Ofsted graded us a 'good' school in March 2021, and we celebrated our GCSE results in 2022 with 68% of our students achieving 5-9 in English and Maths, and an above average Progress 8 score of +0.59. We have an incredibly popular Sixth Form with over 400 students studying a wide range of A Levels and BTECs. The destinations data for Sixth Form students reflects the high aspirations we have for our students and the aspirations of our families and students themselves.

We seek to attract positive, ambitious, and hard-working staff who have high expectations for student progress, attainment, behaviour, and character. By following Jesus' call to life in all its fullness, we recruit positive, enthusiastic, passionate caring staff who bring to life the lessons they teach.

Ofsted tells us that our students "enjoy school" and crucially that they "want to come to school". This is reflected in our fantastic rates of attendance. Students can focus on work without disruption due to our high expectations for behaviour and benefit from the calm, positive learning atmosphere in classrooms. Our staff encourage students to learn to be intolerant of intolerance and to behave in an exemplary way inside and outside the academy.

Our staff are exceptional at nurturing our students, preparing them for life and being there to help them pick themselves up when they fall, empowering them to reach for the stars by gaining outstanding qualifications, and aspiring them to be the best version of themselves that they can be.

I look forward to receiving your application for the role of Vice Principal,

**Simon Prinsep**  
**Principal**  
**Abbey Grange Church of England Academy**



*Abbey Grange has given me  
the tools to dream big  
and believe that I can  
achieve anything in life.*

*Student*



<b>Position:</b>	<b>Vice Principal</b>
<b>Nature of contract:</b>	<b>Permanent</b>
<b>FTE salary:</b>	<b>Leadership L20 - 24 £70,733 - £78,010</b>
<b>Working hours:</b>	<b>1 FTE</b>
<b>Start Date:</b>	<b>September 2023 or sooner</b>

We are looking for a dedicated individual who can:

- A highly motivated and committed leader who will work collaboratively to contribute to the on-going development of the academy.
- A leader with the potential for future headship, looking to develop their career as the single Vice Principal within a supportive team of Assistant Principals.
- A leader who will drive the ethos and culture of the academy.
- An inspirational leader and role model to colleagues and students.
- A leader with high expectations for all who is able to encourage and enthuse students to achieve their full potential.
- A team-player who can develop positive relationships with young people, families and colleagues.

The successful candidate will provide dynamic and strategic direction, leadership and accountability in respect of the Quality of Education at the academy, and supporting the Principal in the strategic leadership of the academy, along with promoting and maintaining the academy's ethos and character including upholding the Christian values of the Trust.

In return for your energy, passion and ambition, we offer you the whole-hearted support of an ambitious and forward-thinking multi-academy trust. You will also be rewarded with the opportunity to work collaboratively with the Executive Principal and a group of talented Trust leaders to drive the future of the academy and the Trust as a whole.

We would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

What our Trust can offer:

- Friendly, welcoming academies with a strong Christian ethos
- Enthusiastic, well-motivated colleagues
- A 24/7, confidential Employee Assistance Programme providing support and counselling for home-life and work-related issues, financial and legal support, specialist information and support for managers
- Free onsite parking
- Membership of a pension scheme

Abbey Multi Academy Trust is a Trust consisting of eight academies (three secondary, five primary) in the Anglican Diocese of Leeds and in the geographical areas of Leeds and Calderdale. All academies share in the Trust's mission to work:

***In Partnership to Educate, Nurture and Empower***

For more information about us or our academies visit [www.abbeymat.co.uk](http://www.abbeymat.co.uk).

Find out about more about Abbey Grange Academy by visiting [www.abbeygrangeacademy.co.uk](http://www.abbeygrangeacademy.co.uk). The academy Safeguarding and Child Protection Policy is available [here](#).

Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed, and encouraged and can be arranged by contacting Rachel Fuller [Rachel.fuller@abbeytrust.org](mailto:Rachel.fuller@abbeytrust.org). If you have questions about the recruitment process, please email [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org).

*Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced Disclosure and Barring Service check.*

*We promote diversity and want a workforce which reflects our communities.*

## How to apply

Please apply via the advert on the Trust vacancies page. All applications are submitted electronically. CVs are not accepted.

Closing date: 6pm on Sunday 05 February 2023

Interview date: To be held w/c Monday 06 February 2023

You are advised to submit your application at the earliest opportunity. Applications can only be submitted up until the closing date. The Trust reserves the right to close vacancies early if sufficient suitable applications have been received.

We will contact shortlisted candidates soon after the closing date with details of the interview and selection process.

Please note, where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.

In order to access our application form, you will be asked to first confirm that you have a right to work in the United Kingdom.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Any relevant information declared will be discussed and considered at interview before the DBS certificate is received.

Shortlisted candidates will also be the subject of online checks in accordance with Keeping Children Safe in Education.

All offers of employment will be conditional on a series of pre-employment checks in accordance with Keeping Children Safe in Education Guidance. Please ensure you can support the checks with correct documentation and evidence, prior to submitting your application.

You are advised to read the [Recruitment Guidance for Applicants](#) in full, prior to completing your application. This contains full details of the recruitment process as well as the pre-employment checks that will be undertaken.



<b>Job title:</b>	Vice Principal
<b>Salary scale:</b>	Leadership 20 - 24
<b>Working hours:</b>	1FTE
<b>Reporting to:</b>	Principal/Executive Principal

### Overall purpose of the post:

- As the sole Vice Principal with the Academy's Senior Leadership Team, and under the overall direction of the Principal and Executive Principal, undertake a significant role in the leadership and management of the Academy.
- To ensure the highest standards of student achievement and development in accordance with the Trust's mission 'In partnership to educate, nurture and empower' and the curricular policies determined by the Trust Board and CEO.
- To deputise for the Principal at both short notice and over a longer term as necessary.

### Key responsibilities:

- To provide dynamic and strategic leadership, clear direction and effective management of the Academy as a whole.
- To support and promote the agreed ethos and culture of the Academy.
- To support the self-evaluation process and strategic planning with the Principal, Executive Principal, Senior Leadership Team, Governing Body and other stakeholders.
- To deliver rapid and sustainable improvement and, alongside the Principal, lead senior staff and the Local Governing Body in reviewing and evaluating the implementation of the Academy Development Plan, policies and procedures.
- To be an outstanding classroom practitioner who will play a pivotal role in establishing a first class learning environment, with well-being and positive relationships at its core.
- To be an excellent role model for colleagues and students conveying high professional standards of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Academy.
- To ensure a well-organised environment, maintaining a high-profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
- To take responsibility for line management of designated colleagues and resources in order to achieve strategic objectives.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

### Key Tasks:

#### *Educate – Quality of Education*

- To provide strategic leadership to all aspects of Quality of Education: Intent, Implementation and Impact.
- To promote a culture of high expectations where all students are engaged in their own learning and are encouraged to develop both educationally and personally. As a result they thrive.

- To empower and support curriculum leaders to continue to develop and embed a high-quality, well-sequenced and inclusive curriculum.
- To strategically lead on establishing a highly-effective learning environment by:
  - Securing and sustaining high-quality teaching through creating a shared understanding of this.
  - Monitoring the quality and consistency of curriculum implementation.
  - Developing and implementing a bespoke continuing professional development (CPD) programme to support the needs of the Academy and the development of individual teachers and subjects.
  - Leading on support programmes for addressing less effective teaching.
- To provide strategic leadership of assessment and student progress.
- To analyse progress data with curriculum leaders and support them to implement intervention strategies.
- To ensure the external requirements for reporting student progress and other data are met
- To ensure early identification of the individual needs of every student and that intervention takes place as necessary.
- To ensure that provision for students with identified needs is regularly evaluated and developed as required.
- To lead and manage the Performance Development process in the Academy.
- To keep abreast of changes in education and develop specific expertise as required.

### Nurture

- To ensure high standards of student care, well-being, safeguarding, behaviour and attendance.
- To comply with the Academy's Child Safeguarding Procedures and report any concerns in-line with this.
- To foster a happy and welcoming environment in which high standards of behaviour encourage learning and social development
- To support and uphold the Academy's policies on behaviour and attendance.
- To follow incident and conflict resolution procedures and undertake meetings with parents/carers where appropriate.

### Empower Colleagues

- To ensure equality of opportunity for all.
- To develop and embed effective Distributive Leadership within the Academy.
- To develop, inspire and motivate effective teams in order to raise standards.
- To provide effective line management to middle and senior leaders.
- To regularly reflect upon own practice and take responsibility for own development, encouraging colleagues to be similarly active in their personal and continuous professional development.
- To contribute to and lead on continuous professional development activities for colleagues and evaluate outcomes.

### Students

- To ensure equality of opportunity for all.
- To ensure a wide range of opportunities for students.
- To support the development of student leadership across the Academy.

## Partnership

- To work with the Principal to initiate and develop external relationships in support of the Academy.
- To work to promote the positive image of the Academy in the wider community, including with the local community, business partners, Higher Education institutions and other external partners.
- To attend and advise meetings of the Local Governing Body and associated committees as required.
- To liaise with outside agencies and take responsibility for official statistics and returns as appropriate.
- To organise and contribute to Academy events and support Academy functions.

## General Duties:

- To safeguard and promote the welfare of young people and high standards of behaviour and attitudes.
- To undertake any professional duties reasonably delegated by the Principal.
- To accept personal responsibility for supporting the ethos, culture and progress of the Academy, leading by example.
- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.
- To assist with recruitment and selection process, appointments and induction.
- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers and governors.
- To contribute to the PHSCE programme as required.

## Abbey MAT responsibilities:

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this role profile, but which is in line with the general scope, grade and responsibilities of the role.*

Qualifications		Essential			Desirable		
1	Qualified teacher status for England (or equivalent)	A	R				
2	Relevant degree (or equivalent)	A	R				
3	National Professional Qualification or equivalent				A	R	
Professional knowledge, skills and experience		Essential			Desirable		
1	Excellent oral and written communication skills with an ability to negotiate at all levels	A	R	I			
2	Demonstrable success in raising standards and meeting challenging targets	A	R	I			
3	Ability to set appropriate targets for school improvement and experience of establishing, monitoring and evaluating an action plan in relation to those targets	A	R	I			
4	Ability to interpret and implement new legislation, policies and directives	A	R	I			
5	Ability to analyse information from a wide variety of sources and solve complex problems	A	R	I			
6	Ability to demonstrate sound leadership in managing curriculum transition between key stages for students across the Academy and with partner schools and academies	A	R	I			
7	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	A	R	I			
8	Ability to provide clear educational vision and direction	A	R	I			
9	Ability to work in partnership with senior leaders and governors	A	R	I			
10	Ability to analyse and use pupil data on attainment and progress to raise standards	A	R	I			
11	Secure knowledge of statutory requirements relating to curriculum and assessment	A	R	I			
12	Knowledge and understanding of the OFSTED statutory inspection framework	A	R	I			
13	Confident in use of ICR to support learning	A	R	I			
14	Driving Licence (And access to a vehicle)	A	R	I			
15	Experience of operating effectively as a senior leader	A	R	I			
16	Experience of managing, developing, inspiring and motivating staff	A	R	I			
17	Experience of developing a highly exciting and innovative curriculum which is personalised to effectively meet the needs	A	R	I			



	of the most vulnerable learners, including those with SEND						
18	Understanding of what excellence looks like within educational leadership, management, quality of education and teaching and learning.	A	R	I			
19	Successful experience of monitoring, evaluating and improving the quality of education and the quality of teaching and learning	A	R	I			
20	Experience of data analysis and the identification of where intervention is required to ensure that students of all levels of ability achieve their full potential and beyond	A	R	I			
21	Evidence of successfully operating at both strategic and operational levels	A	R	I			
22	Experience of presenting high quality, strategic information to Governors and supporting their role as a 'critical friend'				A	R	I
Professional attributes, qualities and values		Essential			Desirable		
1	Ability to work flexibly and collaboratively as part of a team as well as on own	A	R	I			
2	Effective communicator, influencer and negotiator	A	R	I			
3	High personal standards of integrity and probity	A		I			
4	Enthusiasm, vision, drive, adaptability and resilience	A	R				
5	Confident, positive and approachable	A	R				
6	A willingness to play a full part in academy life and activities outside the classroom			I			
7	Be able to secure the loyalty and confidence of students, staff, parents/carers, Governors and others	A	R				
8	Have consideration of the views of others	A		I			
9	Advocate a sound educational philosophy with the ability to translate into practice	A		I			
10	Ability to create a learning culture within the organisation which is recognised by staff, students, parents and carers	A		I			
11	Commitment to personal development	A		I			
12	Be able to understand and develop your own emotional intelligence	A		I			
13	Strong commitment to raising standards	A		I			
14	Ability to remain positive and enthusiastic, including when under pressure	A		I			
15	A commitment to our mission and values, demonstrated by current practice	A	R	I			
16	Support for the Christian ethos of the Multi Academy Trust	A	R	I			

Safeguarding and promoting the welfare of students		Essential			Desirable		
1	An appropriate motivation to work with children and young people	A	R	I			
2	Ability to maintain appropriate relationships and personal boundaries with children and young people	A	R	I			
3	Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	A	R	I			
Additional requirements		Essential			Desirable		
1	Be willing to work outside normal hours	A		I			
2	To be flexible in order to meet the demanding nature of this role	A		I			

*The criteria will be evidenced as indicated*

*'A' refers to the candidate's application form and letter,*

*'I' to interview, and*

*'R' to reference*

*Candidates should address at least all items marked 'A'; referees are asked to comment on items marked 'R'.*

*Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.*

### **Abbey Grange C of E Academy**

Butcher Hill

Leeds

LS16 5EA

**Tel:** 0113 275 7877

**Fax:** 0113 275 4784

**Website:** [www.abbeygrangeacademy.co.uk](http://www.abbeygrangeacademy.co.uk)

**Email:** [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk)

### **Abbey Multi Academy Trust**

c/o Chapter House

Abbey Grange C of E Academy

Butcher Hill

Leeds

LS16 5EA

**Website:** [www.abbeymat.co.uk](http://www.abbeymat.co.uk)

**Email:** [enquiries@abbeytrust.org](mailto:enquiries@abbeytrust.org)

**Registered Company Number:** 07705552

