

## Recruitment Pack

### Vice Principal – Conduct and Culture

### The King Alfred School - An Academy



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## ABOUT OUR TRUST

The Priory Learning Trust (TPLT) is a Multi-Academy Trust (MAT) of primary and secondary schools in the South West of England. The Trust was established in August 2016 and currently comprises of three secondary schools, four primary schools and two early years settings. We are a cross-phase MAT with academies across the age range from nursery to sixth form.

	Academy	Age Range	Website
1.	Priory Community School Academy (includes Priory Pre-School)	11-16 years 2½-4 years	<a href="http://www.pcsa.org.uk">www.pcsa.org.uk</a>
2.	Worle Community School Academy	11-16 years	<a href="http://www.worle-school.org.uk">www.worle-school.org.uk</a>
3.	The King Alfred School Academy (includes Sixth Form Centre)	11-16 years 16-18 years	<a href="http://www.tkasa.org.uk">www.tkasa.org.uk</a>
4.	Castle Batch Primary School Academy	4-11 years	<a href="http://www.castlebatch.n-somerset.sch.uk">www.castlebatch.n-somerset.sch.uk</a>
5.	St Anne's Church Academy (dual site) (includes Little Learners Nursery)	4-11 years 2½-4 years	<a href="http://www.stanneschurchacademy.co.uk">www.stanneschurchacademy.co.uk</a>
6.	Pawlett Primary School Academy	4-11 years	<a href="http://www.pawlettprimaryschool.co.uk">www.pawlettprimaryschool.co.uk</a>
7.	East Huntspill Primary Academy (includes Little Learners @EHPA)	4-11 years 2 – 4 years	<a href="https://www.huntspillfederation.co.uk/">https://www.huntspillfederation.co.uk/</a>
8.	West Huntspill Primary Academy (includes Little Learners @WHPA)	4 – 11 years 2 – 4 years	<a href="https://www.huntspillfederation.co.uk/">https://www.huntspillfederation.co.uk/</a>

TPLT grew from an intent to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, from all backgrounds.

At our heart is a passion to put 'Students First' and deliver exceptional education; beyond outstanding for every single child. We do this with a relentless drive for academic excellence, shared moral purpose and values combined with lots of fun and happiness. We believe that happy schools are also high-achieving, successful schools.

We strive for partnerships between students, families, staff and the wider community to create exceptional student outcomes. We also 'cherish' our staff. We believe they are amazing and are passionate to empower them through support, training, and career opportunities. With such brilliant people all aiming for the same goals, we are able to ensure every student achieves all that they are capable of and more, regardless of their background.

TPLT is also a successful Teaching School Alliance. In 2016 it was awarded the prestigious National Teaching School status - a rare accolade after it fulfilled a wide range of criteria in training teachers and supporting other schools. To become a Teaching School Alliance (TSA), academies must be judged outstanding or good and have a proven track record of delivering exceptional teacher training and supporting other schools. This has been a great foundation on which to build for excellence. We know that this key focus on staff development will deliver exciting and effective learning to our children and young people.

### **Trust dimensions at September 2021**

**Students on Roll:** circa 5000

**No. of Staff:** circa 765

## JOB ADVERT

### Vice Principal – Conduct & Culture at The King Alfred School – An Academy

**Hours:** Full Time

**Grade/Salary:** Trust Leadership Grade L17 - L21

**Contract Type:** Permanent

**Responsible to:** Principal

We are looking to recruit a Vice Principal – Conduct & Culture to join our leadership team at The King Alfred School- An Academy from April 2022. We need an exceptional leader with the ability, passion and enthusiasm to develop, promote and support the vision and direction of the school enabling it to build success through high quality education for all. The Vice Principal will be an ambassador for The King Alfred School- An Academy and the Trust and continue to raise their profile in the wider locality, promoting our happy community where students come first and all staff are valued and cherished. They will work closely with families, with the community and with other agencies to provide for the spiritual, moral, cultural, social and emotional needs of all children. To be considered for this role you should have:

- A deep commitment to the education, safeguarding and well-being of children and young people;
- Education to degree level and QTS;
- Exceptional knowledge of secondary education and how students learn;
- A passion for all aspects of behaviour, attitudes, culture and conduct;
- Proven ability to generate and deliver collective vision and shared purpose, including building teams, managing change and delivering results;
- Excellent communication skills.

This is an exciting opportunity for an inspirational leader to work within our growing Trust contribute to the leadership of this great school in the next part of their exciting journey. For further information, please see our Trust website <https://theplt.org.uk>.

For an informal discussion and to arrange a visit to look around the school please contact Sally-Anne Herrington (Principal's PA) on 01278 784881.

## HOW TO APPLY

Applications should be submitted through our careers hub along with a covering letter (no more than two sides of A4) addressed to Dan Milford, Principal, outlining your expertise and suitability for this role.

**Closing date:** 7 February 2022

**Interview dates:** w/c 14 February 2022

**Email:** [hr@theplt.org.uk](mailto:hr@theplt.org.uk)

**Website:** [www.theplt.org.uk](http://www.theplt.org.uk)

The Priory Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment will be subject to satisfactory references, medical clearance and disclosure and barring service clearance.

**JOB DESCRIPTION****Vice Principal – Conduct and Culture**

This job description may be amended at any time following discussion with the Principal and will be reviewed annually.

**Salary:** Salary range L17 - 21

**Responsible to:** Principal

**Main purpose:** Conduct, culture, SEND and safeguarding across the Academy

- Plan and organise the pastoral care, conduct and attendance for all students in the academy.
- Establishing policies, or ensure the implementation of these, for achieving agreed aims and objectives.
- Line manage the pastoral team and SEND team and organise resources to that end.
- Ensure the Safeguarding of all students and staff in the academy.
- Monitoring progress towards the achievement of the academy aims and objectives in terms of students' personal development.
- To ensure that the academy is meeting the 'good' and 'outstanding' criteria in the Ofsted Evaluation Schedule in respect of pastoral and personal development.
- To monitor pastoral developments and initiatives at a national and international level to ensure that the academy is at the forefront of effective practice.
- To oversee the compilation, distribution and use of data to track students' progress in relation to their attendance and conduct.
- To work with teaching staff to ensure that effective intervention strategies are implemented to accelerate progress and to overcome difficulties that students may encounter.
- To be responsible with others for the strategic direction of the academy.
- To monitor and review the implementation of Trust's and academy policies, as required.
- To act as a role model for staff and students, to lead by example and through management and by being ever visually present throughout the academy.
- To act as "the public face of the Academy" in dealing with parents, members of the community, the Local Authority and relevant agencies.
- To deputise, as necessary, for the Principal.

**Managing / Leading Policy:**

- To contribute to the development of the strategic direction of the academy.
- To contribute to the production of the strategic plan and annual academy improvement or development plan.
- To monitor, review and evaluate the work of teams and individuals in the context of the Trust and academy policies and plans.
- To support behaviour management systems in line with the Trust policies.
- To ensure that policies and practice are inclusive.

- To support Academy Council in their policy development and monitoring roles, by servicing sub-committees.

### **Managing / Leading Learning:**

- To lead by example in displaying those qualities expected of outstanding teachers/leaders with regard to subject knowledge, teaching skills, assessment and tutoring.
- To monitor the quality of teaching and learning through lesson observations.
- To stimulate a positive learning environment in the academy, in which students receive high quality learning experiences, which are relevant to their learning styles, leading to outstanding standards of achievement.
- To support colleagues in setting and monitoring standards of conduct/progress.
- To ensure that year teams understand student data, set relevant targets and monitor progress against those targets at individual and team level.
- To provide guidance and support to teaching staff in implementing schemes of work related to the national curriculum and ensure that statutory and school policies are being met.

### **Managing / Leading People:**

- To act as line manager to colleagues, as required.
- To establish, lead and chair as relevant meetings of groups of staff.
- To take a full and committed part in your own appraisal, in line with the Trust policy.
- To set appraisal / review and development objectives for an agreed group of staff and to monitor performance against those targets in line with the Trust policy.
- To advise the Principal of the performance of staff in link areas, ensuring that good practice is recognised and praised.
- To provide advice and guidance for colleagues in terms of their development within the profession.

### **Managing Resources:**

- To report to the Principal on the staffing and resource requirements of the academy for the effective delivery of the curriculum
- To oversee the work to ensure that staff and resources are appropriately deployed in order to effectively deliver the curriculum
- To monitor the management of accommodation and resources within the academy in order to promote the creation of a stimulating teaching and learning environment.
- To manage budgets for your areas of responsibility.
- To monitor Health and Safety practice and report any issues to relevant staff

### **Deputising for the Principal / External Relations:**

- To represent the Academy in meetings and other relationships with parents, members of the community, the LA and a wide range of organisations and agencies.
- In the absence of the Principal to take such decisions as may be necessary to ensure that the academy can continue to function in a safe and secure fashion, taking account of agreed policies and working practices.
- In the absence of the Principal to inform / consult with the Chief Executive Officer / Head of School Improvement / Chair or Vice Chair of Academy Council over such matters that might affect the reputation of the academy or require Academy Council approval.

## **Other**

This job description does not include a full list of detailed responsibilities, as these will change from time to time. In addition, you will be expected to carry out any further duties as reasonably required by the Principal

**The Priory Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## PERSON SPECIFICATION

<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role. e.g. experience in leading a team from senior or middle leadership role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Experience of contributing to staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> </ul>