

**HAWES SIDE ACADEMY**

[www.hawes-side.co.uk/](http://www.hawes-side.co.uk/)



# Vice Principal (Deputy Headteacher) Recruitment Pack



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# Welcome from the Chair of Trustees

Dear Candidate,

Thank you for your interest in the post of Vice Principal at our academy. We are proud of our academy and strive to provide our pupils the best of opportunities throughout their primary education with us.

We are a warm and friendly academy, who strives for excellence in everything we do.

As a good school we are looking for a visionary and passionate Vice Principal to play a pivotal role in building upon our successes and further our journey.

As a leader of the Hawes Side Academy team we can offer you

- Enthusiastic, motivated and friendly children who are excited about learning new things
- Strong supportive leadership and a dynamic and talented staff team
- Exceptional levels of teamwork
- Excellent professional development opportunities
- An openness to change and new ideas

Visits to the academy are welcomed and encouraged for those who are interested in working with us, please do contact us for an informal tour of the academy and/or discussion.

We are excited by this next stage of our journey as an academy and look forward to receiving your application to join us.

Miss Deborah Hardman  
Chair of Trustees

# Welcome from the Principal

Dear Candidate,

Thank you for taking an interest in the post of Vice Principal at our academy. We welcome applications from innovative, resilient leaders who truly see the worth of positive relationships and self-development.

At Hawes Side, we take great pride in living out our vision of everyone matters, everyone succeeds. We have a dedicated team of staff who are passionate about creating a nurturing environment with exceptionally high expectations to provide our children with everything they need to succeed in an ever-changing world.

At Hawes Side, all pupils and staff are part of a learning community. As active learners ourselves, we believe we are best placed to support the learning needs of our children. We have developed a bespoke, ambitious curriculum based on the best pedagogical approaches to meet the needs of all our children and celebrate the wonderful heritage of Blackpool, but we continually review this to make sure it meets the needs of our community.

If you believe in our philosophy and have a strong commitment to the professional development of yourself and others, we look forward to receiving your application. I would relish the opportunity to show you around our amazing school.

Mrs C Boothroyd  
Principal

# About Hawes Side Academy

Hawes Side Academy is a three-form entry primary academy situated in the south shore area of Blackpool. 'Hawes Side Primary School' was originally opened on the 12th January 1937 converting to an academy in September 2012. In 2015 we were lucky enough to benefit from the Priority Building Schools Programme and our current building was opened in November 2016.

We are proud that we have served our local area through the generations. Over the last 80 years Hawes Side has become an integral part of the local community and has earned a reputation for providing an excellent and well-rounded education for all children.

As an academy, we value our partnerships with other schools and academies and are passionate about raising standards in order to give our pupils the best possible start to their education and life beyond school.

We also value our partnership between home and school and are continually developing ways to enable and enhance this. We regard communication with our parents as a key priority; engaging them in every aspect of their child's education.

At Hawes Side Academy we want the very best for all our pupils. We aim to ensure this through the careful planning of an innovative, relevant and connected curriculum with a global dimension that meets the needs of all the children. Pupil voice and close links with parents, families and the wider community help us to provide stimulating and creative learning experiences that put the children at the very heart of the learning process.

As a forward-thinking academy, we embrace new challenges and partnerships to provide the best of opportunities for our children.

Our strong partnerships, and our commitment to the professional development of staff, ensure teaching, learning and assessment are of the highest quality. Through all of the above we endeavour to live out our motto: 'Community, Learning and Creativity in Harmony'

## Our Vision, Mission and Values

At Hawes Side Academy our vision is to be a place where *everyone matters, everyone succeeds*.

We believe in empowering our community with the knowledge, skills and understanding to succeed in our global society.

At Hawes Side Academy our vision is to be a place where everyone matters, everyone succeeds. We believe in empowering our community with the knowledge, skills and understanding to develop into empathic, well-balanced global citizens. We strive to do this through an ambitious curriculum for all that is lived out in every aspect of our daily school life.

It is our mission to do this through the promotion of community, learning and creativity in harmony.

Our core values of relationships, respect, resilience, reflection and responsibility help us to achieve our vision.

## About the Job

<b>Location</b>	<b>Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN</b>
<b>Title of Post</b>	Vice Principal (Deputy Headteacher)
<b>Grade</b>	ISR: L11 to L16
<b>Currently recruiting:</b>	1 Full Time Permanent post
<b>Required from</b>	1 September 2024
<b>Responsible to</b>	Principal
<b>Responsible for</b>	Designated staff
<b>Liaising with</b>	Governing Board Principal Senior Leadership Team Middle Leadership Team Teaching staff Business Manager Support Staff Outside Agencies Parents/Carers
<b>Disclosure level</b>	Enhanced

## Job Description – Vice Principal

<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• Undertake the normal responsibilities of the class teacher when requested.</li> <li>• Be an active participant of the senior leadership team.</li> <li>• Assist the Principal in the strategic leadership and management of the academy.</li> <li>• Assist the Principal in the day to day organisation and management of the academy.</li> <li>• Support and/or represent the Principal at meetings as and when required.</li> <li>• Deputise in the absence of the Principal by undertaking their professional duties.</li> <li>• Undertake such duties as are delegated by the Principal.</li> <li>• Play a major role, under the overall direction of the Principal, in formulating and reviewing the Development Plan, aims and objectives of the academy by:             <ol style="list-style-type: none"> <li>(a) formulating the aims and objectives of the academy;</li> <li>(b) establishing the policies through which they are to be achieved;</li> <li>(c) managing staff and resources to that end;</li> <li>(d) Monitoring progress towards their achievement.</li> </ol> </li> <li>• Take a lead role for safeguarding, child protection and LAC at the school.</li> </ul> <p>The specific responsibilities of the post will be negotiated with the Vice Principal on appointment.</p>
<b>Main /core duties</b>	<p><u>Teaching and Learning responsibilities</u></p> <ul style="list-style-type: none"> <li>• To carry out the duties of an academy teacher when requested as set out in the current Academy Teachers’ Pay and Conditions Document.</li> </ul>

- To carry out the duties of a general class teacher as detailed in the academy's class teacher job description, including the provision of cover for absent teachers when requested.
- To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being

#### The internal organisation, leadership and management of the academy

- To work as a member of the Senior Leadership Team
- To have specific responsibilities (e.g. for aspects of academy management or the curriculum) to be agreed upon appointment.
- To contribute to:
  - Fulfilling the academy's vision and mission;
  - Maintaining and developing the ethos, values and overall purpose of the academy;
  - Formulating the aims and objectives of the academy and policies for their implementation;
  - A development plan which will translate academy aims and policies into actions;
  - Monitoring and evaluating the performance of the academy;
  - Implementing the Governing Board's policies on equal opportunity for all staff and pupils.
  - The efficient organisation, management and supervision of academy routines.
- To assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

#### Curriculum Development

- To assist in, and to lead when appropriate on:
  - The development, organisation and implementation of the academy's curriculum;
  - Academy policies on curriculum, teaching and learning, assessment, recording and reporting;
  - Ensuring that the learning and teaching provides a co-ordinated, coherent curriculum entitlement for individuals;
  - Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid trustees in their future leadership of the academy;
  - Ensuring continuity of learning and effective progression for pupils;
  - The promotion of extra-curricular activities in accordance with the educational aims of the academy.

	<p><u>Pupil care</u></p> <ul style="list-style-type: none"> <li>• To contribute to: <ul style="list-style-type: none"> <li>○ The academy’s policy for the personal and social development of pupils including pastoral care and guidance;</li> <li>○ The effective induction and transition of pupils;</li> <li>○ The determination of appropriate pupil groupings;</li> <li>○ The promotion among pupils of high standards of behaviour in live with our academy values;</li> <li>○ Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.</li> </ul> </li> <li>• Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in academy and in the wider society.</li> </ul>
<p><b>Staffing and staff development</b></p>	<ul style="list-style-type: none"> <li>• To participate in the recruitment and deployment of teaching and non-teaching staff of the academy.</li> <li>• To actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures.</li> <li>• To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in the academy.</li> <li>• To implement and develop staff development policies in relation to: <ul style="list-style-type: none"> <li>○ The induction of new and early career teachers and other staff;</li> <li>○ The provision of professional advice and support and the identification of training needs;</li> <li>○ Trainees at all levels.</li> </ul> </li> <li>• To demonstrate effective leadership, representation and liaison both within the academy and other interested or involved persons or bodies.</li> <li>• Lead INSET programmes within the academy.</li> <li>• To maintain good relationships with individuals, groups and staff unions and associations.</li> </ul>
<p><b>Quality assurance</b></p>	<ul style="list-style-type: none"> <li>• Continuously review academy provision in all areas against performance targets and value for money, with the Senior Leadership Team.</li> <li>• Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary.</li> <li>• Inform the Principal immediately of any Health and Safety or Child Protection concerns that arise.</li> <li>• Support the Principal in ensuring that academy policies are followed by staff.</li> </ul>
<p><b>Management information and administration</b></p>	<ul style="list-style-type: none"> <li>• Develop processes for gathering curriculum information necessary to produce detailed plans and reports.</li> <li>• To assist in ensuring that all information required to evaluate the academy’s provision is produced accurately, timely and efficiently.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Maintain and develop effective communication and links with parents/carers, to provide timely and effective responses to any concerns or queries.</li> <li>• Effectively articulate to all stakeholders and in a variety of ways, the values which underpin all aspects of the academy’s provision.</li> <li>• To ensure that all communications with service users demonstrate the values of the academy.</li> <li>• To attend all meetings identified by the Principal and communicate the academy vision and values – both internally and externally.</li> </ul>

<b>Marketing and liaison</b>	<ul style="list-style-type: none"> <li>• To advise and support the Governing Board as required in the exercising of its functions including attending meetings and making reports.</li> <li>• To liaise with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.</li> <li>• To liaise with other professional bodies, agencies and services.</li> <li>• To develop and maintain positive links and relationships with the community, local organisations and employers.</li> <li>• To promote a positive image of the academy.</li> <li>• To ensure that the academy plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.</li> <li>• Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the academy.</li> </ul>
<b>Management of resources (other than people)</b>	<ul style="list-style-type: none"> <li>• To contribute to the formulation of the academy's policies and procedures concerning resource management.</li> <li>• To allocate, control and account for those financial and material resources of the academy which are delegated by the Principal.</li> <li>• To assist in promoting an attractive, safe and welcoming environment which stimulates learning, and enhances the appearance of the academy.</li> <li>• To participate in the arrangements for the security and effective supervision of the academy buildings, their contents and grounds, including aspects of health and safety.</li> <li>• To maintain effective working relationships with external agencies and services contracted to the academy.</li> </ul>
<b>Corporate responsibility</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the academy.</li> <li>• Appreciate and support the role of other professionals and support staff.</li> <li>• Attend and participate in relevant meetings as may be reasonably required.</li> <li>• Play a full part in the life of the academy community, supporting its distinctive mission and encouraging staff and pupils to follow this example.</li> <li>• Promote the academy corporate policies.</li> <li>• Comply with the academy health and safety policy and undertake risk assessments as appropriate.</li> </ul>
<b>Other specific responsibilities</b>	<ul style="list-style-type: none"> <li>• Carry out the duties of the post effectively and efficiently.</li> <li>• To continue personal development.</li> <li>• To participate in the staff review and performance management processes.</li> <li>• To participate in relevant safeguarding and safety training.</li> </ul>
<b>Safeguarding</b>	<p>The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
<b>General statement</b>	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the postholder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>

# Person Specification

***The applicant will be required to safeguard and promote the welfare of children and young people***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

## [A] Qualifications

	Qualification requirements	Essential/ Desirable
1.	Qualified teacher status	E
2.	Degree	E

## [B] Professional Development

		Essential/ Desirable
3.	Evidence of appropriate professional development for the post	E
4.	Up to date safeguarding training and knowledge of legislation for the protection of young people	E

## [C] School leadership and management knowledge and experience

		Essential/ Desirable
5.	Proven management skills and appropriate leadership skills to support the strategic development and direction of the school through self -evaluation	E
6.	Successful experience of leading one or more curriculum areas	E
7.	To have led whole school initiatives	E
8.	Experience of working effectively within staff teams	E
9.	Experience of line management of staff	E
10.	To have had responsibility for policy development and implementation	E
11.	To have had experience of and the ability to support other staff with their professional development across the primary range (e.g. coaching, mentoring, delivering training)	E
12.	Working positively with parents and carers	E
13.	To demonstrate an awareness of current national education policy	E
14.	An understanding of school finance including effective budget management and financial analysis	D



**[D] Experience and knowledge of teaching**

		Essential/ Desirable
15.	Proven excellence in teaching pupils within the primary phase	E
16.	Thorough knowledge of teaching and learning across all three Key Stages in the primary phase	E
17.	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E
18.	Promoting inclusion and meeting the needs of all pupils	E
19.	Addressing diversity positively	E

**[E] Professional Attributes**

		Essential/ Desirable
20.	The ability to deal effectively and positively with a range of pupil behaviours	E
21.	The ability to communicate effectively, both orally and in writing, with a range of audiences	E
22.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E
23.	Have a good commitment to sustaining regular attendance at work	E
24.	A commitment to professional development for self and others	E
25.	Ability to support and develop the vision of the school	E

**[F] Personal Qualities**

		Essential/ Desirable
26.	A passion for achieving the very best outcomes for all children	E
27.	Excellent interpersonal skills	E
28.	Committed to working with a high level of integrity and professionalism	E
29.	Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E
30.	Ability to build and maintain good relationships with colleagues, parents and members of the wider school community	E
31.	Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job	E
32.	Awareness of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E
33.	Think analytically and creatively and demonstrate initiative in solving problems	E

**[G] Safeguarding**

		Essential/ Desirable
34.	Commitment to the protection and safeguarding of children and young people	E
35.	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
36.	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
37.	Will co-operate and work with relevant agencies to protect young people	E

Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the Headteacher' Standards 2020.

## Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and Medical clearance procedures
- The successful candidate will be eligible to apply to join the Teachers' Pension Scheme
- The academy operates a no-smoking on site policy
- New entrants to the academy are subject to a six-month probationary period
- It is a condition of employment that any 'leave' required must be taken during school holidays.

**Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.**

**The academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.**

## How to Apply

Application forms are available on our academy website [www.hawes-side.co.uk/our-school/Work-With-Us](http://www.hawes-side.co.uk/our-school/Work-With-Us). Visits to the academy are encouraged and warmly welcomed. Please contact the academy on 01253 402541 for an informal discussion and to arrange a visit.

Please return your letter of interest (no more than three sides of A4 paper, text size pt.12) together with your completed application form to:

Mrs Caroline Boothroyd (Principal), Hawes Side Academy, Johnsville Avenue, Blackpool, Lancashire, FY4 3LN or by email to [recruitment@hawes-side.co.uk](mailto:recruitment@hawes-side.co.uk) marked for the attention of Mrs Caroline Boothroyd (Principal).

**Closing date: Monday 15<sup>th</sup> April 2024 at 9 a.m.**

**Shortlisting: Wednesday 24<sup>th</sup> April 2024**

**Observations: as arranged post shortlisting**

**Tasks/Interviews: Monday 20<sup>th</sup> May and Tuesday 21<sup>st</sup> May 2024**

We will not acknowledge receipt of your application. If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown in this vacancy.



## **Hawes Side Academy**

### **Job Applicant Privacy Notice**

#### **(How we use job applicant information)**

As part of any recruitment process, the academy collects and processes personal data relating to job applicants. The academy is committed to being transparent about how it collects and uses data to meet its data protection obligations.

#### **What information does the academy collect?**

The academy collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- If you have a disability the academy needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

The academy will undertake a social media check, which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR).

The academy will collect this information in a variety of ways, e.g., possible data in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The academy will collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The academy will inform you that it is doing so.

Data will be stored for the duration of the recruitment process in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

#### **Why does the academy process personal data?**

The academy needs to process your data before entering into a contract with you. We will inform you of our actions prior to this process beginning.

In some cases, the academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The academy may also need to process data from job applicants to respond to and defend against legal claims.

The academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children, the academy is obliged to seek information about criminal convictions and offences. Where the academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

The academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The academy will then share your data obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. The academy will not transfer your data outside the European Economic Area.

### **How does the academy protect data?**

The academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the academy keep data?**

If your application for employment is unsuccessful, the academy will hold your data on file for one month after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment in accordance with the academy record management policy. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights.

You can:

- Access and obtain a copy of your data on request
- Require the academy to change incorrect or incomplete data
- Require the academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the academy is relying on its legitimate interests as the legal ground for processing

The academy will also undertake a social media check, processing of which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR).

If you would like to exercise any of these rights, please contact the academy.

If you believe that the academy has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the academy during the recruitment process. However, if you do not provide the information, the academy may not be able to process your application properly or at all.