



Vice Principal

Systems Operations Timetabling Curriculum Assessment & Compliance

The Head of School and Executive Principal are seeking a well-qualified, innovative and inspiring new Vice Principal to take a strategic role in promoting the school educational aims and ethos ('Strive, Achieve and Believe!'). The role offers the right candidate an excellent opportunity to help shape the academic thinking and practice at The Chalk Hills Academy, which is part of a growing and dynamic Multi-Academy Trust – The Shared Learning Trust.

You will join the senior leadership team in this newly available position, created due to the successful promotion of senior leadership colleagues. Supporting the Head of School in driving the Academy forward, you will have the necessary 'can-do' attitude combined with a passion to 'get the job done'. This is a very exciting time for the school and its journey towards becoming a 'world class' Academy. It is a fantastic opportunity for a suitably qualified Senior Leader who wants to make a real difference to the pupils at The Chalk Hills Academy. We are looking for a candidate with ambitions to be a future Head of School/Principal. The main purpose of this post is to provide strategic leadership and oversight of curriculum, time-tabling, data and assessment, options process, student outcomes for Key Stage 3 and 4. Also leading on and implement the academic duty rota and act as EVC.

We are a fully comprehensive school and the successful candidate will be able to engage, inspire and challenge pupils and staff. We are proud to serve our local community – we have high expectations for our students and are driven to remove barriers to their success. The candidate will be values driven and have a clear moral compass, integrity, and belief that pupils must receive an outstanding education, which is reflected in outstanding pupil outcomes. The successful candidate will gain a wealth of experience, including working alongside an experienced and successful Leadership Team, many of whom have had experience working in London schools and for large national academy chains.

What does The Chalk Hills Academy and The Shared Learning Trust offer?

- To be a major part of an experienced and determined Senior Leadership team who are focused on raising the attainment and aspirations of all the pupils across the school.
- An opportunity to shape, develop and embed a clear ethos across our Academy as part of a supportive MAT
- A commitment to excellent professional development and the successful candidate will have access to support from outstanding Senior Leaders, the option to apply for the NPQH and many national CPD opportunities
- A clear vision of 'Strive, Achieve, Believe' for our Academy community underpinned by a staff who work together as a strong and united team.
- A supportive staff and Trust network including access to a confidential staff counsellor, out of school offers and perks courtesy of 'PerkBox' and an employee of the month rewards scheme
- Our facilities include a brand-new gym with new equipment opened 2019 which staff are welcome to use after school hours and a brand new Sixth Form block opened in September 2019.

If you want to grow and develop in a fast paced, dynamic and successful Academy, come and join us at The Chalk Hills Academy!

Key Duties

- To work as a member of the strategic and operational leadership team
- To lead the senior team with a focus on data and assessment
- To lead the senior team with a focus on time-tabling and curriculum design (in conjunction with the Head of School)
- To ensure the academy's time-table, curriculum structure and staffing is reviewed termly and annually, and is fit for purpose
- To line-manage the Cover Manager and Senior Data Manager
- Oversee strategic and operational leadership of the duty systems and rota to ensure the smooth functioning of the academy and ensure compliance with Health & Safety legislation and regulations



- Oversee the strategic leadership and co-ordination of educational trips and visits to ensure compliance with Health & safety legislation and regulations as well as ensuring quality future planning
- Develop systems to ensure the Academy's ethos is outstanding in relation to both a positive and respectful culture
- Line manage and hold to account Assistant Principals and other key middle leaders ensuring they fulfill their responsibilities to a high standard.
- All members of the leadership team to carry out responsibilities as and when directed by the Head of School or Executive Principal.

The Successful Candidate

- Be an experienced member of a senior leadership team
- Have the ability to think strategically and solve problems
- Have a clear vision for raising outcomes
- Keep abreast of educational, legal, national and international developments and concepts
- Be well-read with a passion for innovation and creativity
- Be an excellent classroom practitioner particularly in regards to teaching and learning
- Have a passion for outstanding learning
- Hold and articulate clear values and moral purpose, focusing on providing a world-class education for all our students
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff and towards parents/carers, Trust leaders, members of the local community and Community Cluster Boards
- Lead by example – with integrity, creativity, resilience and clarity
- Demonstrate and uphold confidentiality in line with expectation of the role
- Be a confident public speaker, and use IT and a variety of MIS confidently

Job Specifics

Start Date asap or April/Sept 2022

Salary L20 – L25 £67,364 - £76,141 dependent on actual experience

Job Role Full time, permanent

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

Why work for Chalk Hills Academy?

- £30 million state of the art building with well-equipped classrooms in an Ofsted rated 'Good' school
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday catered to your developmental needs
- Excellent opportunities to develop and grow in a successful and expanding Academy
- Freshly brewed coffee for staff on arrival to the academy every morning in your own 12oz Bamboo reusable cup
- Employee of the month scheme winning shopping vouchers
- Fantastic staff benefits that make a difference to your work life balance

Here's what Ofsted have to say *"Together with your leadership team, governors and the trust you have established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have led to improvements in the quality of teaching, learning, assessment and the curriculum. Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment."* **Ofsted May 2018**



Safeguarding

'We believe in the safeguarding and welfare of children and expect all staff to share this view'.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department for Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The definition of 'children' includes everyone under the age of 18.

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on <https://www.thesharedlearningtrust.org.uk/current-vacancies5/845.html> **We look forward to hearing from you!**

If you have any questions about the role or would like to visit the Academy, please contact **HR Recruitment, Jay Powell on 01582 211226 or j.powell@thesharedlearningtrust.org.uk**

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



Welcome to The Shared Learning Trust

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust, as Principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength employing some 500 fantastic staff members who serve over 3,700 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or Head of School to ensure the best possible education in their own Academy.



Our ethos is simple, to build a collaborative partnership of academies and schools that will provide exceptional educational provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

Cathy Barr, CEO

We recruit people for attitude and train for skills

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to clearly articulate our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who

- are excited by their role and by the prospect of working with young people, even those who are less motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

Cathy



About The Shared Learning Trust

- Vale Academy, Dunstable 2-11
- The Rushmere Park Academy, Leighton Buzzard 4-9
- The Linden Academy, Luton 4-11
- **The Chalk Hills Academy, Luton 11-18**
- The Stockwood Park Academy, Luton 11-18

We also offer a fantastic **Sixth Form** provision for students aged between 16-19, and this is based at both The Stockwood and The Chalk Hills Academies. Including in our **Sixth Form provision is our Football Academy Pathway** and brand-new Cricket Academy Pathway.

Our Academies are supported in their work by our **Teaching Trust, based at The Chalk Hills Academy**. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

CPD and Training – We invest in you!

All five Academies at The Shared Learning Trust are a part of our Teaching Trust, which is based at The Chalk Hills Academy. We aim to offer exceptional teacher training and high-quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Chalk Hills Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.



Vision & Values 'Strive, Achieve, Believe'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

Strive we will,

- provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.
- continue to work together to **share** innovative practice and to provide a wealth of opportunities for all pupils and staff
- have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets.
- focus on the development of all of our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

Achieve we will,

- aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative.
- share strong Trust approaches to our key issues, for example, teaching, assessment, attendance and curriculum development.
- offer an interesting yet challenging curriculum in each of our academies.
- by our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all.
- continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence.
- place emphasis on collaboration with partners *outside of our Trust* to maximise opportunities for all **in** our Trust.

Believe, we will,

- enable all of our learners to develop and flourish, through close working and regular communication with our families and local community,
- care for our families beyond the school day, supporting the development of high self-esteem and belief.
- ensure that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
- promote can-do attitudes and resilience across the Trust that develop belief and high expectation.



Welcome to The Chalk Hills Academy



Louise Lee, Executive Principal



Raza Ali, Head of School

Dear Applicant,

It is a privilege and an honour to lead the Chalk Hills Academy.

Our students are extremely motivated and have an exceptional desire to achieve and behave impeccably. Our staff are highly qualified and work tirelessly in the pursuit of world class progress for all of our students. The facilities at Chalk Hills Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults. Learning is clearly at the heart of all we do.

***'It is the supreme art of the teacher to awaken joy in creative expression and knowledge.'* - Albert Einstein**

We are delighted to extend a warm welcome to you.

Best wishes,

Louise Lee & Raza Ali



About The Chalk Hills Academy

Providing the very best education for all our students is the simple goal for The Chalk Hills Academy. Whilst firmly rooted in traditional values, we have made our Academy a vibrant and exciting place with a positive ethos that runs throughout the Academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state-of-the-art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.





Ofsted at The Chalk Hills Academy



Leadership and Management

- Together with (the) leadership team and the trust (the Principal has) established high expectations for behaviour, teaching and achievement. Leaders have made sure that strategies are in place which have led to improvements in the quality of teaching, learning, assessment and the curriculum. The consequence of this improvement is that pupils of all ages are making much better progress than last year.

Behaviour of Students

- Leaders have high expectations for pupils' behaviour. Leaders work well with staff to ensure that the school is typically a calm, orderly and purposeful environment. Usually, pupils behave well around the school and in lessons. Leaders' work to support pupils with challenging behaviour has reaped some notable rewards.

Achievement of Students

- ...pupils of all ages are making much better progress than last year. For example, disadvantaged pupils have made more rapid progress so that the gap between their outcomes and those of others is negligible. The most able pupils are also making faster progress because of the quality of questioning and the activities they are presented with that stretch them to think more deeply.

Safety of Students

- Regular training helps ensure that staff are clear about their safeguarding duties. Leaders responsible for safeguarding make sure that suitable support is in place for pupils who might be vulnerable or at risk of harm. This includes working effectively with external agencies when needed. Secure procedures are in place for ensuring that pupils who attend alternative provision are kept safe.

Welfare of Students

- Leaders are working effectively to reduce the proportion of disadvantaged pupils and pupils who have special educational needs and/or disabilities who have poor attendance. Leaders keep a close eye on the attendance of these pupils and act quickly, when needed, to ensure that suitable support is in place. Consequently, fewer of these pupils now have a poor attendance record. Leaders recognise the importance of continuing this work to secure further improvements.



Teacher Testimonials

"Moving from Industry to Teaching was a daunting yet exciting experience; I joined Stockwood Park Academy as an instructor to see if teaching was for me and have never looked back! The seamless transition into education was exciting, demanding, and the best decision I made. Like many teachers at the school, my role has evolved, and I have been fortunate enough to work across the Trust in different positions. The Trust has provided me with multiple opportunities to grow and develop. I now work as an Assistant Principal at The Chalk Hills Academy, with a focus on The Teaching Trust, Admissions and Science. I feel extremely privileged to be working for an organisation that inspires learning, growth, confidence and creativity, and challenges students to rise to their full potential in a warm and caring environment."

Mrs Jabbar, Assistant Principal

"The minute I walked through the door I knew this was the place I wanted to teach. It might sound rhetorical but after many decades teaching abroad and some months working as a supply teacher in the area, I had that exact feeling when I arrived at Chalk Hills five years ago. The splendid modern building and excellent facilities are, of course, an attraction but what really struck me that day was the genuine, warm welcome and enthusiasm of everyone I met. The school population is diverse, vibrant and exciting to be with. A culture of kindness and politeness permeates the Academy and a real wish to live the school motto "Strive, Achieve, Believe" by example is reflected in the everyday actions of staff and pupils alike"

- Helen Putterill, Teacher of English



Job Description

Position	Vice Principal for Systems Operations Timetabling Curriculum Assessment & Compliance
Reporting to	Head of School & Executive Principal
Salary	L20-L25

Responsibilities: Systems Operations Timetabling Curriculum Assessment & Compliance

Role Purpose

- To provide the strategic leadership for the quality of education at The Chalk Hills Academy, with a focus on time-tabling, curriculum development, strategic oversight of assessment KS3 – 4 and compliance protocols – duties and educational visits
- To deputise for the Head of School and fulfil the Head of School's responsibilities in their absence
- To lead on data and assessment – student outcomes KS3 – 4, time-tabling, options process and curriculum
- To lead on and implement the academic duty rota and act as EVC

Main Responsibilities

- To work as a member of the strategic and operational leadership team
- To lead the senior team with a focus on data and assessment
- To lead the senior team with a focus on time-tabling and curriculum design (in conjunction with the Head of School)
- To ensure the academy's time-table, curriculum structure and staffing is reviewed termly and annually, and is fit for purpose
- To line-manage the Cover Manager and Senior Data Manager
- Oversee strategic and operational leadership of the duty systems and rota to ensure the smooth functioning of the academy and ensure compliance with Health & Safety legislation and regulations
- Oversee the strategic leadership and co-ordination of educational trips and visits to ensure compliance with Health & safety legislation and regulations as well as ensuring quality future planning

Strategic Leadership

- Ensure the academy's curriculum is broad and balanced, meets the needs of students, enables the academy to achieve key performance targets, and delivers excellent value for money
- Ensure the provision of an operational timetable which enables all students to achieve targets and makes efficient and effective use of both academy and Trust resources
- Ensure provision of an operational timetable which enables all students to achieve targets and makes efficient and effective use of resources
- Ensure academic targets are both challenging and achievable
- Oversee any strategic aspects of leadership as directed by the Head of School and Executive Principal
- Liaise and work closely with cross-Trust professionals and groups
- Ensure academic and educational knowledge is kept up to date to be both an energy creator and innovative professional
- To maintain a daily presence around the site – supporting staff and leaders
- To be responsible for the delivery and production of the Academy Improvement Plan

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focussing on providing a world-class education for all our students
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students and staff and towards parents/carers, Trust leaders, members of the local community and Community Cluster Boards
- Lead by example – with integrity, creativity, resilience and clarity
- Demonstrate and uphold confidentiality in line with expectation of the role
- Be a confident public speaker, and use IT and a variety of MIS confidently

**Other main responsibilities:**

- With the Head of School and other senior colleagues, lead the department review process with the quality assurance of behavioural systems and progress at academy
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff
- Line management of Middle Leaders as required
- Be an excellent role model of outstanding academic and pastoral care
- Attend and present at Trust and Cluster board meetings as required.
- Assist the Head of School in the ongoing and annual review of standards of leadership across the academy
- Work closely with the Trust and Community Cluster Board as a member of sub committees as required and through joint working
- Participate in SLT meetings including early morning briefings, weekly meetings and any strategic sessions as required
- Carry out any reasonable requests and roles as outlined by the Head of School

PERSON SPECIFICATION

Criteria	Essential/ Desirable:	Evidence:
Qualifications		
Qualified Teacher Status	E	S
Post-qualification study relevant to post	D	S/I
NPQH/NPQSL	D	S
Professional Development		
Child Protection Training	D	S
Committed to safeguarding and promoting the welfare of children and young people	E	S
To have undertaken recognised safeguarding training	E	S
Evidence of recent professional development and commitment to the development of others	E	S
Participation in work with other academies/agencies	D	S
Experience of leading in-service activities for others	E	S
Experience		
Working in more than one school	D	S/R
Experience of change management in a school setting	D	S
Successful track record in behaviour management, pastoral care and leadership	E	S
Excellent understanding and use of assessment, including target setting and tracking	E	S
Extensive knowledge and understanding of MIS system to track behaviour management, safeguarding and attendance	E	S/R/I
A minimum of three years' successful experience on a school senior leadership team	E	S/R
Experience of having successfully led whole school initiatives (with impact evidenced)	E	S
Experience of monitoring and evaluating teaching	E	S/R/I



Leadership		
Demonstrates behaviours that inspire and motivate others	E	S/R
Aspirational on behalf of the students, the academy and its role in the community	E	S/I
Able to contribute to academy ethos, vision and discipline structures via daily duties/assemblies/disciplinary meetings etc.	E	S/I
A visible leader with whole school presence	E	I
Strategic thinker	E	S/I
Able to support and articulate a shared educational vision	E	S
Experience of working with a governing body/trustees	E	S/R
The ability to nurture and develop outstanding teaching & learning in others	E	S
Ability to lead and manage decisively within a collaborative ethos	E	S
Demonstrate commitment to extra-curricular enrichment	D	S
Achievement in developing links with external partners e.g. feeder primary schools and the wider community	D	S
Experience of promoting school activities within a community	D	S
Experience of successful parental involvement	E	S
Leadership of the professional development of staff	D	S

Personal qualities and attributes

Ability to work under pressure and meet deadlines	E	S/I/R
Trustworthy and demonstrates integrity at senior level	E	S/I/R
Innovative and creative thinker	E	S/I
Enthusiastic, energetic and self-motivating	E	S/I
Intellectually versatile, perceptive and innovative	E	S/I
Able to prioritise and delegate as circumstances require	E	S/I
Fluent and effective communicator	E	S/I/R
Able to establish professional working relationships with all members of the academy community	E	S/I/R
Comfortable in the public domain	E	S/I/R
Resilient and responds well to pressure	E	S/I/R
Capable of responding constructively to criticism	E	S/I
Possess a sense of humour and the ability to maintain a healthy work/life balance	E	S/I
Works well as part of a team	E	S/I/R

Safeguarding children		
Committed to safeguarding and promoting the welfare of children and young people	E	S
To have undertaken recognised safeguarding training	E	S/R

Evidence: S=Supporting statement; I=Interview; R=References

The list could go on and on. Suffice it to say we are looking for an exceptional person who will rise to the challenges for improvement in student achievement at The Chalk Hills Academy and who will work hard to sustain it. There will also be a teaching commitment. The Academy offers a great deal to its entire staff and is an incredibly rewarding place to work.



We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

The Chalk Hills Academy believes that every child does matter, and adherence to the Academy's Every Child Matters Policy is not only compulsory, but should be practiced mindfully at all times.