



Candidate Briefing Pack

Vice Principal

Chief Executive Introduction



Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

From 1st September 2020, our Trust will be responsible for nearly 30 academies of all phases and types. They are tightly organised geographically which makes support, collaboration and teamwork straightforward. We will be educating more than 16,000 students, employing over 2,500 talented staff and responsible for an annual budget of over £100m. The Trust is establishing four 'clusters' of academies: North West Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school and brand-new apprenticeship provider.

We are now recruiting to appoint an exceptional leader to the role of Vice Principal at Hartley Primary Academy. The role of Vice Principal is a pivotal role in the school's future journey as our appointed leader will continue to build and evolve our unique and inspirational place of learning. The successful candidate will work closely with the Principal and other senior leaders across the Trust to maintain and further develop a strong network of effective academies across Dartford.

Our ideal candidate will be an existing Assistant Principal with significant leadership experience of running a successful primary school. We are looking for an exceptionally talented leader who will use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements. The successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. This is a career defining opportunity and we look forward to hearing from leaders who are ready for the next step.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE

CHIEF EXECUTIVE

Leigh Academies Trust

Who we are

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses over 16,000 students, between the ages of 3 and 19, in 28 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

Leigh Academies Trust – Our Mission: *Shaping Lives, Transforming Communities*

Leigh Academies Trust – Our Values:

- *We care* – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- *We have boundless ambition* – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- *We work together* – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- *We keep getting better* – using our ‘can-do’ attitude towards continuous improvement and innovation.

Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business & professional experience.
- Robust delivery models as government policies, rules and measures change.

Vacancy

Position:	Vice Principal
Responsible to:	Principal
Basis:	Permanent, full-time
Commencement:	September 2021
Salary:	Highly competitive commensurate with experience + performance bonus

Leigh Academies Trust has a rare and truly exciting opportunity to appoint an experienced leader in the role of **Vice Principal** at Hartley Primary Academy, commencing September 2021. Our ideal candidate will be an exceptional primary practitioner with considerable experience, keen to use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school maintains and exceeds current standards and achievements.

The successful candidate will play a huge part in accelerating the future development of the school into an outstanding provider of education, and will demonstrate real ambition to improve the life chances of the students at Hartley Primary Academy. Reporting directly to the Principal, the appointed candidate will receive encouragement, support and guidance not only to develop the school but also your own career. Ample opportunities are available enabling you to establish and strengthen solid working relationships with senior leaders across the wider Trust.

Hartley Primary Academy's history dates back to 1842. Today, it is part of Leigh Academies Trust and provides primary education for boys and girls between the ages of 4 and 11. Our school is set in beautiful grounds in the middle of Hartley, the charming Kent village.

We are working towards becoming an accredited IB school and are currently implementing the PYP (Primary Years programme of the International Baccalaureate). Learning is built upon experiences that are real and relevant. Whilst we follow the National Curriculum we also respond to the interests and needs of the children to ensure that each term the activities excite and engage everyone.

We pride ourselves on our outdoor learning environment which is used extensively by all year groups, stimulating and embedding learning experiences through practical activities and the natural medium of our beautiful woodlands, pond and grass areas.

Well being and equality is central to our ethos and is driven by our Rights and Responsibilities charter. At the top of this charter is the right to be respected along with the responsibility to respect others. All children and staff have the right to learn and access the same opportunities regardless of differences in background or need.

Our aim is to create a positive, stimulating and happy learning environment with spacious buildings and grounds, enabling children to succeed and realise their full potential. We promote their academic, spiritual, moral, cultural and physical development to prepare them for future opportunities, responsibilities and experiences.

We are committed to providing all children with the same opportunities, regardless of gender, race, creed or culture. We are wholly committed to creating a learning environment which is safe and secure, stimulating and exciting, in order that our children come to school with a feeling of anticipation and enthusiasm.

We wish to hear from you if you really want to change our education world and are:

- an outstanding teacher, with leadership experience, who is keen to progress
- an enthusiastic, energetic and ambitious school leader/teacher with a track record of success at primary level
- a motivational and inspirational leader with high expectations of staff
- confident and able to communicate a clear vision for the school
- able to develop children to reach their full potential regardless of background or circumstance
- approachable and keen to work with staff across the Trust to ensure wide success
- able to establish and develop excellent relationships with the community and other stakeholders.

Please note: we welcome applications from both infant and/or junior specialists.

In return, you will receive:

- a competitive salary and the opportunity to earn a performance bonus;
- an exciting LAT career path with opportunities for further progression in the future;
- security and support on your journey from close collaboration with a small central executive and a larger group of talented Senior Leaders to share best practice and innovation.



Job Description

Role: Vice Principal - Hartley Primary Academy
Reporting to: Principal

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Core Purpose

- To assist the Principal in the development of the academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced;
- To support the development of the whole child, within a safe and healthy environment, fostering positive community values;
- To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress;
- To effectively promote the educational vision associated with the Leigh Academies Trust.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal may from time to time ask the post-holder to perform.

All Vice Principals have responsibility for the academic outcomes of the academy. Key emphasis is placed on knowing the students across the academy and how best to support them. The successful candidate will be expected to create an ethos that is individual reflective of the whole academy vision. The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined based on the successful candidate's skill-set.

Key Responsibilities

Strategic

- Support the Principal in developing and communicating a clear strategic vision of how to develop and maintain the academy successfully to Outstanding;
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership;
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them;
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the academy;
- Lead on designated sections of the Academy Performance Agreement;
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching;
- Support the Principal in managing the academy effectively and ensuring the successful implementation of radical change, and deputise for her in her absence;
- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate;

Learning and Teaching

- Work with the Principal in the strategic leadership for a key area of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes;
- Ensure that learning and teaching policy and practice are at the highest standard;
- Effective use of data with the academy to raise standards;
- Regularly review and quality assure the student tracking systems across the academy;
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors;
- Oversee the quality of learning and teaching through regular reviews within the academy and, at least two designated Faculty Areas, intervening where necessary;
- Use data from stakeholder consultation in order to critically evaluate learning and teaching;
- Have an oversight of the performance of vulnerable groups Leading and Managing Staff;
- Create a School ethos that fits with the academy vision;
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behavior, positive relationships and attitudes towards students, staff, parents and Governors;
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels;
- Maximise the contribution of staff to improve the quality of education provided and standards achieved;
- Create and maintain good working relationships among all members of the academy community;
- Sustain their own motivation and that of staff for whom they are accountable;
- Promote the academy ethos in which the highest achievements are expected from all members of the Academy community;
- Contribute to an effective and rigorous Performance Management process;
- Efficient and effective use of staff and resources;
- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality;
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided;
- Support the Principal and Director of Finance and Operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
- Support the Principal in seeking to ensure adequate resources for the academy;
- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made;
- Support senior and middle leaders in the effective review of standards in their areas of responsibility;
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes;
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement;
- Use assemblies to motivate and inspire students Community;
- To attend Governors' meetings, evening and special events;
- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the Academy and its interface with community partners
- The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

Person Specification



We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

Essential	Desirable
Experience	
<ul style="list-style-type: none"> - Proven record of significant senior leadership achievement - Proven track record of raising standards - Experience of management of human and financial resources at senior level - Proven curriculum leadership - Successful establishment of links with the local community - Excellent track record as an effective innovator of education - Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs - Experience of developing student involvement in schools - Experience of working with parents/ carers - Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people - Experience of using performance management processes successfully to contribute to school improvement 	<ul style="list-style-type: none"> - Experience at Vice/Assistant Principal level or equivalent - Experience of full primary age range in a educational setting - Experience of leading highly effective whole school assessment systems. - Experience of working within a MAT
Education & Qualifications	
<ul style="list-style-type: none"> - Degree and teaching qualification - Qualified teacher status - Sustained record of professional development 	<ul style="list-style-type: none"> - Accredited postgraduate study - Masters/MBA - NPQH (or working towards)
Leadership & Management	

<ul style="list-style-type: none"> - Positive attitude towards change - Extensive experience of developing staff, of team building and of developing student involvement in schools - In-depth knowledge and understanding of current educational priorities - Good understanding of the Ofsted framework and Self Review - An understanding Performance Management Setting and achieving ambitious and challenging goals and targets 	<ul style="list-style-type: none"> - Experience of working with a range of agencies - Experience of working with Governors - Experience of challenging 'satisfactory' performance
Skills	
<ul style="list-style-type: none"> - An Outstanding classroom teacher - Proven leadership skills including a range of leadership styles as required - Effective behaviour management - Strategic management, resource management, development planning & personnel management - Effective interpretation, analysis and use of data - Well developed coaching and mentoring skills - Well developed interpersonal and communication skills (including written, oral and presentation) - Wide experience of managing change, leading innovations and meeting challenges successfully - Effective ICT Skills 	<ul style="list-style-type: none"> - Experience of leading staff development in own/other schools and settings - Advanced skills in one or more areas
Attributes	
<ul style="list-style-type: none"> - Presence, drive and a passion to raise standards for all in the pursuit of excellence - Shared vision with sponsor - Ability to both lead and be a member of a team - Strong solution focused approaches to problem solving - Energetic, resilient, empathetic - Able to develop and maintain good relationships with staff, parents, students, governors and the community - Commitment to continuous improvement - Ability to plan and prioritise - Attention to detail - Innovative and self reflective - Able to deal sensitively with students, parents and staff to resolve conflicts - Stay calm under pressure - Retain a sense of proportion and good humour 	<ul style="list-style-type: none"> - Experience of leading change in challenging circumstances

Application Process

[Please click here to apply.](#)

Naturally, we are seeking to appoint the best possible candidates and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

For further information and to discuss the role with the Principal, Nicole Galinis, please contact Office Manager, Loveday Potter, on loveday.potter@hartleyprimary.org.uk to arrange a phone call.

Application process: Please use the online application function to submit your application. The closing date is **17th May 2021**. Shortlisting will then be carried out and candidates selected for interview will be notified as early as possible. Interviews and associated assessment activities are scheduled to take place week commencing **Monday 24th May 2021**.

If you have any queries on any aspect of the application process or need additional information please contact Holly Neve (Recruitment Coordinator) on holly.neve@latrust.org.uk