



Drapers' Brookside
Infant & Junior Schools



Vice Principal

Welcome

Dear Applicant

Thank you for taking the time to enquire about the position of Vice Principal at Drapers' Brookside Infant and Junior Schools.

The Vice Principal is integral to implementing our vision, ensuring that both schools work collaboratively and share good practice. The post holder will work closely with myself to align systems to facilitate seamless primary education for our children and achieving best outcomes for each individual.

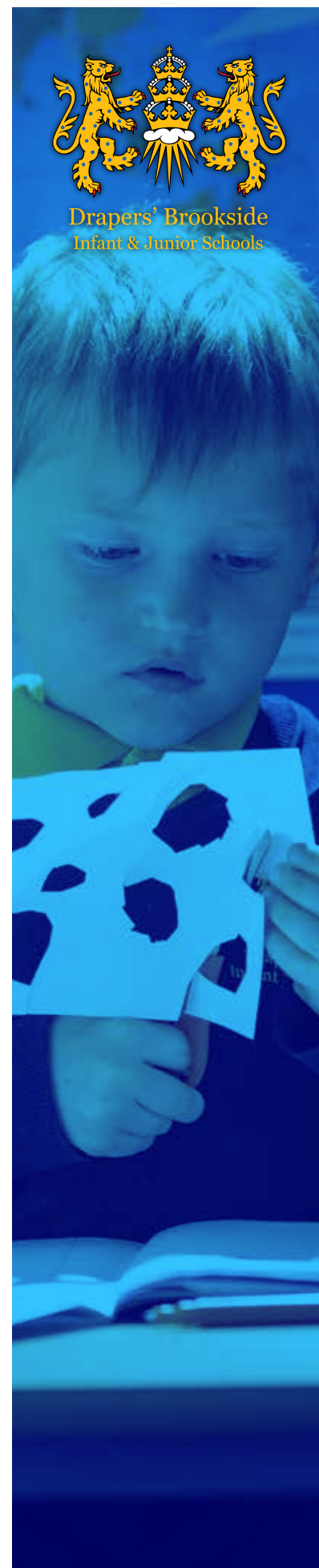
This is an exciting opportunity to join the leadership team of an aspirational school and to make a real difference to the lives of the young people of the Harold Hill community.

If you have the drive and determination, are not afraid of a challenge and are passionate about securing the best education for young people, I look forward to reading your letter of application and finding out more about you.

Good luck and best wishes



Angela Winch
Executive Principal



About Us

Drapers' Brookside Junior School opened its doors in July 2014 after becoming part of the Drapers' Multi Academy Trust. Since then we have implemented successful changes to transform the education and raise aspirations for our pupils.

Drapers' Brookside Infant School officially joined the Drapers' Multi Academy Trust in June 2016. The two schools share a site and, through the Infant School joining the Trust, we are able to strengthen links, work collaboratively and share good practice.

Our positive and caring team is focussed on supporting the needs of each individual child and family in order to develop strong partnerships. We celebrate differences. We have a commitment to a constant process of change and evaluation. We believe that all members of our community should have equal opportunity to achieve their ambitions in all aspects of life.



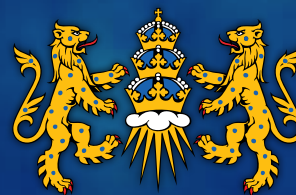
“Partnerships with parents are strong. Parents are overwhelmingly supportive of the school.”

DRAPERS' BROOKSIDE INFANT SCHOOL
OFSTED INSPECTION, NOVEMBER 2018

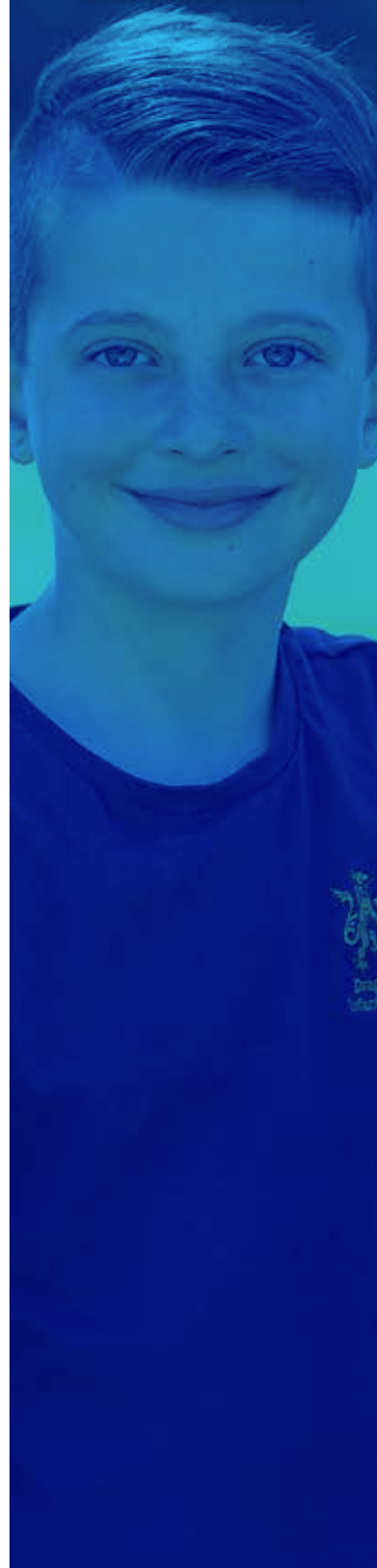


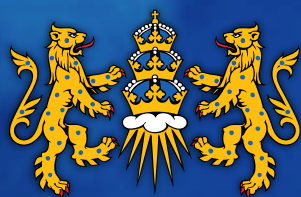
“The headteacher, leaders and governors are ambitious for pupils and staff and have a compelling vision for the education they want to provide. They have secured substantial improvements in the quality of teaching and pupils' outcomes across the school.”

DRAPERS' BROOKSIDE JUNIOR SCHOOL
OFSTED INSPECTION, SEPTEMBER 2017



Drapers' Brookside
Infant & Junior Schools





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Drapers' Multi-Academy Trust & Our Sponsors

Founded in 2014, Drapers' Multi-Academy Trust aims to be at the heart of the local community it serves. We aim to deliver an excellent education for all and create new opportunities for our pupils.

We are committed in achieving rapid and sustained improvements in all schools that become a part of the Trust. We deliver this through providing excellent leadership and strategy and providing the support of the Directors who have exceptional experience in leading positive change in education.

The Drapers' Multi-Academy Trust is sponsored by the Drapers' Company and Queen Mary University of London. The Trust plays a key role on Harold Hill and with the families in our community.



www.thedrapers.co.uk

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.



www.qmul.co.uk

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities.

Our Drapers' MAT family consists of:

- Drapers' Academy Secondary School
- Drapers' Maylands Primary Free School
- Drapers' Pyrgo Priory Primary School
- Drapers' Brookside Infant School
- Drapers' Brookside Junior School



“Directors of the multi-academy trust and the local governing body check carefully on all aspects of the school's work. Through robust challenge and support, they make a strong contribution to the school's ongoing improvements.”

OFSTED INSPECTION, SEPTEMBER 2017

Application Process

Post Start Date:

- **September 2022**

Visit Dates:

- To book a visit, please contact Jill Cook, Office Manager:
jcook@drapersbrookside.com

Closing Date:

- 12.00pm Monday 16th May 2022

Candidates Notified By:

- Thursday 19th May 2022

Interview Date:

- Monday 23rd May 2022

If you would like to apply for this post please complete your application online on JobsGoPublic (via the link on Havering School Jobs).



You will need to include a supporting statement as part of the online application



Your supporting statement should be approximately two sides of A4

If you have any questions please contact Jill Cook (Office Manager) by email jcook@drapersbrookside.com or telephone 01708 371331 ext 6125601. References may be requested as part of the initial shortlisting process.



Applicants are requested to read the information carefully, especially the job description and person specification (found on the following pages). Please ensure your application satisfies the criteria in the person specification and you display evidence of this in your formal letter of application.

You must complete the reference section with TWO referees.
Please note that:

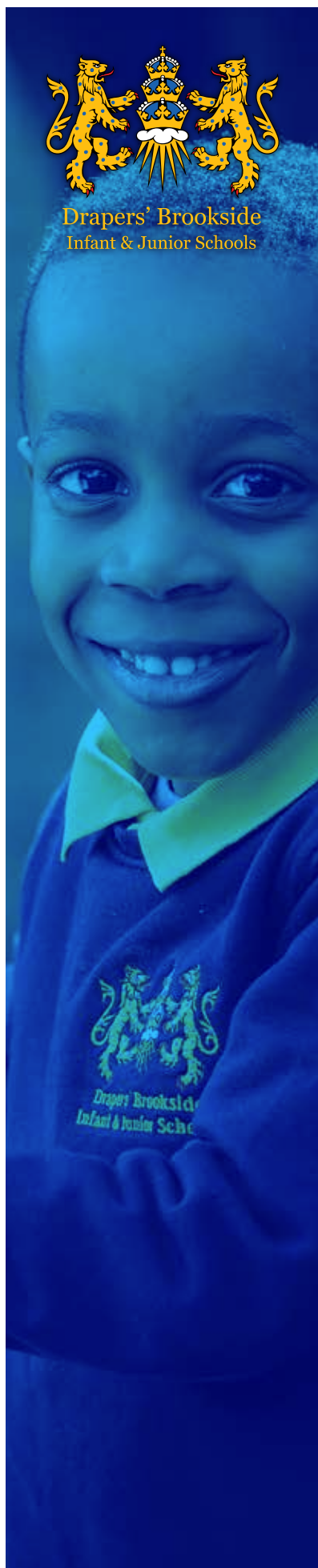


The first referee should normally be your present or most recent Headteacher or equivalent person.



If you are not currently working with children, please provide a referee from your most recent employment involving children.

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.



Job Description

Job Title:

Vice Principal

Salary:

Leadership Scale

L13 – L17

Work Pattern:

Full time

Reports To:

Executive Principal

Staff Line Managed:

Phase Leaders and other relevant staff through the line management structure

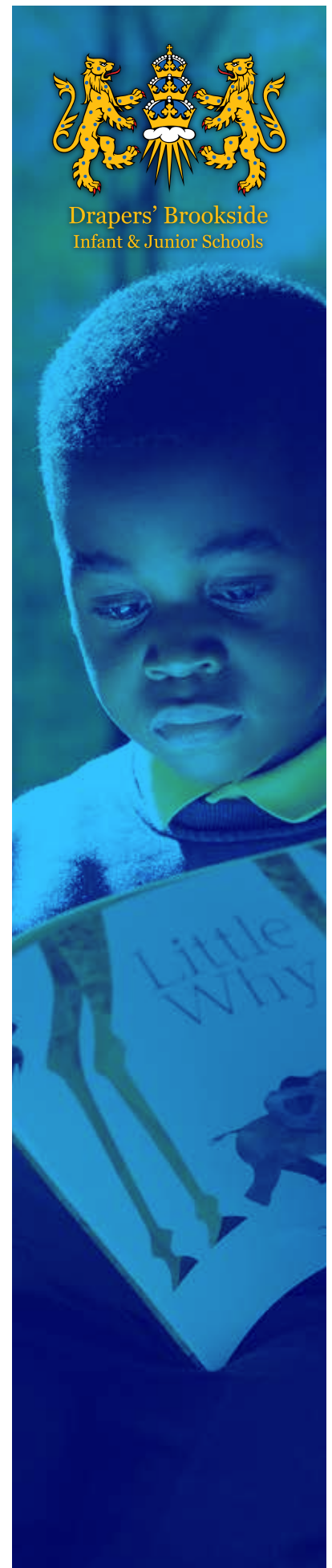
Context:

We require a visionary Vice Principal to work in collaboration with the Executive Principal and the Leadership Team in order to help our pupils to reach their full potential and achieve the outcomes they deserve and align systems to facilitate seamless primary education for our children.

Qualities:

The Vice Principal will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the pupils



Main Duties and Responsibilities

School culture and behaviour

Under the direction of the Executive Principal, the Vice Principal will:

- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that understood and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the schools behaviour policy

Teaching, curriculum and assessment

Under the direction of the Executive Principal, the Vice Principal will:

- Be an effective practitioner who can model high quality teaching and coach staff to improve their practice, undertaking a teaching commitment depending on the needs of the schools
- Establish and sustain high quality teaching across all subjects and phases, based on evidence
- Ensure that teaching is broad, structured and part of a coherent curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read successfully
- Lead our whole school curriculum, ensuring it delivers and meets the needs of all our pupils.
- Use valid, reliable and proportionate approaches to assess pupils' knowledge and understanding of the curriculum
- Effectively use formative assessment to inform strategy and decisions

Organisational management and school improvement

Under the direction of the Executive Principal, the Vice Principal will:

- Establish and sustain the school's ethos and strategic direction together with the Local Governing Body and through consultation with the school community
- Establish and oversee systems, processes and policies so that the schools can operate effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Contribute to the overall leadership and management of the schools
- Lead on changes that strengthen our pedagogy to ensure our teachers are equipped with skills that ensure all our pupils maximise their achievement
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to our context
- Deputise for the Executive Principal as required

Professional development

Under the direction of the Executive Principal:

- Ensure staff have access to appropriate, high quality professional development opportunities
- Keep up-to-date with development in education and engage in relevant continuous professional development opportunities
- Carry out effective staff appraisals as a line manager
- Support subject leaders in their role

Governance, accountability and working in partnership

Under the direction of the Executive Principal, the Vice Principal will:

- To understand and welcome the role of effective governance and attend and contribute to Local Governing Body meetings as required.
- Ensure that staff understand their professional responsibilities and are held to account
- Support the Executive Principal in developing positive relationships with London Borough of Havering and local schools
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the schools, following appropriate consultation.

Person Specification

E = Essential

D = Desirable

Training, Qualifications and School Experience

Graduate with Qualified Teacher Status **E**

Record of sustained professional development **E**

School Experience

Teaching experience of at least 5 years, preferably across the primary phase **E**

At least 3 years experience in a middle/senior leadership post **E**

Experience of Educational Leadership and Management

Successful leadership and management experience in a school **E**

Involvement in the school self-evaluation and development planning **E**

Demonstrate experience of successful line management and staff development **E**

Leading on curriculum development and excellent understanding of the whole school curriculum **E**

Leading on teaching and learning **E**

Effectiveness in working collaboratively in a team showing sensitivity to the needs and interests of others **E**

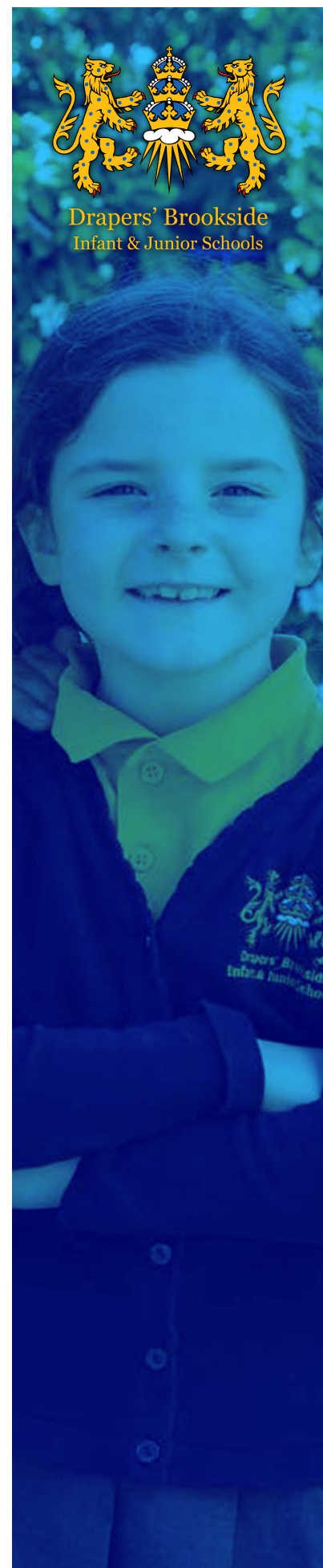
Knowledge and understanding of the current educational landscape, government initiatives and Ofsted requirements **E**

Knowledge and experience of training, mentoring and coaching staff **D**

Skills and knowledge

Data analysis skills and the ability to use data to set targets and identify weaknesses **E**

Understanding of high-quality teaching, and the ability to model this for others and support them to improve **E**



Ability to communicate a vision and inspire others	E
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Ability to build and maintain effective working relationships	E
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Personal Qualities and Attributes

Inspire, motivate and empower staff, pupils, parents and governors	E
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Work collaboratively with others, delegating appropriately	E
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Seek and act on, feedback from others including the Executive Principal and other colleagues	E
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Communicate effectively with and command the confidence and respect of pupils, parents, colleagues and governors	E
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A high level of professionalism in manner and organisation	E
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A capacity for hard work	E
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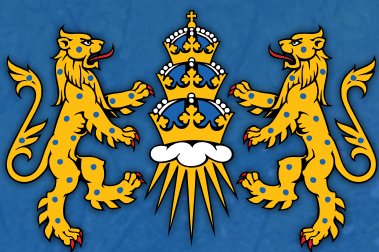
Effective interpersonal skills, including the ability to deal sensitively with people and resolve conflicts	E
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Honesty, integrity and loyalty	E
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Flexible and approachable	E
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A good sense of humour	E
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Drapers' Brookside Infant & Junior Schools

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Dagnam Park Drive, Harold Hill
Romford RM3 9DJ

T: 01708 371331

E: admin@drapersbrookside.com

www.drapersbrookside.com

Chair of Governors

Mrs Patricia Gallan



Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop outside our school. These are the 174 and the 294.