



WE ARE ASTREA

**VICE PRINCIPAL
APPLICANT BRIEF**

HIGHGATE PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

Dear Candidate,

Highgate Primary Academy is an innovative and aspirational primary set in the heart of the Dearne Valley community in Barnsley. We have 340 children on roll ranging from three to eleven years. Goldthorpe is a close community that has benefited from regeneration programmes and investment, and as an academy we have worked tirelessly with families and partners to create a high-achieving school where 'Excellence and Enjoyment for all' underpins everything we do.

We are a community-focussed academy that provides our pupils with the best possible start in life, and helps them acquire the skills, knowledge and ambition to be effective members of a changing society. To do this we work hard to develop not just their academic ability, but the skills and outlook required to be successful life-long learners.

We are proud of being judged a 'good school' by Ofsted in 2017, and we welcome applications from candidates who have high expectations, a strong work ethic and who can make a real difference within our community.

Our academy is bursting with potential, and we always look for talented individuals to join us on our journey to becoming outstanding!

Jo Temperton
Principal at Highgate Primary Academy



JOB DESCRIPTION

SALARY	L8 – L12 (£51,151 - £56,443)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday
HOURS PER WEEK	32.5 hours

Purpose

The Trust appointed Vice Principal is responsible for working alongside the Academy's Principal and the Regional Director to provide an outstanding education for its pupils. The Vice Principal will work with the senior team to establish outstanding teaching and learning and an excellent school culture.

Key Accountabilities

- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the academy, in order to achieve high standards of behaviour and attainment
- Support and contribute to the development and implementation of the academy's vision and strategy
- Take responsibility for day to day management of the school alongside the Principal and leadership team, and in the Principal's absence, take full responsibility for the school
- In partnership with the Principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and well-being of pupils and staff is promoted and maintained at all times

Key Responsibilities

Leadership and Management

- Share responsibility for the management of the Academy and to contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Astrea as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of particular staff

School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and pupils
- Promote consistent implementation by working with and through others on behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and pupils
- Be active in issues of staff and pupil welfare and support and demonstrate a commitment to Equality of Opportunity and well-being for all members of Academy staff

Teaching and Learning



- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons for all pupils.
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Support the Principal in leading whole school planning and assessment through accurate record keeping and sophisticated data analysis
- Ensure that all pupils achieve at Age Related Expectations or, if well below level, make significant and continuing progress towards achieving at standard
- Teach outstanding lessons that motivate, inspire and improve pupil attainment
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications

Other

- Actively promote the safety and welfare of our children and young people through the role as Deputy Safeguarding Lead
- Ensure compliance with Astrea's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Astrea's Central Team and other academies in Astrea, to establish good practice throughout the network, offering support where required



PERSONAL SPECIFICATION

Experience

- Demonstrable commitment to raising attainment of all pupils
- Experience of working as a member of a school's SLT or as subject lead
- Experience of having led, or significantly contributed to, the success of a school through its leadership, ethos, teaching and learning and outcomes
- Experience and understanding how to improve and sustain an effective behaviour policy
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Ability to use data to inform decision making and diagnose weaknesses that need addressing

Qualifications & Behaviours

- QTS
- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org