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| **Position** | **Vice Principal** |
| **Salary** | **L09 – L15** |
| **Contract Type** | **Permanent**  |
| **Responsible To** | **Principal** |
| **Responsible For** | **TBA** |
| **Location** | **Mossbourne Riverside Academy****East Bay Lane, Queen Elizabeth Olympic Park****London E15 2GW** |
| **Key Working Relationships** | **Principal, staff, pupils & stakeholders** |

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level.  We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

**Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

**Mossbourne Riverside Academy**

At Mossbourne Riverside Academy (MRA) we continue to build on The Mossbourne Federation ethos of exceptional education for all of our pupils. With learning at the heart of everything we do, MRA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all pupils can fulfil their true potential. These high expectations have been recognised by OFSTED in its inspection of the academy in June 2018 when the academy was rated as Outstanding. The report highlighted that Children make exceptionally strong progress due to the outstanding teaching, behaviour is impeccable and ther are highly motivated to learn.

**Vice Principal ~ Key Accountabilities**

The Academy is looking for an outstanding leader to join the Senior Leadership Team. As a senior leader, you will be a driving force in maintaining and sustaining high standards throughout the Academy. The role is both demanding and rewarding and requires an outstanding leader who is robust, rigorous, pays close attention to detail and has superb communication and interpersonal skills. They will demonstrate the commitment to making a significant contribution to the strategic development of the Academy moving forward.

The successful applicant will be passionate about education. They will be well organised and willing to go the ‘extra mile’ and will be focussed on the attainment of all pupils. They will hold Qualified Teacher Status (QTS) and have a proven track record of successful leadership and excellent classroom practice across all age ranges.

**General duties**

* To lead in driving forward the high standards for which Mossbourne is renowned.
* To support the Principal in ensuring the day-to-day smooth running of the academy.
* To take a lead role in raising the standards of achievement, attainment and behaviour and in promoting the academy’s ethos of high aspirations and outstanding performance in all areas.
* To model, in everything they do, the academy’s values of excellence, unity and no excuses.
* Promoting and being committed to the academy’s aims and objectives and to implement academy policies.
* To work with Phase and Subject Leaders along with other staff members to ensure the effective provision of teaching and learning across the academy.
* To keep abreast of developments in their subject area and ensure that these changes are implemented in lesson delivery and schemes of learning.
* To undertake duties, including senior duties, as directed and in accordance with academy expectations
* To attend and support all academy events, including concerts, parents’ evenings.
* To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

**Generic Responsibilities (Leadership)**

* To lead by example and to express continually the school vision, values, aims and priorities of the academy.
* To contribute to management decisions on all aspects of policy, strategy, development and organisation.
* To evaluate the effectiveness of the academy in terms of overall provision, including pupil achievement, attainment and teaching and learning.
* To maintain and develop effective relationships with all stakeholders, including parents, governors, local authority and other bodies outside the school.
* To attend leadership team meetings as required and to report to staff and governors as necessary.

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| **Person Specification** |
| Essential or Desirable | **Requirements** | **Assessment Criteria** |
| **Interview** | **App. Form** | **Task (lesson)** |
| **Experience** |
| **E** | Must understand the expectations in the Ofsted Framework regarding effective learning and teaching |  | **X** | **X** |
| **E** | Must have a sound knowledge of the National Curriculum for all subjects for both Key Stages | **X** | **X** | **X** |
| **D** | A sound knowledge and understanding of the Foundation Stage Curriculum  | **X** | **X** |  |
| **E** | An excellent understanding of curriculum and pedagogical issues relating to learning and teaching, including the latest inspection and research findings | **X** | **X** |  |
| **E** | Familiarity with Key Stage 1 and 2 Standardised Attainment Tests | **X** | **X** |  |
| **D** | Understanding of & commitment to academy policies, in particular:* Participation and implementation of the academy Behaviour Policy
* Commitment to and implementation of the academy ‘s safeguarding children policy
* Awareness of Health and Safety implementation in the work place
* Implementation of the academy Equal Opportunities Policy
 | **X** | **X** |  |
| **E** | Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils, pupils with EAL and SEND | **X** | **X** |  |
| **E** | An outstanding classroom practitioner willing and able to teach a class in any key stage as deemed necessary | **X** | **X** |  |
| **E** | Must demonstrate impact in improving the quality of teaching and learning across a phase, a subject area or both using a range of strategies. | **X** | **X** |  |
| **E** | Must demonstrate impact in using assessment effectively to raise pupil attainment and achievement across a phase and/or subject area(s) | **X** | **X** |  |
| **E** | Must demonstrate knowledge and understanding of safeguarding procedures and processes in line with the most up to date statutory guidance | **X** | **X** | **X** |
| **Qualifications** |
| **E** | Educated to degree level | **X** | **X** |  |
| **E** | Qualified teacher status (QTS) | **X** | **X** |  |
| **IT knowledge** |
| **E** | Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point) |  | **X** |  |
| **E** | Ability to swiftly adapt to and utilise new/various systems/software |  | **X** |  |
| **E** | Capable of making effective and appropriate use of ICT in lesson delivery and within the Learning Areas |  | **X** | **X** |
| **Behavioural Competencies** |
| **E** | Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children | **X** | **X** | **X** |
| **E** | A leader with a flexible approach to work who enjoys being a good team member | **X** | **X** | **X** |
| **E** | Must have good oral and written communication skills  | **X** | **X** | **X** |
| **E** | Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | **X** | **X** | **X** |
| **E** | Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | **X** | **X** | **X** |
| **E** | Willingness, & ability, to contribute to whole academy INSET | **X** | **X** | **X** |
| **E** | Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others | **X** | **X** | **X** |
| **E** | Strategic approach, ability to see the ‘big picture’ and also think ‘outside of the box’  | **X** |  |  |
| **E** | Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard  | **X** |  |  |
| **E** | Must have the upmost integrity as well as high levels of motivation and commitment | **X** |  |  |
| **E** | ‘Solutions focused’ approach to dealing with problems and efficient time management and prioritisation skills  | **X** |  |  |
| **E** | Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation  | **X** | **X** |  |
| **Applicable to all staff** |
| **E** | Undertake training as required to so in order to fulfil the requirements of the role  | **X** | **X** | **X** |
| **E** | Support the Academy’s efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Federation initiatives and findings | **X** | **X** | **X** |
| **E** | Recognise your role as part of the succession of Mossbourne | **X** | **X** | **X** |
| **E** | Play an active role in terms of Safeguarding all students and adults  | **X** | **X** | **X** |

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.