



Paddock Wood
Primary Academy

Candidate Briefing Pack

Vice Principal





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.

As of 1st September 2021, our Trust will comprise 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 2,500 talented staff. 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 hub and is an accredited apprenticeship provider.

We are now recruiting for the Vice Principal of Paddock Wood Primary Academy: a rare and truly exciting opportunity within a very successful and financially sound, mature and geographically local multi-academy trust that combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for primary-aged children and the wider community of Paddock Wood, to enhance their life chances and provide a bright future for them and their families.

Our ideal candidate will be an existing Assistant Principal / senior leader with significant leadership experience in 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.

Our successful candidate will receive encouragement, support and guidance to develop your own career within the Trust. You will work with other senior colleagues and a dedicated governing body as Paddock Wood Primary Academy moves forward to become truly outstanding. 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

Vacancy



Position:	Vice Principal
Location:	Paddock Wood Primary Academy
Responsible to:	Principal
Basis:	Permanent, full-time
Commencement:	April 2022
Salary:	Highly competitive with performance bonus

For April 2022, we have a rare leadership opportunity within our very successful and mature multi-academy trust. The Trust is seeking to appoint a highly effective senior leader to join us as the **Vice Principal** at Paddock Wood Primary Academy, a large 3FE primary. The successful candidate will play an integral part in expanding and accelerating the successes of the school to date to ensure we are an outstanding provider of education.

Paddock Wood Primary Academy uses the framework of the International Baccalaureate (as a candidate school) to deliver the National Curriculum - this allows us to build the learning around the children's interests. We focus on developing the learner profile attributes, which encompass the skills needed to ensure our children become confident and successful global citizens. Our specialist teachers of French and PE offer high quality instruction which is linked to our learning and this year we are developing a Community Action project to enhance our links with the town. The grounds are extensive at Paddock Wood Primary Academy, allowing us to develop the outdoor learning skills of team-work and collaboration whenever possible and we are in the process of installing an orienteering course for Key Stage 2. Our parents are committed to supporting their children on their journey through the academy and we continue to engage with our community whenever possible.

Our successful candidate will be talented and a highly motivated leader with drive and commitment to excellence as well as strong interpersonal skills, and the ability to communicate to a range of stakeholders. You will be joining a supportive, committed and passionate team who work hard to ensure that all of our students achieve their potential. We are looking for an experienced professional who can demonstrate strategic leadership and excellent management, and a proven track record of success in raising standards.

This is an exciting time to join our leadership team. You will be expected to play a key role in further enhancing the vision for Paddock Wood Primary Academy whilst ensuring that our students develop their potential, achieve academic success and develop our core values. The newly appointed Vice Principal will work closely with the Principal and assume a range of whole academy strategic responsibilities.

We wish to hear from you if you are committed to changing our education world and are:

- an enthusiastic, energetic and ambitious school leader with a track record of success at a primary school;
- 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.

In return, you will receive:

- a competitive salary;
- 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 principals to share best practice and innovation;
- development opportunities to work both within Paddock Wood Primary Academy and across the wider Trust.

Job Description

Role: Vice Principal - Paddock Wood 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 running 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 individually 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,, 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 behaviour, 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 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 - Experience of teaching in a primary school - Experience of working with parents/ carers and multi-disciplinary teams - 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 senior leadership in a primary school - Experience of leading highly effective whole school assessment systems. - Experience of working within a MAT - Experience of working as a DSL (or willingness to be trained)
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 and team building - 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 using positive strategies - 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

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.

When we recruit we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the academy. Our ideal candidate will already be an outstanding senior leader within a successful primary academy.

For the role of Vice Principal, our successful candidate will demonstrate the following competencies and experience;

- passion for continuous personal and social improvement by self and others;
- professional integrity and respect for the opinions and circumstances of others;
- personal impact and presence with all stakeholders;
- leadership ability to inspire and motivate staff and students;
- excellent interpersonal and communication skills;
- passion for raising primary achievement and solid understanding of what constitutes an outstanding school;
- significant leadership and management experience in a similar role;
- knowledge of and/or support for International Baccalaureate curriculum programmes.
- creative and innovative skills in finding new solutions;
- strong relationships with governors, sponsors, parents and other stakeholders;
- willingness to share knowledge and work collaboratively with other academies;
- abundant enthusiasm and energy;
- ability to think reflectively and adapt well to change;
- resilience and the ability to remain calm and consistent under pressure;
- reliability and ability to meet deadlines;
- sense of humour;
- effective organisational skills;
- excellent ICT skills.

Additional Information

Arranging a visit to the academy and discussion with the Principal

On the basis that interested candidates will be keen to visit the academy before making a formal application, you can arrange this by contacting Sarah Blake (Office Manager) via telephone, 01892 833654 or via email at Enquiries@paddockwoodprimaryacademy.org.uk.

Candidates wishing to have an initial conversation with the Principal about this role can also arrange for a telephone/video call. Those wishing to do so should also contact Sarah Blake in the first instance.

Application and Selection Process

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

Suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role. This can be submitted on Jobtrain via the following link;

<https://www.jobtrain.co.uk/leighacademiestrust/displayjob.aspx?jobid=4166>

Application closing date: 1st December 2021
Shortlisting committee: 2nd December 2021 - candidates will be informed if they have been successful straight away afterwards.
Interview date: 9th December 2021

If you have any queries on any aspect of the application process or need additional information, please contact Elene Redelinghuys (LAT Talent Team) on elene.redelinghuys@latrust.org.uk.

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.