



Candidate Pack
Vice Principal
Quality of Education

Welcome from the Principal

"At Co-op Academy Swinton we strive to ensure that all students regardless of their background, achieve their potential. We are committed to opening doors and providing opportunities for our students to secure their next steps and encourage them to be ambitious"

Thank you for your interest in applying for the role of Vice Principal, Quality of Education at Co-op Academy Swinton. We are an academy that prides itself on being an integral part of the Swinton community. Through our strong community vision and close partnership with the families and the wider community we are able to tackle inequalities and break down barriers to learning, ensuring all students achieve the best outcomes and opportunities as possible.

At Co-op Academy Swinton we strive to be outstanding in all that we do. We have a culture of high expectations, maintain high behaviour standards and our outcomes are consistently improving with many subjects reaching National Average and above. As a leader, you will be an outstanding classroom practitioner, with good GCSE results and will have been a leader of a successful department and have had significant impact on your current schools headline measures.

Our aim is to provide an exceptional learning experience for all students from the moment they enter the academy. You will be a dynamic leader who will model excellence and high standards at all times. This role is perfect for a candidate that will continue to inspire students and support staff to be the best they can be with a forensic eye on improving progress for all.

As Vice Principal you will be responsible for deputising in the absence of the Principal, fulfil all line management responsibilities with excellent leadership, management and communication skills. You will have the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of the academy. Exceptional teamwork, high standards and a capacity for hard work will be at the core of your success. You will be a creative thinker with an ability and determination to develop Co-op Academy Swinton as a beacon of excellence in all areas, in order to secure high quality outcomes for all pupils.

As part of the Co-op Academies Trust, we value cooperation, community, ambition, achievement, responsibility, respect, and enjoyment in all our endeavours. The successful candidate will have recent experience and evidence of substantial impact on the improvement of a school or academy in areas relevant to this role.

I would highly recommend you visit the Academy prior to your application. To arrange a visit please contact ebony.chadwick@coopacademies.co.uk



Mrs Zarina Ali
Principal

Job Description

Salary / grade range	Leadership Scale, L18 to L22
Location	Co-op Academy Swinton
Reports to	Principal

Purpose of role

The role of the Vice Principal is to provide vision, leadership and management for Co-op Academy Swinton and to work in close partnership with the Principal to ensure that standards across the Academy are outstanding. The Vice Principal will seek to further the effective performance and development of the Academy, its pupils, staff and community. They will deputise for the Principal when necessary and will have line management responsibility in line with their position.

The Vice Principal will be a highly successful and experienced teacher in their subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have already demonstrated excellent leadership, at a Senior Leader level, management and communication skills and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of a school/academy. Good teamwork, high standards and a capacity for hard work will have been at the core of their success. They will be a creative thinker with an ability and determination to develop Co-op Academy Swinton as a beacon of excellence in all areas - in order to secure high quality outcomes for all pupils.

It is expected that the Vice Principal will demonstrate consistently good with outstanding features across all key areas of teaching, and have recent experience in and evidence of substantial impact on the improvement of a school/academy in areas which are relevant to this role.

Teaching, Learning and Assessment

The Vice Principal is responsible for ensuring that the highest standards of teaching, learning and assessment are provided across the whole Academy and will lead the team of Assistant Principal's to achieve this. The Vice Principal will:

- Ensure that all staff and pupils fulfil their potential by creating a culture of high expectations, aspirations, ambitions and scholastic excellence across the Academy
- Lead on the implementation of our CPD programme so that it has a positive impact on teaching, learning and assessment and that it impacts successfully on rapidly raising standards across the academy.
- Ensure that learning is at the centre of strategic planning and resource management.
- Embed a personalised approach to teaching and learning across the academy.
- Devise, develop and review monitoring techniques for teaching, learning and assessment so that they are accurate and identify and spread good and better practice across the academy, whilst also addressing underperformance appropriately.

- Monitor and provide analyses of teaching and learning information in order to plan, monitor and refine actions that improve outcomes for all pupils.
- Provide the strategic vision for coaching programmes and such strategies in order to further improve teaching, learning and assessment.
- Embed the overall strategy for marking and feedback and ensure that strategies are in place to monitor its consistent application, review its impact and to make any necessary changes in order to ensure better outcomes for pupils.
- Develop and embed the overall strategy for homework to ensure that strategies are in place to monitor its consistent application, review its impact and to make any necessary changes in order to ensure better outcomes for pupils.
- Keep up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the academy.
- Be a visible, proactive presence around the academy, leading by example and promoting positive attitudes to teaching, learning and assessment from both pupils and staff.
- Work alongside other members of the leadership team to develop consistent expectations for behaviours for learning across the academy.
- Ensure that teaching and learning across the academy is consistently engaging, appropriately challenging and suitably differentiated in order that all pupils make at least expected progress across all subjects.
- Ensure that assessment information is used to plan appropriate teaching and learning strategies, including appropriate identification strategies, in order that all pupils make at least good progress and achieve well.
- Work alongside AP for Personal Development and facilitate pupil voice sessions in order to gauge the views of the pupils on areas of teaching, learning and assessment and use these views to further develop the provision.
- Ensure equality of opportunity and recognition of diversity are promoted through teaching, learning, assessment and the curriculum offered.
- Lead the Assistant Principals to ensure that assessment information on what pupils already know and can demonstrate, is gathered and utilised by all staff.
- Develop the leadership of key teaching and learning strategies and/or technologies to ensure that teaching is consistently improving over time

Leading Progress and Outcomes

- Work alongside the Principal and the Assistant Principals to ensure that parents/carers are provided with clear and timely information on how well their child is progressing and how to support their child to improve.
- Work alongside the Principal and the Assistant Principals to develop and embed our tracking system which enables both pupil progress and pupil outcomes, and the progress and outcomes across both subjects and the academy, to be monitored effectively.

- Work alongside the Principal and the Assistant Principals to implement strategic intervention programmes that ensure improvements to progress and outcomes of targeted individuals/groups and which ultimately increase outcomes and narrow gaps.
- Ensure that the impact of any intervention to narrow gaps/improve outcomes is evidenced and evaluated and appropriate actions are taken as a result.
- Ensure that gaps in attainment of all key groups are identified and appropriate actions are consistently applied to narrow these, whilst also improving outcomes overall.

Leading Staff Development

The Vice Principal will be responsible for ensuring that Co-op Academy Swinton programme is effective and contributes significantly to Academy improvement.

- Ensure that CPD helps develop expert subject knowledge so that work given to pupils consistently matches the aims of the curriculum. It is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- Oversee the design and implementation of a strategic CPD programme for all staff at all stages which ensures significant and rapid improvements in all areas, (including staff wellbeing), and which is impact measured
- Oversee the design and implementation of coaching programmes to support both teacher and leadership development

Overseeing the curriculum

- Work alongside the Principal and lead the Assistant Principals to produce the academy timetable
- Lead the development and management of the overall curriculum to ensure that it is broad and balanced, supports at least good progress and contributes to pupils' welfare, behaviour and personal development
- Communicate effectively with parents/carers regarding the academy curriculum
- Lead the Assistant Principals in the organisation of curriculum evenings such as family evenings and the options evening

Securing Accountability

The Vice Principal is responsible for creating and implementing a high quality approach to accountability at Co-op Academy Swinton through:

- Working with the Principal to support in the organisation of a high quality line management structure and appraisal process which secures improvements and impacts positively on pupil outcomes.
- To support the Principal in pay progression and UPS decisions, and where appropriate, deputise for the Principal
- Mentor and support colleagues involved in teacher/leader development programmes.

Managing the Organisation

The Vice Principal will work with the Principal to ensure effective organisation and management of Co-op Academy Swinton through:

- Managing the Academy's financial and human resources effectively and efficiently to achieve the Academy's educational goals and priorities.
- Recruiting, retaining and deploying staff effectively and managing their workload to achieve the vision and goals of the Academy.
- Managing and organising the Academy environment efficiently and effectively to ensure that it meets all health and safety regulations.
- Work with the Principal and SLT team to effectively deploy and evaluate the pupil premium, catch up and SEND spending so that they are used to improve outcomes and narrow gaps across all year groups.

Other Senior Leadership Responsibilities

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations, aspirations and ambitions for self and others.
- Present relevant evaluative and summary reports at both Local Governing Body and Trust level, as appropriate
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through teaching which is never less than good with outstanding features.
- Challenge under-performance at all levels and ensure corrective action and follow up.
- Support the development and maintenance of Academy policies and practices to ensure consistent application.
- Have a teaching commitment in line with Vice Principal status.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community.
- Liaise effectively with all stakeholders, including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives.
- Maintain clear expectations and high standards of professionalism.
- Attend Academy events
- Keep the Senior Leadership Team up to date with relevant national developments
- Contribute to, and at times lead, research projects for Co-op Academy Swinton and/or beyond
- Manage budget(s) in line with areas of responsibility.
- In conjunction with the Senior Leadership Team, oversee the Academy environment and carry out regular Environment Inspections.

- Take assemblies and participate in break, lunchtime, before and after hours' supervision.
- Contribute to support programmes for pupils and staff that may, on occasion, include weekends and holiday periods.
- Assume leadership of the Academy in the absence of the Principal
- Any other reasonable duties as requested by the Principal

Key Documents Responsibility

- Relevant contributions to the Academy SEF.
- Relevant contributions to the Academy Development Plan and overall responsibility for the two areas of Teaching, Learning and Assessment, and Outcomes.
- Relevant policy and practice contributions.
- Overall responsibility for the staff planner and relevant documentation to be contained within it
- With the VP (Behaviour, Attitudes and Personal Development), coordinate the Academy calendar
- Relevant reports to Governors, including Principal's report to Governors.

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf"

Given the rapid rate of change in education and our ambitions for continued improvement at the academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.



Person Specification

Attributes	Relevant Criteria	Essential/ Desirable
Qualifications	Good honours degree	E
	Post-graduate qualification e.g. NPQ, Masters	D
	Qualified Teacher Status	E
	Permitted to work in the UK	E
	Evidence of relevant CPD	E
Professional knowledge, skills and competencies:	Evidence of excellent classroom practise which has impacted positively on pupil outcomes	E
	Evidence of leading a team at middle or senior leadership level	E
	Delivering staff training and promoting professional development of other staff	E

	Knowledge and understanding of relevant legislation and guidance e.g. Gatsby benchmarks and an ability to ensure they are implemented effectively	E
	An ability to effectively use IT software packages which support all aspects of pupil monitoring, including CPOMS, Microsoft Excel / Google Suite etc	E
	Excellent communication skills, both written and oral	E
	An ability to translate current educational thinking into workable, operational plans.	E
	Strong analytical skills and an ability to interpret data effectively and use it to identify areas for development	E
	A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school	E
Leadership and management skills and competencies	An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile	E
	An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources	E
	Successful experience of motivating and supporting others to improve	E
	An ability to work autonomously and prioritise conflicting demands	E
Personal qualities	The ability to motivate and inspire pupils, staff and parents	E
	The ability to work as a team and to lead others by example	E
	Strong 'presence' and the ability to command the respect of others	E
	A commitment to safeguarding, equal opportunities and inclusion	E
	An understanding, awareness and empathy for all young people	E
	A commitment to Co-operative values and the Co-op's 'Ways of Being' and a passionate commitment to developing the best in all young people	E
	A can-do approach to challenges; solutions focussed and an ability to address difficulties with positivity	E
	Be prepared to work flexibly as required	E

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

