



SUMMIT
LEARNING TRUST

Primary
Vice Principal
Application Pack



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Welcome

Our Summit Learning Trust family is currently made up of three secondary schools, four primary schools and a sixth form college educating around 8000 learners. All of our academies are located in the Birmingham and Solihull areas which allows us to work closely together for the benefit of all our children, young people and the communities we serve.

We are relentless in our ambition for all our children and young people to make exceptional levels of academic progress and achieve strong portfolios of qualifications. Across Summit, our focus is on developing responsible, knowledgeable, highly skilled, global citizens who will have a positive impact on our communities now and in future years. We are developing our already established links with higher education establishments, local employers and charitable organisations to ensure that all our young people can benefit from these positive partnerships within our wider communities.

Our Trust is committed to providing vibrant learning communities in our schools and college, where our children and young people are happy, safe and supported to work hard. We are all acutely aware of our core purpose of educating all learners through exceptional teaching and learning, underpinned by high levels of care and support and we challenge our children and young people to do their best, every lesson, every day. We strive for all our learners to have as many life choices available to them as possible.

Being part of the Summit Learning Trust family means that all our academies benefit from a wide range of expertise, support and challenge. Leaders, teachers and support colleagues work with each other across our academies to develop and share excellent practice and provide support where needed. Our academies benefit from highly trained, expert, hardworking and dedicated staff teams who are all committed to providing an outstanding education and the highest levels of care for all our learners. Whilst other schools and colleges struggle to recruit and retain high quality, specialist teachers and support colleagues, we are proud that we attract a high calibre of professionals due to our happy, warm, and hard-working environments and the growing reputation of Summit Learning Trust as a great place to learn and work in.

We pride ourselves on working in partnership with parents, carers, families and other providers and hope that our website provides you with an insight into our trust.

Vince Green
Chief Executive Officer



Vision

“Scaling new heights, for our children, young people and communities.”

Mission

Deliver exceptional education to children and young people in the West Midlands, enabling them all to have successful, happy lives and make a positive impact on their communities.

Values

Success through Endeavour:

We work hard and develop resilience to ensure that we are able to collectively and positively overcome any barriers that we face.

Ambition through Challenge:

We are relentlessly ambitious for all our students and colleagues and challenge them to do their best, every lesson, every day.

Strength through Diversity:

We are truly inclusive, embrace each other’s differences and backgrounds and respect each other’s views and beliefs.

#ScalingNewHeights



Our Academy Family



#ScalingNewHeights

About the Role

VICE PRINCIPAL

Start Date – April 2024

Permanent

L13 – L17 £63,430 - £69,970)

(starting salary point is dependent upon experience)

The Oaklands Primary School is part of Summit Learning Trust which comprises of four primary schools, three secondary schools and a sixth form.

The school is seeking to appoint a dynamic and highly motivated Vice Principal to join our highly effective Senior Leadership Team. The Oaklands is warm and welcoming and has enthusiastic and happy learners. Children love coming to school and are keen to learn. We pride ourselves on being an inclusive school with high expectations and a commitment to providing the very best experiences for all our learners.

We encourage candidates to apply who:

- are passionate about promoting excellence in teaching and learning
- have the wellbeing and safety of every pupil at the heart of their vision and ethos
- will work with the Principal in maintaining high standards and achievement
- will be calm and focused in challenging circumstances
- is an outstanding teacher with experience of leading improvements
- has the ability to motivate, support and inspire both learners and colleagues

We are seeking to appoint an effective, strong and inspirational leader who can:

- hold the highest expectations of educational provision and care for all our learners
- further develop and embed excellent standards of teaching and learning
- establish a culture where everyone is valued and encouraged to succeed
- demonstrate a strong track record and commit to continuous school improvement
- enthuse colleagues and provide excellent teaching for all learners
- take the opportunity to work with a highly skilled and effective team of senior leaders within our Trust
- form strong partnerships between parents/carers and school
- adopt a consistently high level of inclusivity and equality for all

For an informal discussion about The Oaklands Primary School or to arrange a visit, please contact the Office Manager Diane O'Neill on 0121 706 2168.

Closing date: Wednesday 31st January 2024

Interviews: Monday 5th February 2024

To apply please visit our website at:

<https://summitlearningtrust.org.uk/careers-vacancies/>

Please note we do not accept CV's

We positively welcome applications from all sections of the community. Summit Learning Trust is proud to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.

We are also committed to safeguarding and promoting the welfare of children and young people and expect all colleagues to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check. Online searches of shortlisted candidates will also be conducted. Our policy is available to view here:

<https://summitlearningtrust.org.uk/our-trust/statutory-information/policies-statements/>



About The Oaklands

The Oaklands Primary School is a two-form entry primary academy which also offers a nursery serving the community of Acocks Green.

Our curriculum intent and vision is underpinned by our Trust values and mission:

**Success Through Endeavour
Ambition through Challenge
Strength through Diversity**

At The Oaklands Primary School, every child is recognised as a unique individual.

Our curriculum is designed to be engaging, broad and provide all learners with the knowledge and skills that they need to succeed in life.

Taking into account the need of all our learners, we have developed our curriculum to:

- Instil a deep learning of knowledge and skills through the teaching of a broad and balanced curriculum
- Provide a challenging and creative curriculum, so that every pupil is able to thrive and achieve to their full potential
- Produce confident and articulate communicators, who have a wide vocabulary and use subject specific language effectively
- Provide learning experiences that promote deeper thinking and develop cultural capital
- Support our learners to become culturally knowledgeable about our community, country and our world– reflecting on the values in their lives and the lives of others



The Oaklands Primary School
SUMMIT LEARNING TRUST



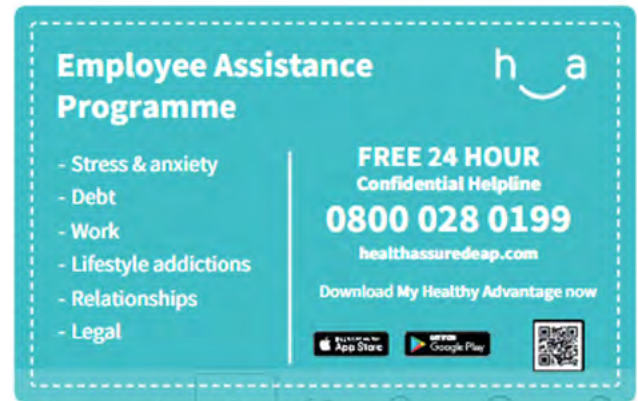
Our Benefits

We offer a range of wellbeing and work-life balance benefits to recognise and reward the essential contributions our colleagues make to our success and growth.

Employee Assistance Programme (EAP)

Health Assured are an independent professional provider that you or your family can contact as and when you need to access support on a wide range of personal and professional issues. Your call will be handled by an experienced therapist or advisor who will offer support in a friendly, non-judgemental manner.

As well as the 24-hour helpline, the Health e-hub app can be downloaded from your app store. The mobile app code is MHA143823.



Wellbeing Advocates

We have dedicated wellbeing advocates within each of our academies, as well as a number of Mental Health First Aiders. Our Wellbeing Advocates, through each of the academies wellbeing committee, help implement and support the wellbeing strategy and staff engagement through raising awareness of wellbeing activities, promoting healthy lifestyles and positive mental health.

Lifestyle Benefits and Discounts

Sodexo, our benefits and discounts platform provide you with access to a over 6000 discount vouchers to use online or with high street retailers, including supermarkets.

To log into the site visit www.sltemployeebenefits.co.uk. If you are yet to join our platform, click join (top right) and add your details. Your employee number is your payroll number/employee ID which can be found on your payslip. Next, you'll be asked to add an email address and password and then you're ready to go and start saving! If you have any difficulties accessing the platform, please contact: hr.enquiries@summitlearningtrust.org.uk

Gym Discounts

Discount is available on memberships at over 3700 locations including major gym chains, leisure centres, health clubs, golf centres, yoga studios, bootcamps and more! To access, search 'Gym Membership' on the Sodexo benefits platform.

Cycle to work scheme

Save money on cycling to work (or pleasure) with our Cycle scheme. You can apply for bikes and safety equipment up to £1,000. You pay nothing upfront and the payments are taken tax efficiently from your salary. For further information and for details as to how to apply, visit www.sltemployeebenefits.co.uk

Flu Jab Vouchers

We offer free flu jab vouchers each autumn from BUPA redeemable at designated pharmacies. If you require a voucher, please contact your HR Assistant.

Specsavers Eyecare voucher scheme

All colleagues who regularly use display screen equipment can obtain an eyecare voucher by contacting HR. The vouchers entitles you to a full eye examination at any Specsavers store up to the value of £25 and a contribution towards a pair of glasses.

Health Protection

All colleagues can access healthcare cash plan from bhsf.

The Cash Plan allows you to claim money back on the cost of everyday healthcare, such as dental treatments, optical services and therapies including physiotherapy.

Be proactive. Be healthy.

With our **health cash plan** you can claim money back on a range of healthcare costs, including:



Dental treatments



Optical services



Therapies, including physiotherapy

Budget for everyday healthcare
by spreading the cost

Add your family
to your cover*

Enjoy a quick and
easy claims process

Job Description

Job title	Vice Principal
Grade	L13 - L17
Responsible to	Principal, Directors, The Oaklands Local Governing Body
Main purpose	To provide professional leadership for the school, within Summit Learning Trust, which secures its success and improvement, ensuring high quality education for all its learners and outstanding standards of learning and achievement

Vision and Purpose:

- To carry out the professional duties of Vice Principal as directed by the Principal to ensure the effective management of the school on a day-to-day basis
- To undertake the professional duties of the Principal, in the event of absence from the school
- To play a major role under the direction of the Principal in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing colleagues and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
- To provide professional leadership and management of School Improvement Plan priorities
- To develop, drive and be accountable for outcomes in an improvement priority
- To work with others collaboratively to drive through all improvement priorities
- The Vice Principal will have delegated responsibilities which are school wide. This will be in addition to carrying out the professional duties of a teacher other than the Principal

Main duties and responsibilities

1. Strategic direction and development of the school

- Provide inspiring and purposeful leadership for colleagues and learners.
- To work in partnership with the local governing body, colleagues, parents and carers generating the ethos and values which will underpin the school vision and ethos.
- To work with the Principal and partner Trust Principals to develop and implement a SIP, based on principles of Balanced Scorecard, which will secure continuous school improvement.
- To work with the Principal and the Education Director for Primary to monitor and evaluate the performance of the school and respond and report to the Trust Directors as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and act if necessary.
- To work with the Principal to ensure that all those involved in the school are committed to the Trust's aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets which secure the educational success of the school.

2. Teaching and Learning

Working alongside the Principal and the Education Director for Primary and with partner Trust Principals and senior leaders: -

- Continue to maintain an environment that promotes and secures always good and frequently outstanding teaching, effective learning, high standards of achievement and excellent behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that learners develop the skills to learn more effectively and with increasing independence.
- To ensure excellent progress is made by all groups of learners including the most able, SEND and disadvantaged.
- Determine, organise and implement a policy for the personal, social and moral development of learners.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all learners in the school through appropriate methods.
- Determine and implement positive strategies and programmes which ensure excellent pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents, carers and the wider community to support and improve learners' achievement and personal development.
- Promote and support extra-curricular activities in accordance with the educational aims of the school and Trust.



3. Leadership and Management

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of colleagues performance, incorporating performance management, appraisal and target setting.
- Promote and monitor the continuing professional development of colleagues, including the induction of early career teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of teachers, including those of the Principal.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification, along with the Principal and the Education Director for Primary, areas in which staff members would benefit from further training and undergoing such training.
- Ensure the Vice Principal or suitable person, assumes responsibility for the delivery of the principal's function at any time when absent from school.
- Continue the development of good working relationships with Trust Directors, local governing body, colleagues, learners, parents, carers and the community.

4. Efficient and effective deployment of colleagues and resources

- Work with governors, the Principal and the Education Director for Primary to recruit and retain colleagues of the highest quality.
- Plan for the security and effective supervision of the school buildings, their contents and the grounds.
- Work with the Principal and the Education Director for Primary to set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all colleagues effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve learners' achievements, ensure efficiency and secure value for money.

5. Accountability

- Continue to develop an organisation in which all the colleagues recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents, carers and learners are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the governors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

6. Safeguarding Children & Safer Recruitment

Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people in our academies and expects all colleagues and volunteers to share this commitment. All appointments will be subject to an enhanced Disclosure and Barring Service check (with a children's barred list check).

Actions

The Vice Principal should work with the Principal to ensure that:

- The policies and procedures adopted by the Board of Directors are fully implemented and followed by all colleagues
- Sufficient resources and time are allocated to enable the designated person and other colleagues to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- All colleagues and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

This job description is current at the time of appointment, but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of learners, colleagues, parents and carers.

	Essential	Desirable
Qualifications	<p>Graduate, qualified teacher status</p> <p>Evidence of continuing professional development</p>	<p>Completed DSL training</p>
Relevant experience	<p>Successful leadership at senior level in a primary school/academy</p> <p>Experience in the management of effective systems and practices to lead subject areas in quality assurance, supporting pupil progress and attainment</p> <p>Experience of encouraging and developing excellent inclusion practice</p> <p>Experience of school/academy self-evaluation, monitoring and evaluation</p>	<p>Experience of teaching in at least two primary schools/academies</p> <p>Proven record of improving engagement of challenging learners in present post</p> <p>Experience of using data to close gaps for vulnerable groups</p> <p>Experience of curriculum developments in PSHE/RHE</p> <p>Experience of Special Needs Education (SEN)</p> <p>Experience of managing and working with external agencies to support pastoral systems</p>
Professional knowledge, skills and competences	<p>Excellent communication skills, both written and verbal and the ability to communicate effectively with a variety of audiences</p> <p>Ability to monitor and manage the performance of colleagues</p> <p>Ability to work within a team and manage time effectively</p> <p>Excellent interpersonal skills, including the ability to lead and manage people to work towards common goals</p>	

	<p>Excellent strategic and creative skills including the development of innovative timetabling and curriculum experiences which support pupil development</p> <p>Ability to use ICT effectively and efficiently to enhance teaching and learning</p> <p>Ability to successfully lead teams in the management of change</p> <p>Ability to interact with learners, colleagues, parents, carers and the wider community to foster a culture of learning, improvement and inclusion</p> <p>Knowledge of what constitutes the highest quality care, support and guidance</p> <p>Knowledge of how to develop the strategy in the academy so that key pastoral colleagues contribute to the overall raising of standards</p> <p>Knowledge of the strategies most effective in the raising of standards, pupil achievement and promoting inclusion</p> <p>Knowledge of the opportunities of an academy and current trends in educational development</p>	
<p>Skills and aptitudes</p>	<p>Sharing The Trust's vision and ethos</p> <p>A firm commitment to transforming peoples' opportunities through the academy</p> <p>Energy, enthusiasm and the ability to keep things in perspective</p> <p>Adaptability in the role and the ability to work under pressure</p> <p>Attention to detail and the ability to get things done</p> <p>Ability to set up and monitor appropriate intervention strategies to improve outcomes, prioritise, achieve deadlines and delegate effectively</p> <p>Within the line management structure the ability to analyse trends in performance and set departmental targets</p> <p>A belief that every person matters and a commitment to the potential of every pupil</p> <p>Ability to develop good relationships of respect, trust and professional regard to create capacity in others</p>	

Special Requirements	<p>Enhanced DBS clearance</p> <p>Compliance with all School and Trust policies</p> <p>Safeguarding and promoting the welfare and success of all children and young people</p> <p>The implementation of equal opportunities practice</p> <p>Promoting the stated aims and policies</p>	
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