



WE ARE ASTREA

VICE PRINCIPAL (PRIMARY)
Applicant Brief

ASTREA ACADEMY TRUST





Open Letter from Director of Primary

Dear Candidates,

We are excited to be recruiting a Vice Principal! This pack contains the information of the opportunity with us. The successful candidate will share the Trust's vision for a brilliant education, underpinned by experts in the classroom, a world-class curriculum and excellent behaviours.

We are looking for someone who is committed to a knowledge-rich education, with a track record of leading schools to high levels of attainment and with outstanding learning behaviours. Alongside the academic curriculum, the Trust also aspires to develop cultural capital and opportunities for personal development that enable the Trust's pupils to leave our schools equipped for their next educational and life stage. The successful candidate will embrace the opportunity to work with Trust and school leaders, to drive the further development and implementation Astrea's curriculum strategies across all of our Primary schools.

If you are a passionate, authentic and driven leader who has high expectations and aspirations and believes that we have a collective responsibility for our pupils please contact Louise Stanton, Principal at Waverley Academy on LouiseJean.Stanton@astreawaverley.org to discuss the opportunity further.

We look forward to hearing from you.

Jo Leishman
Director of Primary



JOB DESCRIPTION

SALARY	L8 – L12
CONTRACT TYPE	Permanent
WORKING PATTERN	Full Time
HOURS PER WEEK	37.5

Purpose

The Trust appointed Vice Principal is responsible for working alongside Academy's Principals 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.

Please note: This is an exciting opportunity to join one of our academies as a Vice Principal for a twelve-month secondment, and then to work across our Primary Academies as part of a career progression pathway.

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

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



PERSON SPECIFICATION

Skills & Experience

- Demonstrable commitment to raising attainment of all pupils
- 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

Knowledge & Qualifications

- QTS

Behaviours

- 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