

## VICE PRINCIPAL Recruitment Timeline

<b>Visits to the school</b>	Monday 8 January 2018, 1.45pm-3.45pm or Monday 15 January 2018 9.00am-11.00am
<b>Closing date</b>	8.00am Friday 26 January 2018
<b>Invitations to interview sent to shortlisted candidates</b>	Wednesday 31 January 2018
<b>Interviews</b>	Week commencing 5 February 2018
<b>Appointment to commence</b>	1 September 2018

### Documents included within this recruitment pack

- Letter of introduction from the Chief Executive of Northern Ambition Academies Trust
- Copy of the advertisement
- Job Description
- Employee specification

For more information about Airedale Academy and Northern Ambition Academies Trust visit:

[www.airedaleacademy.com](http://www.airedaleacademy.com)  
[www.northernambition.org.uk](http://www.northernambition.org.uk)

For an overview of the local area visit:

[www.wakefield.gov.uk/about-the-council/about-wakefield](http://www.wakefield.gov.uk/about-the-council/about-wakefield)

Please return your completed application form to [HRAAT@airedaleacademy.com](mailto:HRAAT@airedaleacademy.com) or in hard copy to Recruitment Team, Northern Ambition Academies Trust, c/o Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU

If you have not been contacted by Friday 2 February 2018, please assume your application has been unsuccessful.



Crewe Road, Airedale, Castleford WF10 3JU – Tel: 01977 664555 – Fax: 01977 664556

Dear Applicant

Thank you for your interest in the position of Vice Principal for Airedale Academy within Northern Ambition Academies Trust.

Northern Ambition Academies Trust currently comprises four schools located within a one-mile radius in Castleford, West Yorkshire: one secondary school - Airedale Academy – and three primary phase schools - Airedale Infants School, Airedale Junior School and Oyster Park Primary Academy. This exciting vacancy is based at our secondary school and arises as we say goodbye to our retiring Vice Principal after 35 years of service.

The successful candidate will be:

- An outstanding teacher with a proven track record of improving outcomes for students
- An enthusiastic and motivational leader who is outward-looking, innovative and prepared to explore new ideas or take calculated risks to drive improvement
- Ambitious for all students, with a commitment to ensuring the best possible outcomes for them and the community which the academy serves
- Brave, resilient and determined but someone who can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner

Children are at the centre of what we do: specifically encouraging children from some of the most disadvantaged communities in the country to dream big and then give them the tools to achieve those dreams. That's a bold ambition, but here at Northern Ambition Academies Trust we believe in dreaming big too.

Our vision is of a world where all children and young people are given the opportunity to thrive, succeed and aspire. As a Trust:

- We believe that every child, whatever their background or circumstances, should be given the opportunity to flourish, succeed and dream.
- We believe that our schools have a duty to contribute to the improvement of our local communities and wider society.
- We believe that all schools within our Trust, irrespective of their starting points, bring something valuable to contribute to our success and the achievement of our collective goals.
- We believe in the importance of working together in the best interests of the children in our communities.

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this we believe in the following values and try to keep these at the heart of what we do:

#### **Ambition**

- We aim high and don't put limits on ourselves or other people;
- We are relentless in assessing our performance and seeking to continuously improve;

- We make the most of the opportunities offered to us to help us achieve our goals.

### **Bravery**

- We try new things and see mistakes as an opportunity to learn;
- We don't shy away from tough decisions or difficult situations;
- We don't give up if things are hard.

### **Respect**

- We think about the impact of our actions on others in the choices we make;
- We value what makes us different and believe everyone has something to contribute;
- We encourage honest, open debate and listen to constructive feedback about how to make things better.

As an employee of Northern Ambition Academies Trust, we will offer you:

- Supportive staff, governors and trustees committed to educational excellence
- An opportunity to make a difference to the lives of children in challenging circumstances
- The potential to work cross-phase with other colleagues across the Trust
- A strong commitment to the growth and development of staff through CPD
- An excellent range of employee benefits

I hope that the information included in this pack will encourage you to make an application for this key post. If you have any further questions or would like an informal chat about the role, please contact me via my PA, Pamela Gale, on 01977 664555.

We warmly welcome visitors to our schools and we have arranged the following dates to give you an opportunity to visit the Academy and meet me for an informal chat regarding the position.

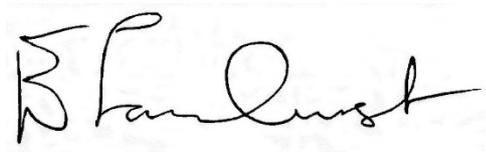
Monday 8<sup>th</sup> January 2018 – 145pm-345pm

Monday 15<sup>th</sup> January 2018 – 0900am-1100am

If you would like to attend for a visit then please contact my PA, Pamela Gale via email [pamela@airedaleacademy.com](mailto:pamela@airedaleacademy.com) or telephone 01977 664555 to register your interest and preferred date.

On behalf of the Trust, governors, staff and students, I look forward to receiving your application and, hopefully, welcoming you to interview.

Yours sincerely,



**Elizabeth Fairhurst**

Principal of Airedale Academy &

Chief Executive of Northern Ambition Academies Trust



Northern Ambition  
Academies Trust



**Airedale**  
Academy

Respect · Ambition · Bravery

<b>Post title</b>	Vice Principal – Quality and Standards, with specific responsibility for Teaching and Learning
<b>Location</b>	Airedale Academy, Crewe Road, Airedale, Castleford WF10 3JU
<b>Grade</b>	Leadership
<b>Salary</b>	L19-L23
<b>Hours</b>	Full time

***Northern Ambition Academies Trust Values:***

Respect

Ambition

Bravery

**Could you be the next Vice Principal at Airedale Academy?**

Airedale Academy is an 11-18 school located in the former industrial heartland of Yorkshire, at the junction of the M62 and A1. We are the founding member of a growing and successful cross-phase multi-academy trust, at the heart of a close-knit community and with a focus on supporting children in disadvantaged areas to achieve their potential.

In our most recent Ofsted inspection (September 2017), Airedale Academy was rated ‘Good’ in all areas, with the report noting that “teaching is effective” and “strong relationships between staff and students are based on mutual trust and respect.” As a new member of our Senior Leadership team, this is a great time to join us, as we continue on our journey to become an outstanding provider. You could really put your stamp on the way the Academy moves into the future, while building on these firm foundations as we continue to strive to achieve the very best for the community of students we serve.

The core purpose of all senior leadership roles across our Trust is to ensure the very best achievement and attainment, in all aspects of school life, for all groups of students, through a relentless focus on progress and top quality learning and teaching.

We are hoping to appoint an able, highly motivated, enthusiastic and innovative Vice Principal to join a passionate, committed, supportive and forward-thinking team. You must be committed to securing high standards and raising academic attainment for all students, with the ability to coach, mentor and inspire others.

As Vice Principal, you will be responsible for leading on the quality of teaching and learning across the academy, ensuring improvement in attainment for all groups of students. You will be a role model to staff, who will look to you for outstanding line management, support and challenge. We know that outstanding leaders have transferable skills and are confident and effective in all aspects of their leadership but we also recognise that as a new senior leader in our school you will need support and challenge yourself, so that you can grow to be the best you can be: we will make this happen.

In return, we offer excellent conditions of employment, significant investment in CPD and great benefits such as break-time refreshments, flu jabs, access to fitness facilities, exercise classes and even car valeting. You will also benefit from the strong team spirit amongst the staff, which in turn creates a supportive ethos for the students. This is enhanced by an active and well-informed Trust Board and an Academy Council with a strong commitment to ensuring the best possible outcomes for children.

We would like to offer prospective candidates the opportunity to visit our school and meet our Principal/CEO. We have therefore arranged the following dates for candidate visits:

- Monday 8 January 2018 between 1.45pm - 3.45pm
- Monday 15 January 2018 between 9.00am - 11.00am

If you would like to arrange a visit please contact Pamela Gale (Principal's PA) by email [pamela@airedaleacademy.com](mailto:pamela@airedaleacademy.com) or by telephone on 01977 664555.

For further details and to apply visit [www.northernambition.org.uk/vacancies](http://www.northernambition.org.uk/vacancies)

<b>Closing date for applications</b>	8.00am Friday 26 January 2018
<b>Date of interview</b>	Week commencing 5 February 2018
<b>Start Date</b>	1 September 2018

*Northern Ambition Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.*



<b>Post title</b>	<b>VICE PRINCIPAL</b>
<b>Reporting to</b>	Principal
<b>Working Time</b>	195 days per year, full time
<b>Salary/Grade</b>	L19-L23

**PURPOSE OF THE POST**

<ul style="list-style-type: none"> <li>To contribute to the strategic and operational leadership of the Academy, including the formulation of all school policies and procedures and ensuring their consistent implementation throughout the Academy</li> <li>To undertake any professional duties of the Principal reasonably delegated by the Principal, including deputising for the Principal in his/her absence, to the extent required by the Principal/ Chief Executive, Academy Council or Trust Board.</li> <li>To lead on one or more areas of the Academy Development Plan, ensuring that the Academy achieves the objectives set out in this development plan</li> <li>To act as a role model of good teaching and develop and enhance the teaching practice of others.</li> <li>To be accountable for overseeing, supporting and performance managing one or more senior and middle leaders.</li> <li>To effectively manage and deploy financial and physical resources within a determined area of work to support the Academy's Development Plan.</li> <li>To contribute to the development and implementation of innovative practice.</li> <li>To work with Trust schools to share good practice from the Academy in support of their improvement.</li> </ul>	
<b>Responsible for</b>	Leadership and management of the school in the absence of the Principal, leadership of curriculum departments, leading on specified aspects of the school's organisation and areas of the Academy Development Plan, operational management including budget and resource management
<b>Liaising with</b>	Principal, Trustees, Governors, other members of the Senior Leadership Team, middle leaders, teaching staff, non-teaching support staff, parents/carers, staff from other schools and organisations.

**MAIN (CORE) DUTIES**

<b>Operational/ strategic management</b>	<ul style="list-style-type: none"> <li>To deputise for the Principal and undertake the professional duties of the Principal in his/her absence.</li> <li>To participate in SLT discussions and planning to establish and develop the Academy Development Plan and other strategic or operational plans.</li> <li>To help build, communicate and implement a shared vision which expresses core values and moral purpose</li> <li>To contribute to the management of the Academy on a day-to-day basis</li> <li>To implement Academy policies and procedures</li> </ul>
<b>Management of staff</b>	<ul style="list-style-type: none"> <li>To work with the CPD Co-ordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake Performance Management Review(s) and to act as reviewer for staff as directed by the Principal.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the Academy's ITT and CPD programmes where appropriate.</li> <li>• To be responsible for the day-to-day management of teaching/non-teaching staff as determined by the Principal.</li> </ul>
<b>Quality and achievement</b>	<ul style="list-style-type: none"> <li>• To ensure whole school high quality teaching and learning.</li> <li>• To develop and monitor whole school strategies established to support teachers within school to improve their practice</li> <li>• To undertake whole school lesson observations, work scrutinies and learning walks in line with Academy procedures.</li> <li>• To actively participate in the monitoring evaluation and review of teaching and learning in line managed subject areas.</li> <li>• To agree challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through school and subject development plans.</li> </ul>
<b>Management information</b>	<ul style="list-style-type: none"> <li>• To make use of analysis and evaluate performance data, identifying areas for action or improvement.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in own and line managed subjects.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with students and their parents/carers.</li> <li>• To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> <li>• To participate in relevant Governors' committees or provide information as requested.</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective links with external agencies, including working with schools which the Academy supports.</li> <li>• To represent the Academy at a range of meetings and events.</li> </ul>
<b>Management of resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying any allocated budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students.</li> <li>• To comply with the financial, health &amp; safety, and HR processes and procedures of the Academy and Trust, including undertaking risk assessments where appropriate.</li> </ul>
<b>Pastoral responsibilities</b>	<ul style="list-style-type: none"> <li>• To maintain a high profile within the school, taking command of areas at change of lessons and being visible and active during non-structured time.</li> </ul>

	<ul style="list-style-type: none"> <li>• To support line-managed middle leaders with issues of student discipline, ensuring behaviour management strategies are in place, and supporting staff during lessons when appropriate.</li> <li>• To participate in student mentoring and other achievement-raising initiatives.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> <li>• To be prepared to be flexible about the subject(s) taught, and willing to teach outside own subject area.</li> <li>• To set an example to staff by upholding the expectations and standards of the Academy</li> <li>• To keep up to date with national developments in own and managed subject areas and teaching practice and methodology.</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• To continue personal development.</li> <li>• To engage actively in the performance review process.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

<b>Date completed</b>	December 2017
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**Requirements of the post**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Training</b>	<p>Qualified Teacher Status</p> <p>Degree</p> <p>A minimum of 5 years' experience teaching across the age and ability range.</p> <p>Evidence of relevant continuing professional development</p>	<p>Experience of whole school leadership</p> <p>Experience of more than one school</p> <p>LLE/SLE/NLE accreditation</p> <p>Holder of NPQH</p> <p>Safer Recruitment training</p>
<b>Knowledge</b>	<p>Deep knowledge and clear understanding of educational legislation, the statutory framework for education, new innovation and developments</p> <p>Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students</p> <p>Understanding of the theory and practice of effective leadership.</p> <p>Knowledge of successful strategies for raising pupils' achievement</p>	<p>Knowledge of OFSTED framework for secondary schools including 6th form.</p> <p>Knowledge of working across a Trust or group of schools.</p>
<b>Experience</b>	<p>Successful and varied teaching experience</p> <p>Experience and impact of raising academic standards at all levels.</p> <p>Experience and impact of driving and delivering transformational and cultural change</p>	

	Experience of managing resources effectively	
<b>Competencies and other skills required</b>	<p>An enthusiastic and motivational leader who is outward-looking, innovative and prepared to explore new ideas or take calculated risks to drive improvement</p> <p>Ambitious for all students, with a commitment to ensuring the best possible outcomes for them and the community which the academy serves</p> <p>Ability to use monitoring and evaluation to improve the academic, spiritual, moral, social, emotional and cultural development of all students and to make accurate judgments against agreed criteria</p> <p>Strong negotiation skills and the ability to influence others to the benefit of the Academy.</p> <p>The ability to create a culture of high performance and ambitious expectations, using the full range of leadership skills and qualities, including emotional intelligence, as appropriate to the situation</p> <p>The ability to translate visionary/innovative concepts into practical implementation plans</p> <p>Strength of character to effect change when necessary, often in very challenging circumstances</p> <p>Someone who is brave, resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner</p> <p>A personal commitment to inclusion and diversity, creating a culture of respect and celebration of uniqueness within the academy</p> <p>Reflective and open to feedback, with a strong commitment to personal development for all staff including themselves</p>	

	Evidence of a commitment to promoting the welfare and safeguarding of children and young people Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour.	
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