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**Enquire Learning Trust Application Pack**

**Vice Principal**

Southcoates Primary Academy

Southcoates Lane

HULL

HU9 3TW



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**The Enquire Learning Trust**

We are a multi-academy trust currently responsible for 32 academies in three clusters across the North of England: North East Lincolnshire and Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

**Values**

* We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful, and ambitious.
* We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn, and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
* We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
* We take learning seriously and work together to create a vibrant culture in which this can happen.  We know that it’s what we do that counts and that our thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

**School Context and Background**

Children have been learning at our school for over 100 years and Southcoates is part of the history of our community. We are proud of our history but look to the future and the part our pupils will play in it. Since joining the Enquire Learning Trust and becoming an academy in 2014 we have been able to focus on this more sharply – we want the very best for every child that enters our doors. We want to ensure they are prepared for the next step in their education and the world of work.

Southcoates Academy has high aspirations and expectations for every child, at the same time we maintain a caring family orientated culture. We work hard to meet the needs of all children. This is done by providing a calm, orderly environment in which every child is respected and valued.

We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care. Our academy adopts a 'whole academy approach' to special educational needs. All staff work to ensure inclusion of all pupils. The academy is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

**Vision Statement**

**S**outhcoates **P**rimary **A**cademy: **S**upportive, **P**ositive, **A**chieving

At Southcoates Primary Academy, we deliver a bespoke curriculum that provides tailored opportunities and experiences, developing curious minds and a passion for learning.

Our immersive and thought-provoking curriculum is delivered in a safe and supportive environment which encourages every child to flourish and strive for excellence.

A collaborative approach to learning ensures that school is a nurturing place of enjoyment. Our school community work together to empower children to develop excellent learning behaviours for life.

**Ofsted**

Our Academy’s last Ofsted inspection/report (March 2023) validated a ‘Good’ outcome and acknowledged that ‘leaders have implemented an ambitious curriculum’ and ‘teachers use assessment effectively’. The Ofsted report also endorsed that: ‘Pupils are proud to attend Southcoates Primary Academy, ‘Staff have high expectations of pupils’, ‘Pupils feel safe in school and behave well in lessons and around school’, ‘The school works in partnership with parents and carers to the benefit of pupils in their development and learning’ and ‘Classrooms are calm environments that enable pupils, including those with special educational needs and/or disabilities, to concentrate and learn’.

**Curriculum Organisation and Intent**

At Southcoates Primary Academy, we have devised the SPA Curriculum: a knowledge-based curriculum in line with the knowledge promoted in the National Curriculum (both declarative and procedural). We have chosen to deliver this knowledge through a whole school themed approach:

All children from the Early Years through to Y6 study the same theme, with the knowledge taught being appropriate to their age group. Each phase has their own focus within each whole school theme, as outlined in the Long-Term Plan.

In each subject, the objectives follow a coherent and sequenced progression. The themes repeat on a two-year cycle, enabling children to revisit and build upon prior learning. Links between and across subjects provide opportunities for children to revise and apply their learning.

The curriculum reflects the requirements of the National Curriculum. In addition to this, we have built the SPA Curriculum around the key themes (Safe Behaviours / Positive Role Models / Awareness of the World), that we feel hold a great importance for the children of Southcoates.

**Safeguarding**

At Southcoates Primary Academy, ensuring the safety of children is paramount.

We do this by:

* providing a safe environment in which the children can learn
* listening to what children tell us
* identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

* identify instances where there are grounds for concern about a child’s welfare and initiate or take appropriate action to keep them safe.
* contribute to effective partnership working between all those involved in providing services for our children.
* aim to prevent unsuitable people from working with children.
* promote safe practice and challenge any poor or unsafe practice.

**Achievements and Awards**

* Royal Shakespeare Company Lead Associate School

Southcoates Primary Academy is a Lead Associate school for The Royal Shakespeare Company. The Associate Schools programme is a long-term partnership programme with schools, regional theatres, and The Royal Shakespeare Company. Southcoates Primary Academy started working in partnership with the Royal Shakespeare Company in 2017, undertaking CPD to learn how to use rehearsal room techniques within lessons to improve children's speaking and listening and literacy skills. Trained Southcoates practitioners are now sharing this practice with other schools with showcase events being held at Southcoates Primary Academy to show good practice in action.

* Artsmark Alliance Platinum Award

Southcoates Primary Academy was awarded the status of Artsmark Alliance Platinum Award. When surveyed about children’s cultural experiences, we have received positive comments from parents such as: “So much effort is put into the children and the things they enjoy. It is a really great place of learning and experiencing new things for children.” A Senior Officer at Artsmark commented: “Southcoates has succeeded in drawing out the arts elements within teaching and learning and finding ways that celebrate their impact and effect.”

* HeadStart Mark of Excellence

The HeadStart Hull Mark of Excellence (MOE) demonstrates that an organisation recognises the importance of supporting children/young people’s emotional health and well-being and has taken the practical steps required to provide this in their own setting.

**Health and Wellbeing Package**

The Enquire Learning Trust offers an extensive health and wellbeing package to support employees in maintaining health and wellbeing including:

* an employee assistance programme through Westfield Health;
* a mental health first-aid programme
* access to formal supervision through Applied Psychologies
* access to a wide range of training and development opportunities
* subsidised gym/sports facilities
* a stress risk assessment
* employee wellbeing support plan
* special leave arrangements
* opportunities for flexible working
* support for workers with disabilities
* counselling for all employees through Westfield Health
* counselling through Education Mutual
* support from trade union representatives.



The Trust offers a cash plan through Westfield Health which allows you to claim money back, up to set limits, towards the cost of your essential healthcare, as well as providing access to valuable health and wellbeing services.​

**Mosaic Health Cash Plan:**

* 12 healthcare benefits and services​
* Money back towards your everyday healthcare bills​
* 100% reimbursement, up to set limits, with one year benefit periods​
* Health & wellbeing services​
* Voluntary upgrades and partner cover available by Direct Debit

**Key Features:**

* No medical required before joining​
* No limit on number of claims, up to limits of your cover level​
* ​Pre-existing medical conditions covered for all eligible employees​
* Worldwide cover on most benefits​
* Dependent children covered on key benefits at no extra cost

**Vice Principal Advert**

|  |  |
| --- | --- |
| **Application deadline:** | **Friday 10 May 2024 at 12.00 noon**  (although we reserve the right to close the advert earlier should sufficient suitable applications be received). |
| **Start Date:** | **1 September 2024** |
| **Pay Range:** | **L6 to L10** |

Southcoates Primary Academy are seeking to appoint an inspiring and passionate Vice Principal to lead further developments across the Academy and play a key role in our journey towards becoming an exceptional place to learn.  
  
Our Vice Principal will be responsible for teaching and learning, the quality of the curriculum across the academy, and the leadership of assessment and standards. The post will also involve the championing of disadvantaged pupils to ensure that relational approaches are embedded, enabling all learners to flourish.

As a member of the Enquire Learning Trust, one of the country’s most successful primary-only Multi Academy Trusts, you'll have access to a dynamic network of schools committed to continuous improvement and innovation. This environment provides opportunities for high-quality professional development, supporting your ongoing journey as a senior leader and enabling you to make a substantial difference in education.

This is an exciting opportunity for the right person with the following qualities:

* **Passionate Advocate for Children:** Demonstrates an unwavering commitment to positively impacting children’s lives, fostering an environment that nurtures growth and development.
* **Proven Leadership and Teaching Excellence:** Exhibits extensive leadership experience and exceptional teaching skills across all key stages, consistently delivering results and achieving milestones.
* **Inspiring and Approachable Leadership:** Possesses the ability to inspire others and foster a welcoming atmosphere within the entire school community, promoting approachability and inclusivity.
* **Pedagogical Innovator:** Committed to enhancing pedagogy and evolving curriculum approaches to cultivate a profound love for learning among all learners.
* **Integrity, Courage, and Collaboration:** Upholds high standards of integrity, demonstrates courage in decision-making, and fosters a culture of collaboration within and beyond the school.
* **Motivational Leadership:** Recognises and nurtures potential in others, sharing a contagious passion and drive for achieving excellence, fostering a robust and cohesive team.

We can offer you the opportunity to:

* **Lead a Dynamic Team:** Embrace the opportunity to lead a passionate, dedicated, and enthusiastic team of staff, fostering a commitment to continuous improvement.
* **Collaborate with Exceptional Leaders:** Work closely with outstanding leaders from other schools within the Enquire Learning Trust, benefiting from shared expertise and contributing to a network committed to educational advancement.
* **Access tailored Professional Development:** Take part in professional and career development opportunities, including ongoing leadership growth, customised to support your personal and professional aspirations.
* **Work with an Exceptional Community:** Enjoy working with our children, families, and wider community, to improve outcomes for all.

The closing date for completed applications is **Friday 10 May 2024 at 12.00 noon**; however, we reserve the right to close the advert earlier should sufficient suitable applications be received.  
  
To arrange a visit or a telephone conversation about the role, please contact:  
Mr Thomas Libera, Principal (Tel: 01482 701407)

Applications must be submitted via The Enquire Learning Trust website.

The Academy is committed safeguarding and promoting the welfare of children and young people and expect the same commitment from all staff and volunteers.

We follow safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).



**Job Description**

Job Title: Vice Principal

Location: Southcoates Primary Academy

Salary Range: L6 to L10

Responsible to: Principal

# Main purpose of the job

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document* including the conditions of employment for Vice Principal
* Under the overall direction of the Principal play a lead role:

- In formulating the aims, objectives of the school and establishing the policies through which they are to be achieved

- Proactively lead staff and manage resources

* Deputise for the Principal in their absence
* Carry out the professional duties of a teacher to meet Teacher Standards 2012.
* Being Deputy Designated Safeguarding Lead for school and undertaking all duties around this role

# Duties and responsibilities

Shaping the future

* In partnership with the Principal and Academy Improvement Committee establish and implement an ambitious vision and ethos for the future of the school
* Support the vision, values, and aims of the school and establish the policies and practices through which they are to be achieved
* Play a leading role in the school improvement and school self-evaluation planning process
* Devise, implement, monitor, and evaluate action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the Principal, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken in to account
* Communicate effectively with colleagues, parents, and pupils to ensure that positive relationships are formed and then developed at all levels of the school spectrum, helping to contribute towards a thriving whole school community

# Leading teaching and learning

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the Principal to raise standards through staff performance management and appraisal
* Lead the development and delivery of training and support for staff
* Work in partnership with the Principal in leading the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the Principal, lead the processes involved in monitoring, evaluating, and challenging the quality of teaching and learning taking place throughout the school, to ensure consistency and quality of teaching.
* Ensure through leading by example the active involvement of pupils and staff in their own learning

# Developing self and others

* Support the development of collaborative approaches to learning within the school and beyond
* Participate in the selection and appointment of teaching and support staff
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership and curriculum
* Work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and appraisal
* Regularly undertake opportunities to update own skills and training. Share these with colleagues to open professional dialogue, debate and focused outcome
* Overall responsibility for the quality of our Academy’s curriculum

# Managing the organisation

* Working with the Principal, undertake key activities related to professional, personnel/HR issues
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
* Be a proactive and effective member of the senior leadership team
* Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the Principal

# Securing accountability

* Lead and support the staff, alongside the Principal, in fulfilling their responsibilities with regard to the school’s performance and standards
* Support the Principal in reporting the school’s performance to its community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Promote the positive involvement of parents/carers in school life
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**Person Specification**

**Post: Vice Principal**

**Location: Southcoates Primary Academy**

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|  | Ess | Des | Assessment Method |
| **Knowledge/Qualifications** |  |  |  |
| Graduate with Qualified Teacher Status | \* |  | A/C |
| Evidence of involvement in INSET as a participant and as a provider | \* |  | A/I |
| Up to date knowledge in subject, national policy, pedagogy, and classroom management strategies | \* |  | A/I |
| **Experience** |  |  |  |
| An excellent classroom practitioner with the highest expectations for the welfare and progress of all students | \* |  | A/I/R |
| Have a thorough understanding of curriculum development | \* |  | A/I/R |
| Experience of monitoring and improving the quality of teaching and learning | \* |  | A/I/R |
| Proven experience of developing excellent working relationships with all stakeholders | \* |  | A/I/R |
| The process of school development and improvement planning | \* |  | A/I/R |
| Have a proven commitment to excellent and respectful behaviour from the whole school community | \* |  | A/I/R |
| Monitoring and evaluating the work of colleagues and pupil outcomes | \* |  | A/I/R |
| Supporting teaching staff, including coaching, mentoring, and modelling good practice | \* |  | A/I/R |
| Staff recruitment, appointment, and induction procedures |  | \* | A/I/R |
| Appropriate safeguarding training and a good understanding of safeguarding at leadership level |  | \* | A/I/R |
| Experience of working with other schools/organisations/ agencies beyond their own setting |  | \* | A/I/R |
| **Skills, Qualities and Attributes** |  |  |  |
| Strong commitment to the school’s vision and values | \* |  | A/I/R |
| Proven ability to lead and manage whole school initiatives | \* |  | A/I/R |
| Excellent management, motivational, interpersonal and communication skills | \* |  | A/I/R |
| Ability to remain positive and enthusiastic when working under pressure | \* |  | I/R |
| Ability to organise work, prioritise tasks, make decisions and manage time effectively | \* |  | A/I/R |
| Ability to monitor and evaluate the work of others; to offer support and intervention where necessary | \* |  | A/I/R |
| Strong commitment to school improvement and raising achievement for all | \* |  | A/I |
| **Behaviour and other related characteristics** |  |  |  |
| Ability to work on own initiative and be pro-active | \* |  | A/I/R |
| Work in ways that promote equality of opportunity, participation, diversity, and responsibility | \* |  | A/I |
| A commitment to abide by and promote the Academy’s Equal Opportunities, Health and Safety and Child Protection Policies | \* |  | A/I |
| A commitment to safeguarding and promoting the welfare of children and young people | \* |  | A/I |
| The post holder will require an enhanced DBS | \* |  | C |

|  |  |
| --- | --- |
| **Key**  Ess  Des  A  I  R  C | Essential  Desirable  Application  Interview  Reference  Certificate |

Contact Details:

Mr Thomas A Libera

Principal

Southcoates Primary Academy

Southcoates Lane

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