

Vice Principal

High Halstow Primary Academy



More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 31 academies across Kent, Medway and South-East London.



Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive
Leigh Academies Trust



Welcome

Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As of 1st September 2021, our Trust comprises 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 2,500 talented staff. The Trust is establishing four 'clusters' of academies: North West Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school hub and is an accredited apprenticeship provider. Our future plans are found in our Vision 2025 document available on our website.

We are now recruiting for the Vice Principal of High Halstow Primary Academy: a truly rare leadership opportunity within a very successful and financially sound, mature and geographically local multi-academy trust that combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for the children and wider community of Medway, to enhance their life chances and provide a bright future for them and their families.

We are looking for an exceptionally talented leader who will use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements. The successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. This is a career defining opportunity and we look forward to hearing from leaders who are ready for the next step.

Gemma Stangroom

Principal
High Halstow Primary Academy



High Halstow Primary Academy

I would like to welcome you to High Halstow Primary Academy and thank you for your interest in our school; a popular and thriving academy located in the beautiful village of High Halstow on the Hoo Peninsula. At High Halstow Primary Academy we have a strong belief that all pupils deserve a world class education, which we work hard to offer as their local community school. We want our pupils to leave our primary school as well-rounded, lifelong learners and global citizens that are ready for secondary school and beyond.

At the heart of our school is the community and we are very proud that we have developed some close links that further enriches the curriculum offered to our children. We offer a wealth of co-curricular clubs as we feel that it is important that the pupils have the opportunity to try new skills, further extend their knowledge and expand their cultural capital. We aim to deliver innovative teaching and learning through our broad, balanced and inclusive curriculum and have recently received the accolade of becoming a World School for the International Baccalaureate. This has really put our village school onto the world map and we are very proud of our achievements and what this means for our pupils.

We teach the National Curriculum through the International Baccalaureate Primary Years Programme (PYP) and this has really added strength to our teaching and learning. We create our learning through a central idea and lines of inquiry that are developed in provocations with the children so that they are highly engaged and motivated in their learning, as well as ensuring that all of the relevant

knowledge and skills are taught progressively. This allows children to build genuine links between what they have learnt which helps them to retain knowledge and develop skills in order for them to achieve the highest outcomes regardless of their starting point.

We pride ourselves on our digital offer to our pupils. In KS1 each child has access to their own iPad and every pupil in KS2 has access to their very own Chromebook which enables us to enhance some learning opportunities and pupils can take further ownership over their own learning. The Chromebooks are an integral part of teaching and learning at the academy meaning that we are shaping the future for our children in the digital age. This also means that our staff have access to a wealth of digital training opportunities and will gain certification in Google as well as in many other digital tools.

We are looking for a passionate leader with drive and boundless enthusiasm to move the academy forward on its journey from Good to Outstanding. It is essential that they have a positive outlook, are supportive of others and openly share excellent practice, modelling this consistently to the rest of the staff. They should embrace a forward thinking approach to further raising standards in teaching, frequent coaching feedback and live modelling in lessons, ensuring that our pupils have access to highly effective learning experiences, developing their acquisition of knowledge and skills and enabling all to be life-long learners.

Vacancy

High Halstow Primary Academy has an exceptional opportunity for a committed, enthusiastic and passionate Vice Principal to join us from September 2022. Joining us will enable you to work with like-minded colleagues who share your goals and ambitions. You will be part of a team that provides outstanding educational opportunities for all of our pupils through creative, carefully sequenced and highly effective lines of inquiry where all learners are at the very core of driving our curriculum.

This position offers a unique leadership opportunity for those who are inspired to positively impact upon children's life chances and potential. This is a non-teaching role, however as part of this position there will be the expectation that you will cover classes to provide release time or provide some teaching to a consistent class. You will support the Principal with the strategic direction of the primary and act in a delegated capacity in their absence.

We wish to hear from you if you really want to change our education world and are:

- an enthusiastic, energetic and ambitious school leader with a track record of success at primary level;
- a motivational and inspirational leader with high expectations of staff;
- confident and able to communicate a clear vision for the school;
- able to develop children to reach their full potential regardless of background or circumstance;
- approachable and keen to work with staff across the Trust to ensure wide success;
- able to establish and develop excellent relationships with the community and other stakeholders.

Position	Vice Principal
Location	High Halstow Primary Academy
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	September 2022
Salary	Highly competitive plus performance bonus and private health care

Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates may be keen to visit the academy before making a formal application, you can arrange this by contacting the Office Manager, Carol Kent (Monday-Tuesday) or Frances Penney (Wednesday-Friday), by calling 01634 251098 or emailing office@highhalstowprimaryacademy.org.uk. Visits will be offered in March 2022 and will be hosted by the Principal, Gemma Stangroom. Social distancing and other Covid-secure safety measures will be observed at all times following latest government guidelines. Please ensure you offer a range of dates when you are available in your initial email to ensure we can coordinate a visit that works for both you and the academy.

Candidates wishing to have an initial conversation with the SLT about this role can also arrange for a telephone call. Those wishing to do so should also contact the Office Manager (as above) in the first instance.

Closing date for applications	22nd March 2022
Shortlisting date	25th March 2022
Interviews and assessment activities	1st April 2022

To submit an application in full, please do so online via the following link;

[Vice Principal \(High Halstow Primary Academy\) - Online Application](#)

If you have any queries on any aspect of the application process or need additional information please contact Holly Neve (Recruitment Coordinator) on 01634 412 263 or holly.neve@latrust.org.uk.

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.



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Job Profile

Role: Vice Principal - High Halstow Primary Academy **Reporting to: Principal**

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Core Purpose

- To assist the Principal in the development of the academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced;
- To support the development of the whole child, within a safe and healthy environment, fostering positive community values;
- To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress;
- To effectively promote the educational vision associated with the Leigh Academies Trust.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal may from time to time ask the post-holder to perform.

All Vice Principals have responsibility for the academic outcomes of the academy. Key emphasis is placed on knowing the students across the academy and

how best to support them. The successful candidate will be expected to create an ethos that is reflective of the whole academy vision. The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined based on the successful candidate's skill-set.

Key Responsibilities

Strategic

- Support the Principal in developing and communicating a clear strategic vision of how to develop and maintain the academy successfully to Outstanding;
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership;
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them;
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the academy;
- Lead on designated sections of the Academy Performance Agreement;
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching;
- Support the Principal in managing the academy effectively and ensuring the successful implementation of radical change, and deputise for her in her absence;



- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate.

Learning and Teaching

- Work with the Principal in the strategic leadership for a key area of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes ;
- Ensure that learning and teaching policy and practice are at the highest standard;
- Effective use of data with the academy to raise standards;
- Regularly review and quality assure the student tracking systems across the academy;
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors;
- Oversee the quality of learning and teaching through regular reviews within the academy and, at least two designated Faculty Areas, intervening where necessary;
- Use data from stakeholder consultation in order to critically evaluate learning and teaching;
- Have an oversight of the performance of vulnerable groups Leading and Managing Staff;
- Create a School ethos that fits with the academy vision;
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behavior, positive relationships and attitudes towards students, staff, parents and Governors;
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels;
- Maximise the contribution of staff to improve the quality of education provided and standards achieved;
- Create and maintain good working relationships among all members of the academy community;
- Sustain their own motivation and that of staff for whom they are accountable;
- Promote the academy ethos in which the highest achievements are expected from all members of the Academy community;
- Contribute to an effective and rigorous Performance Management process;
- Efficient and effective use of staff and resources;
- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality;
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided;
- Support the Principal and Director of Finance and Operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes;

'We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.'

- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement;
- Use assemblies to motivate and inspire students;
- To attend Governors' meetings and special events;
- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the Academy and its interface with community partners

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date

guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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Person Specification

We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

Essential	Desirable
Experience	
<ul style="list-style-type: none">• Proven record of significant senior leadership achievement• Proven track record of raising standards• Experience of management of human and financial resources at senior level• Proven curriculum leadership• Successful establishment of links with the local community• Excellent track record as an effective innovator of education• Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs• Experience of developing student involvement in schools• Experience of working with parents/ carers• Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people• Experience of using performance management processes successfully to contribute to school improvement	<ul style="list-style-type: none">• Experience at Vice/Assistant Principal level or equivalent• Experience of full primary age range in a educational setting• Experience of leading highly effective whole school assessment systems.• Experience of working within a MAT
Education & Qualifications	
<ul style="list-style-type: none">• Degree and teaching qualification• Qualified teacher status• Sustained record of professional development	<ul style="list-style-type: none">• Accredited postgraduate study• Masters/MBA• NPQH (or working towards)

Essential

Desirable

Leadership & Management

- Positive attitude towards change
 - Extensive experience of developing staff, of team building and of developing student involvement in schools
 - In-depth knowledge and understanding of current educational priorities
 - Good understanding of the Ofsted framework and Self Review
 - An understanding Performance Management
 - Setting and achieving ambitious and challenging goals and targets
- Experience of working with a range of agencies
 - Experience of working with Governors
 - Experience of challenging 'satisfactory' performance

Skills

- An Outstanding classroom teacher
 - Proven leadership skills including a range of leadership styles as required
 - Effective behaviour management
 - Strategic management, resource management, development planning & personnel management
 - Effective interpretation, analysis and use of data
 - Well developed coaching and mentoring skills
 - Well developed interpersonal and communication skills (including written, oral and presentation)
 - Wide experience of managing change, leading innovations and meeting challenges successfully
 - Effective ICT Skills
- Experience of leading staff development in own/ other schools and settings
 - Advanced skills in one or more areas

Attributes

- Presence, drive and a passion to raise standards for all in the pursuit of excellence
 - Shared vision with sponsor
 - Ability to both lead and be a member of a team
 - Strong solution focused approaches to problem solving
 - Energetic, resilient, empathetic
 - Able to develop and maintain good relationships with staff, parents, students, governors and the community
 - Commitment to continuous improvement
 - Ability to plan and prioritise
 - Attention to detail
 - Innovative and self reflective
 - Able to deal sensitively with students, parents and staff to resolve conflicts
 - Stay calm under pressure
 - Retain a sense of proportion and good humour
- Experience of leading change in challenging circumstances



**We aim for pupils to
get the opportunity to
'Dream, Explore and
Succeed' every day at
High Halstow Primary
Academy.**

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Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another.

Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- Access to a range of benefits and discounts that are sourced specifically for our staff.

Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Gold' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns.

Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free/discounted gym access
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting.

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An overview of the Trust you'd be joining

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses over 20,000 students, between the ages of 3 and 19, in 31 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our 'can-do' attitude towards continuous improvement and innovation.

Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

**Our Mission: Shaping Lives,
Transforming Communities**

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