

Vice Principal Student Engagement

Caister Academy
September 2020



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of Vice Principal for Student Engagement at Caister Academy.

This is an exciting opportunity for a dynamic and inspiring leader to join Caister Academy. The successful candidate will work alongside the newly appointed Principal, within an established leadership team, to build upon the Academy's reputation for excellence and ensure the future sustainability of its success. They will be responsible for the leadership of all pastoral areas and the operational running of the Academy. This role will be particularly suited to experienced leaders with evidence of sustained positive impact.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in performing arts and English, with aspirations to lead nationally in all areas. As part of Creative Education Trust we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education Trust at a national level.

We are looking for a leader who:

- Has a **passion** for education and a special gift of communicating that passion.
- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to teach **outstanding** lessons across the age and ability range.
- Has the **highest expectation** for the attainment of all young people.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.

For further details, an informal discussion about the role, or to make arrangements to visit the academy, please contact Ruth Woods, the Principal's PA, on Head@caisteracademy.org.uk or call 01493 720542.

I look forward to receiving your application.

Yours sincerely,

Ann Bridges – Acting Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

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ABOUT CAISTER ACADEMY

We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in the village Caister-on Sea on the outskirts of Great Yarmouth and bordering on The Norfolk Broads. The school is located on the coast, with the beach being 500m away and an exciting wind turbine project on our doorstep.

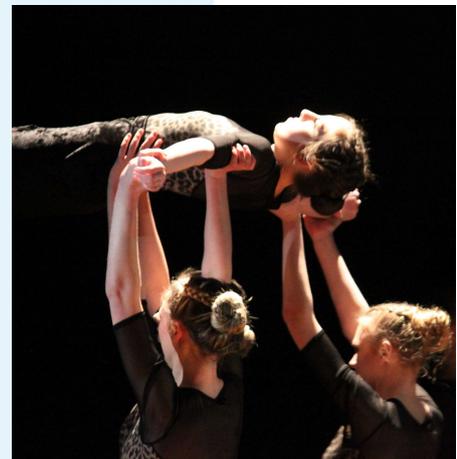
Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

Caister Academy joined Creative Education Trust in September 2013. The Academy network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Caister-academy>

VICE PRINCIPAL STUDENT ENGAGEMENT JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

L16-20

THE ROLE

The core purpose of the Vice Principal is to work alongside the Principal and other members of the senior leadership team, to ensure excellence across all areas of the Academy.

REPORTING LINES

- The post holder is responsible to the Principal
- The post holder will line manage leaders of areas of the Academy under their strategic responsibility. This may include, but not be limited to the;
 - Assistant Vice Principal,
 - Assistant Principals,
 - Pastoral Leaders,
 - members of the Teaching Support Team.

STRATEGIC LEADERSHIP

- Lead strategically, with the support of the principal, all areas of the academy relating to student engagement.

This will include but not be limited to;

- Attendance
- Behaviour
- Community engagement
- Enrichment
- Performance of vulnerable students
- Safeguarding
- Student Voice
- Transition

OPERATIONAL LEADERSHIP

- Lead operationally on agreed elements of the above, as defined by individual remit, reviewed and set each year.
- Lead operationally on the quality of standards across the academy
- Lead operationally on the performance management of teaching staff
- Be responsible for the operational running of the academy
- Deputise for the principal in his/her absence

LEADING OTHERS

- Support, monitor and challenge line managed leaders to drive improvements in their teams.
- Provide coaching and mentoring support to line managed colleagues.
- Set and monitor progress towards appropriate performance targets for line managed areas.
- Support monitoring, evaluation and planning in line managed areas.
- Support and monitor leaders tackling underperformance and upholding excellent standards of behaviour and safety.

ACCOUNTABILITIES

- Have the highest expectations for all students at all times, including both their academic success and personal development.
- Have the highest expectations for the Academy's provision for students at all times, including both our academic provision and quality of safeguarding and welfare.
- Be an outstanding classroom practitioner.
- Ensure academy policies and procedures are always adhered to.
- Recognise and celebrate success and achievements of students and staff.
- Maintain a prominent visible presence monitoring work of the academy daily.
- Clearly communicate information to students, parents, staff and governors, in an appropriate manner, so that all stakeholders understand our goals and contribute to the Academy's success.

You can find out more at:

www.creativeeducationtrust.org.uk

- Perform extra duties and tasks as required for the effective running of the academy as requested by the principal

STAKEHOLDERS

- Positively represent the Academy and be a role model for our values at all times, both in the Academy and in the wider community.
- Clearly communicate information to students, parents, staff and governors, in an appropriate manner, so that all stakeholders understand our goals and contribute to the Academy's success.

VARIATION IN ROLE

- In order to provide development opportunities and to match individual remits to areas of strength, there will be adjustments to the exact remit for all members of the leadership team, on an annual basis. The duties specified above are therefore neither exclusive nor exhaustive and may change over time.
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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status • Degree in relevant subject • Recent and relevant CPD 	
EXPERIENCE	<ul style="list-style-type: none"> • Substantial senior leadership experience • Successful experience of teaching at key stage 3 and 4 • Track record of raising standards as a senior and middle leader 	<ul style="list-style-type: none"> • Experience of working with a range of external stakeholders
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Proven ability to deliver well-planned and stimulating lessons • Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice • Demonstrable understanding of the strategic leadership of attendance • Demonstrable understanding of how to improve attendance • Deep knowledge of what constitutes effective teaching and learning • Ability to use evidence to inform practice • Understanding of how children learn and the ability to translate this into classroom practice • Demonstrable experience of devising effective strategies to support students from vulnerable groups • Knowledge of current educational policy and initiatives • Demonstrable understanding of accountability frameworks 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong data analysis skills • Ability to evaluate the quality of students' progress using a range of evidence • Proven ability to coach and mentor colleagues effectively • Exceptional organisational skills • Exceptional communication skills • Proven ability to hold colleagues to account • Proven ability to establish productive and collaborative working relationships with staff • Proven ability to establish productive professional relationships with children, and parents 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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