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Your Character Counts



DEPUTY PRINCIPAL **CANDIDATE PACK**



**GREENWOOD
ACADEMIES TRUST**

*A*CADEMICIS
www.academicis.co.uk

Helping Schools / Trusts appoint the best Senior Leaders



A MESSAGE FROM THE CHIEF EXECUTIVE

Thank you for your interest in working for the Greenwood Academies Trust (GAT). For anyone looking for a career where you can make a difference, I can assure you that the GAT is the place for you.

Our academies are led by outstanding leaders. Whilst working to achieve our organisational core values each academy is free to develop the curriculum and structures within their own settings to best serve their communities. GAT does not impose a standard central curriculum or structure. We have created a Trust where each academy can evolve individually, developing best practice that can be shared both within the Trust and more widely meaning that staff can reap the benefits of a collaborative working style.

I am passionate about ensuring that our staff are involved in the Trust's future, feel valued and are given opportunities to succeed. Our 3 interacademy assurance boards, along with our subject specific networks ensure there is a strong culture of improvement driven by leaders in our own academies. Focusing on strong curriculum plans, expert teaching, effective programs for personal development and securing high outcomes for our pupils we are a truly collaborative organisation.

I look forward to welcoming the successful candidate to the Trust and hope that you can reap the benefits of working for a successful Multi Academy Trust and assist in our mission to inspire and transform the minds of tomorrow!



W.Dani



A MESSAGE FROM THE EDUCATION DIRECTOR

Thank you for taking the time to enquire about working at the Skegness Academy. We are very excited to share this opportunity for a new Deputy Principal to lead a team of committed professionals, ensuring the rapid and sustained improvement of education at Skegness Academy.

At the Skegness Academy we strive to create a positive learning culture and have high expectations of our pupils. We are determined to provide a good quality, enriching learning experience which is both academically rigorous and develops students.

The academy is well resourced, with dedicated learning spaces for the arts, technology, music and sport. The successful applicant will also benefit from the wide-ranging support of Greenwood Academy Trust who are committed to the rapid improvement of the academy.

I look forward to hearing from you if you believe you can bring your skill, knowledge and experience to our team to help us to ensure our pupils are considerate, successful and happy young adults.

Best regards

Claudio Gissendorf

Principal



ABOUT SKEGNESS ACADEMY



The Skegness Academy is a large secondary school with a successful Sixth Form. Sited in this lively seaside town on the East Coast of Lincolnshire. As well as East Coast beaches, we are surrounded by beautiful countryside and quaint villages. The academy is one of 2 secondary academies in the town, the other of which is a Grammar School. Pupils attend the academy from the local area and outlying villages. Our pupils have a range of needs and abilities and enter the academy with KS2 scores below the national average. We work very closely with our feeder primary academies to ensure effective transition arrangements are in place.

We want our pupils to be proud to belong to the academy and proud of their achievements. Whatever our pupils' backgrounds, we want them to be in the best possible position to move on to a successful life beyond school, whether it is in education, training or employment.

Extra-Curricular Activities, Clubs, Societies and Teams

We recognise the importance of offering pupils a rounded education. We offer a wide range of activities beyond lesson times. For example:

- Performing Arts including productions, concerts, music tuition, choirs etc.
- Sport including competitive fixtures and leisure activities using our impressive facilities.
- Visits including curriculum-based activities and educational trips.
- Residential trips including Outward Bound activities.
- Curriculum activities including homework clubs, extra help sessions.
- Examination preparation workshops, access to the library and IT facilities.

We expect all staff to model the behaviours, work ethic and culture we would expect from our pupils. To support them, senior leaders aim to create an inclusive and professional working environment which promotes the values of the Trust, and further opportunities for professional development.

All pupils are encouraged to develop an enquiring mind, a sense of purpose and a determination to work hard. At the centre of the academy's code of conduct is respect and consideration for other people and their property. A system of rewards is used to celebrate success.

Skegness Academy, Burgh Road, Skegness, Lincolnshire, PE25 2QH | 01754 879122

adminsk@skegnessacademy.org | www.skegnessacademy.org

 Follow @SkegnessAcad



ABOUT SKEGNESS



Skegness was one of the country's first seaside resorts to welcome visitors and still one of the most popular today... and it's not hard to see why.

"Skeggy", as it's affectionately known, is home to several regular international arts and music festivals which transform the town every year.

Whether you're visiting for the day, staying for the weekend or longer, you'll find your days packed with things to do, places to visit and experiences you'll never forget.

The Lincolnshire Coast is more than 50 miles long and has four official Blue Flag beaches to enjoy. From the traditional seaside resorts of Skegness, Cleethorpes and Mablethorpe, to the unspoilt nature reserves of Gibraltar Point, the Lincolnshire Coast has something for everyone.

Properties in Lincolnshire had an overall average price of £241,092 over the last year making it an attractive place to put down roots. The neighbouring towns of Sleaford and Louth had an overall average price of £219,809 and £232,454 respectively over the last year and are both easily commutable to Skegness.

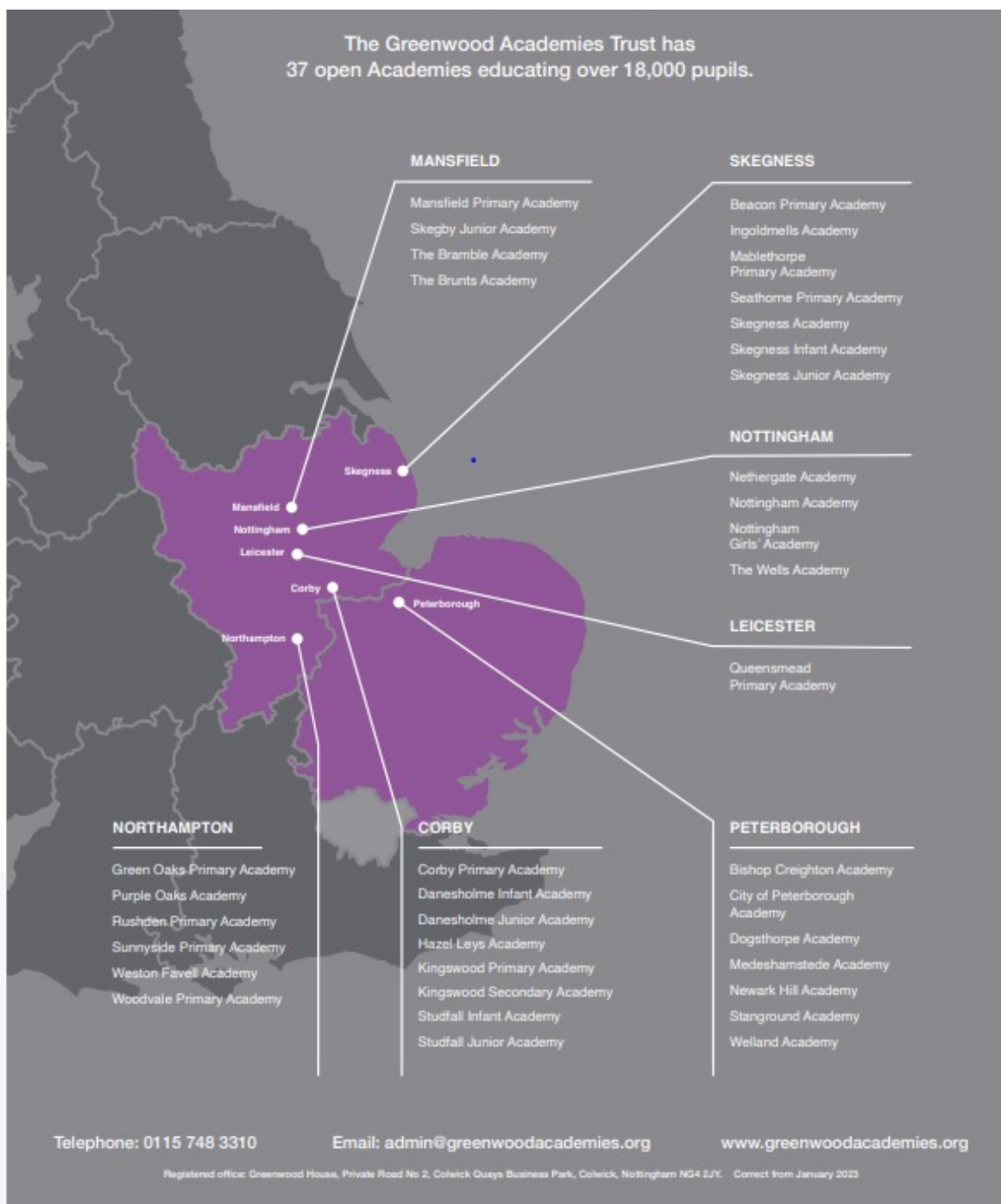
The nearby city of Lincoln is a beautiful historic city full of heritage and culture - home to the magnificent Lincoln Cathedral, castle remains, ancient walls, and medieval architecture. It is no wonder that Lincoln is a popular location for a city break in the UK. Wander along the picturesque, cobbled streets and take in the spectacular sights of Lincoln's magnificent historic architecture. The city is full of fun attractions and activities for the whole family to enjoy plus lots of delicious places to eat and drink. It is also home to Lincoln Cathedral, one of the most spectacular Gothic buildings in the world. The cathedral is a spectacular and globally iconic landmark that has been standing tall over the city of Lincoln for centuries and was the tallest building in the world for over 200 years.





GREENWOOD ACADEMIES TRUST

The Greenwood Academies Trust (GAT) is dedicated to enhancing young lives across the East Midlands. We focus on giving every child a real chance to succeed and transform schools in difficulty to ensure positive outcomes and consistently high achievement.





BENEFITS OF WORKING FOR THE GREENWOOD ACADEMIES TRUST

Making a difference. If you really want to make a difference to the life chances of pupils then why not join an organisation that enables you to do just that?

GAT is a **well established multi academy trust** and has a track record of working to help raise standards in areas of social and economic deprivation and / or educational underachievement.

A supportive leadership and education support team. GAT is led by educationalists who have significant experience in a wide range of schools with expertise in areas such as curriculum, SEND, staffing and finance. The education support team provides a wide range of high quality services to academies, enabling them to focus on teaching.

GAT is a not for profit educational charity. We always prioritise our resources to achieve outstanding educational outcomes for our pupils.

A close knit support network. With academies across the East Midlands the chance of sharing best practice and collaborative working is second to none.

We offer **extensive development opportunities.** We are keen to promote from within, so if you are looking for a career with real potential for progression, then GAT is the place for you.



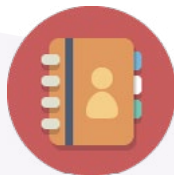
BENEFITS OF WORKING FOR THE GREENWOOD ACADEMIES TRUST

We believe in looking after the people who make a huge difference to our children, their families and the communities we serve. That's why we give everyone who joins the Trust an employee benefit (Perkbox) account – with 24/7 access to perks and discounts, plus curated wellbeing tools to look after your physical and mental health. With hundreds of global and local perks, available online 24/7, enabling you to save money on everything from the supermarket shop to summer holidays! We will shortly be launching a partnership with a national car leasing company where employees will be able to access great discounts on car leasing.

We ensure our **staff wellbeing**. All staff have access to a 24/7 confidential Employee Assistance Programme to help employees manage stress, access specialist counselling and information and feel supported.

Helping you plan for the future. Teachers joining the Trust will become a member of the Teachers' Pension Scheme. For support staff we adopt the Local Government Pension Scheme which is one of the most competitive in the country.

Candidates moving from the public sector without a break in service can be reassured that **continuous service** will be honoured.





JOB DESCRIPTION DEPUTY PRINCIPAL

Post Title: Deputy Principal

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils aged 11-19 and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.

Reporting to: Principal

Responsible for: The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.

Liaising with: Principal/Deputy and Assistant Principals, teaching/support staff, external agencies and parents/carers.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

Main (Core) Duties: To carry out the professional duties of a school Teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.
- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole Academy planning activities.

Curriculum provision:

- To assist Curriculum Leaders to ensure that their curriculum area provides a range of teaching that complements the Academy Intent and Trust's strategic objectives.



JOB DESCRIPTION

DEPUTY PRINCIPAL

Curriculum development:

- To assist in the process of curriculum development: and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.

Staff development:

- To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

Recruitment/ deployment of staff:

- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

Quality Assurance:

- To help implement the Trust's quality procedures and adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management information:

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system, e.g. SIMS / Class Charts etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.
- To follow agreed policies for communications in the Trust.
- An ability to converse at ease with all stakeholders and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.



JOB DESCRIPTION

DEPUTY PRINCIPAL

Marketing and liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
- To contribute to the development of effective subject links with external agencies and other schools.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

Pastoral System

- To be a form tutor to an assigned group of pupils (as required).
- To promote the general progress and well-being of individual pupils and of the group as a whole.
- To liaise with the Director of
- Inclusion/SEND/CO/Assist Principal Student Care/
- Assistant Principal Student Development /Head of Year/ Associate Assistant Principal to ensure the implementation of the Trust's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.
- To support the Trust's behaviour management protocols so that effective learning can take place.



JOB DESCRIPTION DEPUTY PRINCIPAL

Teaching

- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.
- To ensure that ICT, literacy, numeracy priorities are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the syllabus and/or scheme of work.
- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your classes.

Other Specific duties

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school, break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.



JOB DESCRIPTION

DEPUTY PRINCIPAL

Behaviour, Personal Development and Welfare

Core Leadership Responsibilities

Member of the Core Leadership Team

- To provide professional leadership and management for all aspects of the Academy establishing a culture that promotes excellence, equality and high expectations for all students.
- To be accountable for providing vision, leadership and direction for the Academy by ensuring that it is well-managed and organised to meet its statutory obligations, aims and targets.
- With the Senior Leadership Team to be responsible for evaluating the Academy's performance and to identify the priorities that will lead to continuous improvement and the raising of standards.
- To prepare reports and where directed present academy performance information to a range of audiences.
- Lead core aspects of Ofsted Inspection preparation and other external validation processes as directed by the Principal.
- To ensure that resources are efficiently and effectively used to achieve the Academy's aims and objectives and for the day-to-day management, organisation and administration of the Academy
- To ensure equality for all staff and students

Line Management Responsibilities include:

- Assistant Principal Behaviour, Assistant Principal Student Welfare, Safeguarding Lead

Additional Specific responsibilities:

- Lead the academy safeguarding strategy as Designated Safeguarding Lead, lead and monitor the Deputy Safeguarding Leads and the reporting of safeguarding concerns.
- To ensure that the academy meets all statutory responsibilities for the safeguarding of students including vulnerable students including those with additional needs including working closely with outside agencies and providers of services for students to ensure students are properly placed and their needs are met.
- Lead the academy's anti-bullying strategy ensuring that all students feel safe, and accepted into our academy community. Champion the academy's ethos of inclusion and equality.
- Provide clear advice and recommendations regarding the strategic development of academy systems for supporting the inclusion and engagement of children and young people including those presenting with challenging social and emotional needs.
- Lead all strategic aspects of academy attendance and punctuality
- To provide strategic leadership of Behaviour Management Systems including the rewards system, on-call system.
- To develop and lead the academy's attendance strategy effectively monitoring the operation of the attendance policy and its systems to support high levels of attendance and punctuality.
- To broker and manage the transition of students to Alternative Provision (as required) with agreement of the Principal.
- Ensure that quality assurance visits are completed each half term to all AP
- Lead the development of strategies to promote equality, inclusion and diversity.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Where broad headings have been used, all associated duties are naturally included in the job description.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.



PERSON SPECIFICATION

DEPUTY PRINCIPAL

	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS:			
Honours degree or equivalent.	•		Application form.
Qualified teacher status.	•		Application form.
Higher degree or equivalent of further study.		•	Application form.
Ongoing participation in a range of relevant training / professional development.	•		Application form.
TEACHING AND MANAGEMENT EXPERIENCE:			
Previous senior leadership experience at Assistant Principal or above.	•		Application form; at interview and reference.
Track record of successful leadership of significant school improvement strategies.	•		Application form; at interview and reference.
Experience of setting and delivering challenging school targets.	•		Application form and at interview.
Experience of successful school improvement in a range of contexts.		•	Application form; at interview and reference.
Experience of monitoring school performance.		•	Application form and at interview.
Successful experience of improving standards and / or achievement for disadvantaged pupils.	•		Application form; at interview and reference.
Experience and understanding of management of human and financial resources at a senior level.		•	Application form; at interview and reference.
Experience of working positively with governors, trustees or similar.	•		Application form; at interview and reference.
Experience of managing Special Educational Needs and / or Learning Difficulties and Disabilities provision in mainstream schools/special schools		•	Application form; at interview and reference.
Evidence of the ability to embrace and manage change successfully.	•		Application form; at interview and reference.
Experience of developing successful links with parents, local community / stakeholders and external partners.	•		Application form; at interview and reference.



PERSON SPECIFICATION CONTINUED

DEPUTY PRINCIPAL

PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES:

Outstanding leader, committed to sustainable improvement through high quality leadership at all levels.	•		Application form; at interview and reference.
Ability to recognise outstanding practice and implement strategies to develop it in others.	•		Application form; at interview and reference.
A passionate commitment to the academic, personal and social development of children.	•		Application form; at interview and reference.
Ability to motivate, develop, support and challenge staff.	•		Application form; at interview and reference.
Excellent communication and organisational skills.	•		Application form; at interview and reference.
Ability to involve and maintain strong and positive relationships with the whole Academy community.	•		Application form; at interview and reference.
Deep understanding of effective school improvement.	•		Application form; at interview and reference.
Ability to develop a high quality curriculum for all pupils within a context of educational change.	•		Application form; at interview and reference.
Committed to self-evaluation, continual personal development and improvement.	•		Application form; at interview and reference.
Good understanding of national education policy.		•	Application form; at interview and reference.
Ability to think, plan and act strategically.	•		Application form; at interview and reference.
High levels of personal resilience and optimism.	•		Application form; at interview and reference.

OTHER

Must satisfy relevant employment checks.	•		Documentary evidence.
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Requirements from confidential references:

	ESSENTIAL
Written reference(s) only	•
Confirmation of professional and personal knowledge, skills and abilities	•
Positive recommendation from current employer	•

Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.



THE APPLICATION PROCESS

In line with our continued commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults we apply safer recruitment practices across our selection process and all posts within the Trust are subject **to an enhanced DBS with Barred List check** in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the DFE's Keeping Children Safe in Education guidance.

Visits: Prior to applying for the post, we encourage applicants to arrange a visit to the academy or request a private conversation regarding the role please speak to Victoria Bari at Academicis to arrange this: vbari@academicis.co.uk or call 07340 010860

Shortlisting will take place shortly after the closing date and candidates meeting the right criteria will be taken forward. We aim to contact all successful candidates within two weeks of the closing date.

Interviews: Shortlisted candidates will be contacted prior to interview with details of the proceedings. Interview proceeding will consist of the below but candidates will be contacted prior to interview with further details:

- Leadership styles online questionnaire
- Tour of the school
- In Tray Exercise
- Staff Panel – Created from a selection of support and teaching staff
- Pupil Panel
- Presentation
- Formal Interview
- Completion of a disqualification form

Candidates should be aware that as part of the interview process any gaps or discrepancies on their application form will be explored.

References: References will be requested, where permission has been given, before interview for all shortlisted candidates and where necessary employers may be contacted to gather further information.

Offers: Any offers of employment will be made as soon as possible after interview and will be subject to satisfactory background checks.



HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Victoria Bari: vbari@academicis.co.uk or 01223 907979 / 07340 010860

Please email your application to:
Victoria Bari: vbari@academicis.co.uk

Closing date: 3rd October 2023
Shortlisting date: 5th October 2023
Interviews: W/C 9th October 2023



Burgh Rd, Skegness PE25 2QH