



# Alpha

Academies Trust

## Recruitment Pack Vice Principal

Closing Date: Monday 21<sup>st</sup> March 2022 at 9:00am

Interviews: To be confirmed

JOB REFERENCE NUMBER: 897487

Alpha  
Academies Trust



THE DISCOVERY  
ACADEMY

The excel  
academy  
FOR CHALLENGE

Eaton Park  
ACADEMY



Sneyd Academy

[www.alphaacademiestrust.co.uk](http://www.alphaacademiestrust.co.uk)

## A Message from the Chief Executive Alpha Academies Trust

Dear Applicant,

Thank you for downloading this application pack and for your interest in becoming a Vice Principal, for The Discovery Academy, part of The Alpha Academies Trust in Stoke-on-Trent.

Our Trust currently consists of five academies:

The Discovery Academy - Age 11 -16

The Excel Academy - Age 11 -16

Eaton Park Academy-Age 3- 11

Maple Court Academy - Age 4 – 11

Sneyd Academy – Age 4 – 11

Alpha Academies Trust has a clear purpose to deliver a first-class education for every child and overcome inequality. We intend to achieve this purpose by investing heavily in staff development and developing a quality all through curriculum from birth to post 16. We are committed to work with other stakeholders and Trusts to create a joined-up momentum, that will bring about transformational change in stoke on Trent. We have a rigorous approach to evaluate impact through a research and development culture. This ensures we identify those approaches that have the greatest impact on children and supports the well-being and workload of our staff. We take seriously our responsibilities to the community and future agendas such as environmental sustainability and digital transformation are very much in our line of sight.

Parents and stakeholders are at the heart of our learning partnerships. Our Governors are challenging and supportive and all our staff are committed and dedicated to providing first class education for all children and young people in our academies.

We are looking for dedicated and enthusiastic professionals to join our highly skilled staff and help deliver outstanding educational experiences for the young people of Stoke-on-Trent.

I look forward to receiving your application and meeting you soon.

Yours faithfully,

Mr S French  
Chief Executive Officer

## The Context

The City of Stoke-on-Trent is in the West Midlands and has a population, of 249,000, which is predominately white British but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education. The 'Potteries', as Stoke-on-Trent is affectionately called, is renowned for its world class ceramics industry and industrial heritage.

The City is benefitting from recent investment which is driving economic growth and renewed prosperity. It is well connected with transport links to the capital and is within one hour of travel to Birmingham or Manchester. The City is one of the fastest for economic growth in the country.

## Our Trust Purpose

“ Delivering a first class education that  
overcomes inequality ”

## Our Trust Strategy & Aims

- α Adding capacity: to eradicate inequalities by supporting the solutions that will unlock personal and academic potential for every child
- α High performing: to use Trust resources, ensuring we deliver first class education for every child
- α Collaborative: to grow more effective partnerships within and beyond the Trust, that impact on children and are mutually supportive
- α People: to attract, develop and retain excellent people who are valued, supported and encouraged to innovate
- α Finance and Infrastructure: to have strong and sustainable finances with a highly effective infrastructure
- α Leadership: to develop expert leaders and governors with a range of skills, that make a difference to children's life chances.

## In an Alpha Academy

- Children and young people develop strong literacy, numeracy and employability skills
- Children and young people enjoy innovative learning experiences, including sport and the arts which lead to high levels of success
- Children and young people's progress is always tracked and monitored and no one falls behind
- Children and young people understand the pathways open to them. Through our Academies the gates to next steps and phases are opened
- Children and young people, parents and staff feel valued, safe, supported and have a voice
- Children and young people have the best staff and Academy leaders as their role models
- Children and young people enjoy inspirational learning environments which are safe, well maintained and constantly improved
- Children and young people enjoy the best catering and nutrition
- Staff have an entitlement to first class training, coaching and support
- Staff have opportunities to progress from the start of their career onwards
- Employer partners contribute to curriculum design
- Governance is strong, challenging and supportive
- Parents are partners in their children's education
- Children develop skills for the modern workplace
- Children receive extensive information, advice, and guidance to become well rounded adults, who contribute to society as highly employable responsible citizens.

**Our Academies**

Academy Name	Ofsted Rating	Number On Roll
The Discovery Academy	Good	1341
The Excel Academy	Good	1114
Eaton Park Academy	Good	489
Maple Court Academy	Requires improvement	440
Sneyd Academy	Good	550

**Supporting 4000 Children**

## Our Academies

### The Discovery Academy

The Discovery Academy is one of the most improved and fastest growing academies in the area, boasting a £21 million building, world class facilities and belonging to a forward looking Trust who have a number of successful local schools.

The Discovery Academy help students develop ASPIRE skills, values and behaviours. ASPIRE is central to our curriculum vision and our highly motivated staff see learning as a skill for life, opening the door to a world of opportunities and success.



### The Discovery Academy Purpose

“Achieve outstanding academic success for every child whilst developing skills, values and behaviours to lead fulfilling lives”



Comments from Ofsted Report of 2019 include;

*“Leaders know the school well. They identify weaknesses by carefully analysing the available evidence. Consequently, their strategies to address weaknesses are thoughtful, considered and effective.”*

*“All staff are very committed to seeing the school improve further. They form a united and hard-working team.”*

*“A strong culture of care and support exists throughout the school. Consequently, pupils feel safe and are safe in school.”*

## The Excel Academy

The Excel Academy has consistently been one of the highest performing academies in Stoke-on-Trent. Student numbers have increased rapidly due to the success of the Academy and it is now oversubscribed in all years. It is the school of choice in the north of the city and is housed in new build and refurbished buildings.

The Academy was inspected by Ofsted in November 2021 and maintained a 'Good' judgement and is now focused on becoming an outstanding provision.



### The Excel Academy Purpose

“To provide first class education to equip every one of our students regardless of background or circumstance, with the skills, knowledge and attributes to excel in all aspects of their lives.”



Comments from Ofsted Report of 2021 include;

*“Leaders, including governors and trustees, are ambitious for all pupils.... there is a strong sense of community within this school....Staff and pupils talk positively about the ‘Excel way’”*

*“Relationships between pupils and teachers are very strong and based on mutual respect.....Pupils are proud of their school.... They are happy and safe.... pupils behave in a calm and mature manner....they study a wide range of subjects and achieve well”*

## Eaton Park Academy

Eaton Park has consistently been one of the highest performing academies in Stoke-on-Trent for the last few years.

In 2018/19 Eaton Park were the highest performing primary school in Stoke on Trent and for the last two years Eaton Park have been in the top 3% of schools nationally for pupil progress. Student numbers are consistently increasing due to the successes of the Academy and its popularity locally. Eaton Park Academy has around 500 pupils and is one of the larger primaries in Stoke-on-Trent, offering places from Nursery through to Year 6.



The Academy was inspected by Ofsted in March 2019 and maintained a 'Good' judgement, it is now focused on becoming an outstanding provision.

### Eaton Park Academy Purpose

"Carving pathways to success for all regardless of social and academic background."



Comments from Ofsted Report of 2019 include;

*"The leadership team has maintained the good quality of education in the school since the last inspection. You and your team of committed senior leaders have created a motivating and inspiring learning environment in which pupils thrive."*

*"Pupils are proud to attend Eaton Park. They enjoy school and are enthusiastic about their learning. In lessons, pupils work hard and co-operate well with their peers."*

## Expect Excellence

### Maple Court Academy

Maple Court is a large primary academy with almost 500 pupils located in the Bentilee area of Stoke-on-Trent.

Every member of staff in the Academy is fully committed to ensuring that all children work hard, are well supported and make good progress across the curriculum. Ofsted visited the Academy in June 2021 and evaluated rapid progress and good leadership.

Maple Court offers enrichment opportunities through its extra-curricular programme and the many academy visits that it offers. Life skills and confidence continue to grow through its student character development, raising aspiration and ambition by opening up the world to its students.



### Maple Court Academy Purpose

“To develop motivated, inspired, independent children who have a love of learning and are curious to know more.”



Comments from Ofsted Report of 2021 include;

*“The quality of learning is on the up and standards are beginning to rise. Lessons are purposeful, classrooms are calm places in which to learn and staff treat pupils fairly”*

*“Ambitious leadership from trust and school leaders is making its mark. Since the previous inspection, leaders have made expectations clear and lifted everyone’s aspirations. They have injected new purpose to the school through a mix of challenge and support.”*

## Sneyd Academy

Housing almost 600 pupils, Sneyd Academy is one of the largest primary academies in Stoke-on-Trent. It is located in the centre of the city with good access to local facilities such as Central Forest Park and Festival Park. The Academy serves a diverse population from the Sneyd Green, Cobridge and Burslem areas and is very much a school at the heart of its community.



### Sneyd Academy Purpose

“Sneyd Academy is a happy, caring school where all successes are celebrated.”



Comments from Ofsted Report of 2015 include;

*“Governance is strong. Governors share the headteacher’s drive to ensure the best results for pupils.”*

*“The quality of teaching across the school is consistently good, with some that is outstanding.”*

*“Pupils show positive attitudes to learning and make good progress.”*

*“Pupils say that staff and fellow pupils are kind and considerate. As a result, they feel safe and well cared for.”*

**In total, over 4,000 students aged 3-16 years are currently on roll and supported in our Academies. In addition, we employ approximately 525 staff across the Trust.**

## Job Description

This post is subject to an Enhanced DBS Identity Check under the Rehabilitation of Offenders Act (1974).

Candidates called for interview will be required to provide photographic proof of identity, proof of address and original qualification documents.

## Purpose of the Post

- Contribute to the development of provision. Have oversight of standards and progress. Take lead responsibility in an area that ensures that every child receives a good education and achieves high standards as set by the Principal and Governing Body.
- Be accountable for leading, managing and developing the provision within the Academy.
- Maintain and/or raise standards of student attainment and achievement across the Academy and key stages and to monitor and support student progress to achieve high standards of progression and achievement.
- Be accountable for student progress and development within the Academy.
- Contribute effectively as a member of the leadership and management team to the development, consistent implementation and evaluation of all policies and strategies.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the learning faculties, in accordance with the aims of the Academy and the curricular policies.
- Develop and enhance the practices of all staff.
- Effectively manage and deploy teaching/support staff, financial and physical resources to support aims and aspirations of the Academy.
- Monitor and support the overall progress and development of students as a member of the Senior Leadership of the Academy.

## DUTIES / RESPONSIBILITIES

- Lead on a major strategic area as agreed by the Principal.
- Enhance skills through rigorous, effective self-evaluation and appropriate professional development.
- Duties as identified within the summary of responsibilities and undertake any other tasks as reasonably required by the Principal.

## GENERAL

- Assist the Principal in the effective day to day management of the Academy, demonstrating high expectations of all.
- In the absence of the Principal, undertake any professional duties of the Principal to the extent required by the Principal or Governing Body.
- Support the work of the Trustees/Governing Body, including attendance at some committee meetings.
- Support the Principal in the development of Academy specific staff and student policies and procedures.
- Support the Principal and Governing Body to:

## Expect Excellence

- develop the Academy's vision and values.
- provide the strategic direction to support the development of an outstanding Academy.
- lead and manage staff well whilst deploying staff and resources efficiently and effectively.
- ensure students enjoy a high quality curriculum and outstanding teaching and learning experiences.
- Raise levels of attainment to secure outstanding progress for all learners.

### **LEADERSHIP: VISION AND VALUES**

- Assist the Principal in translating the vision of the Academy into agreed objectives and operational plans.
- Take lead responsibility for policy development and implementation in agreed specified areas.
- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Academy
- Be committed to safeguarding and to promoting the welfare of all young people.
- Ensure equal opportunities for all.
- Assist the Principal to develop a culture and environment in which young people thrive and to drive innovation.
- Drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Academy where wellbeing and respect are at the heart of the Academy and each student is valued and nurtured to develop personally and educationally.
- Ensure the effective operation of Academy self-evaluation systems as appropriate, and produce reports as required.
- Identify and take appropriate action arising from evaluation, setting deadlines and reviewing progress on actions taken.

### **STRATEGIC DIRECTION AND DEVELOPMENT**

Within the context of the Academy's aims and policies, senior leaders are accountable for the development, implementation and review of policies, plans, targets and practices. These are defined in a summary of responsibilities. Members of the Leadership Team are expected to have the knowledge, skills and expertise to provide the guidance and direction to support teams forward.

### **LEADING AND MANAGING STAFF AND OTHERS**

- Leaders are accountable for providing all those involved in developing the quality of education with support, challenge, information and development necessary to sustain motivation and secure improvement.
- Develop and maintain a culture of high expectations for self and others.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

## Expect Excellence

- Adhere to Academy policies and procedures ensuring that these are regularly communicated to staff and students so that they are clear about their responsibilities.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Take responsibility for the day-to-day line management of designated staff.
- Support the Principal in the recruitment, deployment, motivation, development and performance management of staff, making the most effective use of their skills, expertise and experience to ensure that all staff have a clear understanding of their roles and responsibilities.
- Encourage all staff to be continually active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.
- Support and develop public service, international and social enterprise activities.
- Ensure parents and carers are kept well informed about the Academy curriculum, its targets, student attainment and their part in the process of improvement.

## GENERAL

- The duties and responsibilities of the post will be subject to those detailed in the Academy contract issued to all teachers.
- This Job Description does not define in detail all the duties/responsibilities of the post. It will be reviewed at least once a year as part of the performance management process and may be subject to modification or amendment after consultation and agreement with the post holder.
- Staffs' individual priorities for each academic year will be identified through team plans. It is the responsibility of each individual member of staff to meet the agreed targets within the context of the Academy's improvement plan.
- Team priorities for each academic year will be identified through the Academy's improvement plan. It is the responsibility of the Vice Principal to ensure team plans are implemented, monitored and reviewed and for individual team members to meet the targets set.

**PERSON SPECIFICATION**

**APPOINTMENT OF: VICE PRINCIPAL**

MINIMUM REQUIREMENTS	MEASURED BY: A) APPLICATION B) TEST/EXERCISE C) INTERVIEW
<p><b>QUALIFICATIONS/TRAINING:</b> It is essential that the post holder has:</p> <ul style="list-style-type: none"> <li>• Qualified Teacher status.</li> <li>• Degree (or equivalent).</li> <li>• Evidence of recent and relevant professional development.</li> <li>• Evidence of recent and relevant leadership and management qualifications.</li> </ul>	<p><b>A</b></p>
<p><b>EXPERIENCE/KNOWLEDGE:</b> It is essential that the post holder has/is/will:</p> <ul style="list-style-type: none"> <li>• Be a capable, energetic and motivating leader who engages people naturally and can operate within a sophisticated network of partnerships and stakeholders.</li> <li>• A well-developed philosophy of high aspirations and expectations for every student such that they will receive a good education and achieve high standards.</li> <li>• An ability to articulate a clear vision of how high standards are secured through effective provision that impacts on learning outcomes.</li> <li>• Significant and successful leadership and management experience as a Vice/Assistant Principal.</li> <li>• Outstanding knowledge and understanding of national education priorities, policies and programmes and how these impact on the curriculum and learning experiences of students.</li> <li>• Successful experience of Academy self-evaluation and its use in strategic planning.</li> <li>• Proven track record of managing change that has had a demonstrable impact on teaching, learning and standards.</li> <li>• Positive experience of developing individualised learning programmes in students and staff using the full range of resources to support it.</li> <li>• An ability to form effective working relationships with a wide range of partners and stakeholders in and out of the Academy.</li> <li>• A track record as an effective and efficient subject teacher of students of all abilities and can demonstrate significant impact on progress and learning outcomes.</li> </ul>	<p><b>A &amp; C</b></p>

<p><b>SKILLS AND ABILITIES:</b>  <b>It is essential that the post holder has/is/can:</b></p> <ul style="list-style-type: none"> <li>• Support the Principal in the leadership and management of the Academy and act on their behalf in the event of their absence.</li> <li>• Committed to the pursuit of excellence in educational standards and quality.</li> <li>• Committed to high standards, continuous improvement and quality assurance.</li> <li>• Committed to quality staff development and personal and professional progression.</li> <li>• Committed to student involvement and responsibility within the Academy and its operation.</li> <li>• Able to articulate a vision underpinned by targets and goals aligned with an ability to empower others.</li> <li>• An ability to translate that vision into reality.</li> <li>• Highly developed interpersonal and communication skills.</li> <li>• The ability to manage change, lead innovations and meet challenges successfully.</li> <li>• Strong negotiating and influencing skills.</li> <li>• An ability to command respect from students, staff, parents, governors and the wider community and be a strong identifiable presence in the Academy.</li> <li>• Open to challenge, risk taking and creative ideas.</li> <li>• An ability to understand, analyse and make effective use of a wide range of data.</li> <li>• A creative and innovative thinker.</li> <li>• Dynamic and positive.</li> <li>• An excellent health and attendance record.</li> <li>• Pragmatic and proactive.</li> <li>• Resilient when working under pressure.</li> <li>• A team player.</li> </ul>	<p><b>A &amp; C</b></p>
<p><b>OTHER:</b>  <b>It is essential that the post holder has/is/will:</b></p> <ul style="list-style-type: none"> <li>• Responsible for improving the quality of teaching and learning and for raising standards within the Academy.</li> <li>• Ensure that students receive a good education and achieve standards that are at least in line with or better than those expected of them.</li> </ul> <p>Have a strong commitment to comprehensive education.</p>	<p><b>A - C</b></p>
<p><b>ADDITIONAL FACTORS:</b>  <b>It is essential that the post holder is/has/can:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Adaptable to changing circumstances and new ideas.</li> <li>• Approachable and enjoys being highly visible to children and parents.</li> <li>• Adaptable, enthusiastic and reliable with personal impact and presence.</li> </ul>	<p><b>C</b></p>

## Expect Excellence

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively.</li><li>• Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement.</li><li>• Passionate about delivering high quality education to children and their families.</li><li>• Values diversity and the unique place and contribution every individual makes to the learning community.</li><li>• Demonstrate professionalism, loyalty and integrity.</li><li>• A willingness to undertake appropriate training.</li></ul> |  |
|--|--|

## How to Apply

**The Alpha Academies Trust requires an application form to be completed, please note CV's alone will not be accepted. Should you wish to apply, completed application forms should be sent to [apply@alphaacademiestrust.co.uk](mailto:apply@alphaacademiestrust.co.uk) quoting the job reference number detailed on the front page of this document.** Your formal letter of application (supporting statement) should be no longer than 2 sides of A4 and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification

**Closing Date for this Post: 21<sup>st</sup> March 2022 at 9.00am**

**Interview Date: To be confirmed**

Please note, it is the policy of The Alpha Academies Trust to contact shortlisted candidates only.

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

## Academy Location

Discovery Academy: Discovery Drive, Stoke-on-Trent, ST2 0GA

Excel Academy: Milton Road, Sneyd Green, Stoke-on-Trent, ST1 6LG

Eaton Park Academy: Arbourfield Drive, Bucknall, Stoke on Trent ST2 9PF.

Maple Court: Beverley Drive, Bentilee, Stoke-on-Trent, ST2 0QD

Sneyd Academy: Sneyd Street, Burslem, Stoke-on-Trent, ST6 2NS

## Additional Information

Individuals undergoing Pre-Employment Screening are treated impartially and consistently irrespective of any disability they may have, or of their gender, marital status, age, ethnicity, religious affiliation or sexual orientation.

Please note it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All employees of the Alpha Academies Trust will be required to undertake an enhanced DBS

**Recruitment Pack: Vice Principal  
The Discovery Academy**

## Expect Excellence

disclosure check if successfully appointed (unless already registered with the DBS update service) and every 5 years following appointment.

The suitability for employment of a person with a positive DBS disclosure will vary, depending on the nature of the job and the details and circumstances of the cautions/convictions/bindovers. If a positive DBS is received then the Trust will decide whether the individual can be cleared for appointment or whether further investigations are needed.

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Stoke City council: [www.stoke.gov.uk](http://www.stoke.gov.uk)

A copy of the most recent inspection report and copies of the Safeguarding Policy can be found on the Academy website.