



The Academy at St James'
Vice Principal
Application Pack



Closing date: 23rd February 2018, 12noon

Interview date: 13th March 2018

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Dear Candidate,

Post: Vice Principal

I would like to thank you for showing an interest in the above position at our school.

The Academy at St James' is a voluntary controlled Church of England school pleasantly situated on the western outskirts of the city of Bradford adjacent to open fields. Some of the main areas of the school building are newly refurbished and we have a further programme of enhancements for the rest of the school. The Academy at St James converted to academy status with Bradford Diocesan Academies Trust in January 2017. If you are successful in being appointed, the Trust will be your employer.

At the Academy at St James, we strive to provide our children with the very best to ensure they can be successful in whatever they choose to do. We encourage everybody to work hard, accept challenges and take risks in order to be the best person you can be. We have high expectations for our children and ask them to persevere, collaborate and use their imagination to fulfil their dreams. At St James nothing is impossible and we have our slogan is: Aspire, Achieve, Believe!

We ask our children, parents and local community to aspire to the very highest standards possible in all that they do. We do this to provide a platform for the children to achieve their very best and develop into responsible and thoughtful citizens. Our aim is to provide the children with the knowledge, skills and attributes to be successful lifelong learners. As a new head, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; it is to develop their literacy and numeracy skills so they can be successful in later life and it is to work hard with parents and our local community to raise aspirations for all. We want the best possible education for your child and this new position will help support us on our journey to good. I am very excited about the opportunity to develop and strengthen our existing team and find somebody who can inspire others, support children and improve the life chances for all the pupils at the Academy St James. Everyone can achieve at the Academy St James and through working in partnership we can create many magical memories. I have been at St James for a year and we have seen so many positive changes that I believe this is such an amazing opportunity to join our team as we aim to get better and better.

By joining our team, you will have the opportunity to move our school to securely good, influencing new developments in the curriculum. Visits to the school are warmly welcomed week commencing 19th February 2018. Please contact mhill@stoswalds.bradford.sch.uk to make an appointment to see our school at work.

The application pack contains an application form, job description and personnel specification.

The closing date for applications is 12noon on 23rd February 2018.

Interviews will be held on Tuesday 13th March 2018.

Candidates selected for interview will be expected to teach at the Academy of St James' and may be seen teaching in their own school.

On line applications will be accepted and should be emailed to: mhill@stoswalds.bradford.sch.uk

Yours sincerely

Chris Tolson
Head of School

In and around Bradford



Bradford has a rich and fascinating history from Roman remains to Victorian grandeur. With a long industrial heritage, Bradford is proud to have once been the wool capital of the world which led to pioneers such as Sir Titus Salt to build businesses in the area. You don't have to go far to find out more, simply walk the streets and look up at the architecture or learn more about Bradford's history at [Bradford Cathedral](#) and [Bradford Industrial Museum](#) or visit the magnificent [Bolling Hall](#) a 17th century mansion house.



Nearby Saltaire, a model Victorian village and a UNESCO World Heritage site is a joy to visit and make sure you join a guided walk to learn more about the village's past. Mill owner Sir Titus Salt built the village for his workers and today Saltaire attracts millions of visitors to its magnificent architecture. Bradford was awarded the title of the world's first [UNESCO City of Film](#) due to the city's rich film heritage and its inspirational movie locations. Bradford has been a film location since the beginning of cinema, with its indigenous film industry being traced back to the years around the First World War. To this day Bradford district is still chosen and featured in top films and TV series. Bradford was also the birthplace of the famous artist David Hockney, and you can be enthralled by his works at [Salts Mill](#) and [Cartwright Hall](#).

Bradford is home to over 200 Asian restaurants and is proud to be Britain's Curry Capital of Britain for the last six years. There are a number of award winning restaurants which serve authentic Asian cuisine, so you will definitely find something that will tickle your taste buds, why not use our [Curry Guide](#) for inspiration.

Although we have a reputation for serving fantastic Asian food we also have an amazing selection of other cuisines. The Michelin starred [Box Tree](#) is one of Yorkshire's top restaurants, serving sophisticated British cuisine, served in even more sophisticated surroundings. If you are on a smaller budget Shipley and Saltaire have a great selection of restaurants. From [Yo Yo's](#) serving Chinese, Japanese and Thai to the [Tapas Tree](#) and the [The Terrace](#) a French style Cafe bar and bistro.



The Alhambra Theatre is regarded as the North's premier touring venue and regular visits are made from prestigious companies such as the Royal Shakespeare Company, Northern Ballet, Disney Theatrical, the National Theatre, Matthew Bourne's New Adventures and David Ian Productions.

How to find us



The Academy at St James'

Chelwood Drive, Allerton, Bradford BD15 7YD

Tel: 01274 777095

<http://academystjames.com/>



The Academy at St James'
Chelwood Drive, Allerton, Bradford BD15 7YD

Vice Principal
Full Time, Permanent
Required for September 2018 or sooner
Salary L10-L14 (£49,199 - £54,250)

Are you looking for a new challenge and the opportunity to be part of a new and exciting team? Do you want to have the opportunity to be innovative and creative? If so, then this is the job for you!

The Governors at The Academy of St James' are seeking to expand the leadership team to drive and sustain school improvement. We are looking for an outstanding leader with a proven track record of leading teaching and learning. The role of Vice Principal is central to the school team, working with the Head of School to accomplish the very best outcomes for our pupils.

The Academy at St James' is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

We need from you

- ✓ a strong commitment to achieving success through partnership and team work
- ✓ excellent interpersonal and communication skills
- ✓ drive, ambition and high expectations
- ✓ strong, innovative and creative leadership and management
- ✓ a commitment to learning and continuous improvement
- ✓ a passion for developing innovative approaches to the curriculum
- ✓ the desire and passion to initiate, lead and manage quick and effective strategies to support the development of the school and have impact on pupil outcomes

We can offer you

- ✓ amazing children ready to learn
- ✓ a school and community committed to change and the best outcomes for children
- ✓ a dedicated staff team committed to our school and our children
- ✓ high levels of Trust and Governor support
- ✓ a welcoming, friendly and vibrant school
- ✓ a school that is part of a forward thinking Academy Trust

The successful post holder will report to the Head of School who will provide guidance and support.

Interested candidates are invited to contact Matthew Hill, Business Manager via email; mhill@stoswalds.bradford.sch.uk for more information or to arrange a visit to the school.

We are committed to safeguarding children and all posts are subject to an enhanced DBS check

Closing date: 23rd February 2018, 12 noon
Shortlisting: 23rd February 2018
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Our mission, vision and values

BDAT's mission is:

"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".

Our rationale or reason for doing this is:

"... because we believe that every child has only one chance at a good education".

Our vision is:

"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."

The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.

Vice Principal

About BDAT

The Academy at St James converted to academy status with the Bradford Diocesan Academies Trust in January 2017. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

As of October 2017, the Trust has Academy orders to support 13 Church and non-Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and eight primary academies (St Oswalds, Christ Church, St Philips, St James', Oxenhope, Clayton St John, East Morton, St John's Bierley and Westminster). We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

For more information on BDAT visit www.bdat-academies.org or visit [#wearebdat](https://twitter.com/wearebdat).

Vice Principal

Job Description

Post title: Vice Principal (L10-14)
EYFS - Year 2 with a focus on transition

Responsible to / reviewed by: Head of School and Executive Principal

Job description:

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The Academy complies with these requirements in order to make reasonable demands of teachers.

The Vice Principal is accountable for:

- The effectiveness of teaching and learning strategies across the school with a focus on EYFS to Year 2 and transition into Year 3.
- The provision of an engaging curriculum and the effectiveness of its impact on learning outcomes.
- Target setting with relevant key stage leaders / subject leaders.
- Contributing to the recruitment, deployment and impact of staff.
- Contributing to the completion of relevant school self-evaluation and self-improvement documentation.
- Leading on pupil voice through restorative practice and building learning power to ensure children and staff are working effectively.
- Delivering lessons and sequences of lessons which are highly engaging and disseminating this practice to coach and mentor others.

The responsibility of the Vice Principal is to work in consultation with the Head of School, Executive Principal and in co-operation with colleagues and governors for the overall direction and development of the school. As the Teaching and Learning Leader there must be collaboration with the Head of School in order to monitor staff development throughout the school and maintain appropriate records. You will also be expected to exemplify outstanding teaching and learning, with a particular focus on Nursery to Year 3 in planned model lessons, sequences of lessons and during PPA and management cover time.

The post holder is responsible for:

- * Teaching and Learning
- * EYFS/KS1 Leader
- * Appraisal of MPG staff
- * Induction and support for new to profession colleagues
- * HLTAs
- * Induction of new staff
- * Curriculum policies/guidelines
- * CPD
- * Assessment for learning

MANAGEMENT

- * The role of the Vice Principal is to play a full part in the strategic and operational direction of the school. Ensuring in consultation with the Head of School that a whole school approach to staff and curriculum development takes place.
- * Assist in the process of SEF and production of the School Improvement Plan.
- * Ensure that all record keeping procedures are understood and policies adhered to.
- * Assist and support the co-ordinators dealing with curriculum issues
- * Play a full part in the planning and organisation of all school activities, functions and events, including an active involvement in the extra-curricular life of the school.
- * Lead school collective worships and whole school gatherings.
- * Ensure that the core skills across the school are maintained to a high standard.
- * Provide support to staff to ensure the whole school ethos and behaviour policy is fairly implemented
- * Be responsible to the Head of School and to deputise when it is deemed necessary.
- * Organise and hold meetings when required with parents, carers and outside agencies.
- * Contribute to the creation of a supportive ethos and stimulating school environment.
- * Responsible for an over view of the budget in liaison with the Head of School and School Business Manager.
- * Be responsible for the management of induction for new staff and NQT's.
- * Contribute to the creation of a respectful and purposeful Christian ethos and culture within a stimulating school environment and create a supportive environment for learning.

EYFS - Year 3 leader is accountable for:

- The effectiveness of teaching and learning strategies across the phase.
- The provision of a curriculum which engages and captures children's imagination thus creating a visible impact on learning outcomes.
- Developing a consistent approach to the teaching of phonics
- Creating moments of magic and developing systems and structures which allow teachers to address misconceptions effectively and in a timely manner.
- Target setting with relevant key stage leaders and teachers.
- Recruitment, deployment and impact of staffing.
- Completion of relevant school self-evaluation documentation.
- Any other responsibility as directed by the Head Teacher as part of the SLT.
- Being a model of excellent practice and coaching and mentoring others - this role will have around a 50% teaching commitment.
- Teaching and modelling what an effective learning environment looks like to develop other learning spaces around the school.
- Developing Growth Mind Sets across the school to ensure this works in combination with our behaviour policy.

EYFS and KS1 leader

The responsibility of the Phase Leader is to work in consultation with the Head of School and in co-operation with colleagues and governors for the development of the school.

There is a responsibility for:

- * Teaching and Learning
- * Development of phonics and supporting teachers in improving outcomes across the age range
- * Leading a Nursery and Reception unit which is work closely together.
- * Liaising with the PVI setting to ensure a smooth and seamless transition into school.
- * Appraisal of MPG staff
- * Support and guidance for new to profession staff
- * Induction of new staff & students
- * Policies/guidelines
- * CPD
- * Co-ordination and promotion of all systems within the phase
- * Liaison with pupils & parents within the phase
- * Management of pupils and ensuring all procedures & policies within the school are adhered to within the phase
- * Report to the Head of School & governors each term about the outcomes for pupil learning within the phase
- * Be an active member of the SLT to ensure the progress and development of the school

These accountabilities will be delivered though the following strategies:

- Formulating the aims and objectives of the school in partnership with the Head of School and other Senior Leadership team members.
- Developing a clear SEF and SDP to ensure that this links clearly together and is driven through effective CPD
- Working with others to create a shared strategic vision for the school which motivates pupils and staff.
- Establishing the policies through which the school's aims and objectives can be achieved.
- Taking the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others.
- Managing staff and resources to that end.
- Inspiring confidence in teaching and other staff.
- Demonstrating the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

This job description will be supported by an annual appraisal which will define the accountable actions and leadership opportunities to drive outcomes sought from the post holder to fulfil the school development plan in the forthcoming school year. These will be derived from the School Improvement Plan and other school priorities.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Vice Principal Personnel Specification

	Essential	Desirable	Evidence
Qualifications and CPD Record	<ul style="list-style-type: none"> • Qualified Teacher Status and First Degree • Record of CPD relevant to Deputy Headship 	<ul style="list-style-type: none"> • Higher degree relevant to Headship • NPQH or equivalent • CPD record includes substantial relevant achievement in the last two years • Relevant safeguarding training 	Application form
Successful experience	<ul style="list-style-type: none"> • At least three years relevant and successful track record of Senior Leadership in a school • Experience of leading teaching and learning over at least 3 years • Successful track record in developing and coaching others • Has led a minimum of 2 whole school successful projects • Have a deep insight into assessment for learning and how it can be used as a tool for school improvement • Experience of leading EYFS and KS1 	<p>Experience of:</p> <ul style="list-style-type: none"> • Developing a strategic view for the future needs and development of the school • Leading, motivating, supporting, challenging and developing staff to secure improvement • Efficient and effective deployment of staff and resources • Accounting for the efficiency and effectiveness of the school and other agencies • Effective liaison with other agencies for example, MAT Trust board, governors and local schools or support services • Substantial and successful teaching experience 	Application form

	Essential	Desirable	Evidence
		<ul style="list-style-type: none"> • Being a good role model of outstanding teaching and learning practice. 	
Developing and working with others	<p>A commitment to work with and through others, including our learners, staff, governors, parents and other members of the community to build a professional learning environment, which enables others to achieve.</p> <p>The successful candidate must be committed to restorative practice and show a willingness to lead on EYFS, Phonics and KS1.</p> <p>The ability to:</p> <ul style="list-style-type: none"> • Identify and prioritise key issues • Be a committed, confident individual with drive, ambition and the capacity for further personal development • Be enthusiastic, approachable, adaptable, personable and have a good sense of humour • Show consistency of judgement and inner integrity • Communicate clearly and effectively using a range of methods as appropriate, to a variety of audiences 	<p>The ability to:</p> <ul style="list-style-type: none"> • Treat people fairly, equitably and with dignity to create and maintain a positive ethos • Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for improvement 	Application form and interview

	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> • Prioritise and manage time effectively 		
Securing accountability	<p>The successful candidate will not only have experience of working within Key EYFS and Key Stage 1 but will also be creative and have a vision for leading teaching and learning at the Academy at St James.</p> <p>There will be a minimum 50% teaching commitment and willingness to be child focussed when balancing workload will be crucial to this role</p> <ul style="list-style-type: none"> • Works to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the LA • Ensures that learners enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community • Accepts accountability for the school's performance • Understands the need to take direction from the Head of School 	<ul style="list-style-type: none"> • Proven track record of securing accountability evidenced through OFSTED judgements • Has experience of supporting or coaching underperforming staff 	Application form and interview

	Essential	Desirable	Evidence
	<p>Trustees, Executive Principal and Governing Body.</p> <ul style="list-style-type: none"> • Is prepared to work with the HoS, Executive Principal, Trustees and Governing Body to enable it to meet its responsibilities • Understands the need to maintain a safe and healthy environment for all users of the school • Understands a Deputy Head teacher's responsibilities for safeguarding and equality • Has high expectations of all teaching and support staff and is prepared to deal with any underperformance in a firm and fair way 		
Personal Qualities	<ul style="list-style-type: none"> • Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives • Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents • The ability to foster an open, transparent and equitable culture 	<ul style="list-style-type: none"> • To be a practising Christian 	

	Essential	Desirable	Evidence
	<p>and deal effectively with difficult conversations and conflict at every level (A, I, T)</p> <ul style="list-style-type: none"> • To uphold and promote the Christian values and ethos of the Trust and in the case of CE Academies, the school (A,I,T) • 		
Application form and supporting letter	<ul style="list-style-type: none"> • Application form should be fully completed, accurate and legible • The supporting letter should be no longer than two sides of A4 (minimum font size 11) 		Application form

Vice Principal

Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact mhill@stoswalds.bradford.sch.uk to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

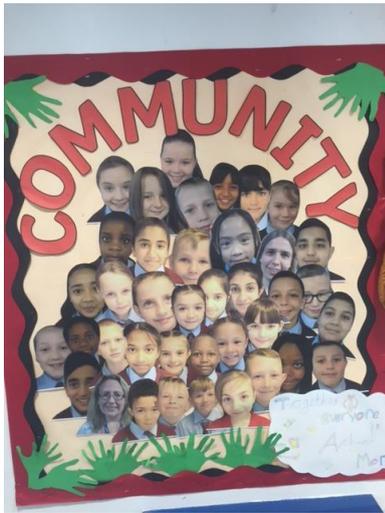
Time line

Closing date: 23rd February 2018, 12 noon

Shortlisting: 23rd February 2018

Interviews: 13th March 2018

Opportunities at St James!



We really believe that giving our children as many experiences as possible is a key driver in improving pupil outcomes and allowing our children to achieve. **Aspire, Achieve, Believe** is our school motto (created by the children) and only by creating a curriculum that they love will they come to school and want to learn. From me taking the ice bucket challenge to opening our school for a Christmas Extravaganza with visiting reindeer, we aim to give the children memories they will never forget. The pictures above are just a sample of what we have done in the last year but have a look at our twitter account (@church_prim) and our website for more details. Come and join us- it is a great place to work and learn!