APPLICANT PACK

VICE PRINCIPAL

Harris Primary Academy Haling Park

Leadership Scale

How To Apply

Please visit **www.harriscareers.org.uk** to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders.**

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives including:

- Excellent opportunities for continuous professional development and support to progress your career
- A Harris Allowance for teaching staff in addition to your salary
- Annual performance and loyalty bonus
- Pension scheme (Teachers Pension Scheme or Local Government Pension Scheme) with generous employer contribution
- 25 days annual leave plus bank holidays (for non-term time only staff), rising to 26 days after 2 years' service, as well as Christmas Eve off for staff who work across the full year
- Affordable electric car salary sacrifice scheme (up to 40% discount on car lease costs)
- Lifestyle friendly working arrangements and policies
- Harris Wellbeing Cash Plan including cover for routine and specialist healthcare, and access to a virtual GP service
- Employee Assistance Programme for free and confidential advice
- Cycle to work salary sacrifice scheme
- Wide-range of shopping, leisure, and travel discounts, and exclusive to Harris employees, a generous 20% off at Tapi Carpets
- Interest-free ICT and season ticket loans

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

The Vice Principal will closely monitor our children's learning as we continuously close achievement gaps and raise standards for all pupils above those expected nationally. They will ensure the high quality of all provision, including contributing actively towards the formulation of all school policies and procedures and ensuring their consistent implementation across the academy. The Vice Principal will lead on teaching and learning across the academy, as well as leading on leadership development, contributing significantly to the academy's Improvement Plan and playing a major role in determining strategy for the academy.

Core Purpose of the Vice Principal
Responsible for the quality of teaching and learning, including assessment, managing the day to day running of the academy and working with all staff, parents, carers and volunteers to ensure our academy is an exciting place to learn and our students work hard and behave well. Other responsibilities will be negotiated according to academy need and the applicant's expertise. The post of Vice Principal mirrors the role of the Principal. Therefore, the academy will be supporting the successful candidate as they aspire to Principal-ship.

Main Areas of Responsibility

Strategic Direction and Development:

- Be an integral part in leading the vision, ethos and policies of the academy which secures effective teaching and successful learning and promotes high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability;
- Help lead and manage the creation and implementation of the academy Improvement Plan which identifies priorities and targets for ensuring pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it;
- Establish the policies through which the academy's aims and objectives shall be achieved; in particular those pertaining to Teaching, Learning and Assessment and evaluating the effectiveness of these in view of pupil progress;
- Contribute to relevant sections of the Academy Evaluation Form;
- Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting;
- Take a lead role in enhancing standards of teaching and learning and value enthusiasm and innovation in others to raise standards of individual pupil achievement;
- Lead on curriculum development, involving decisions on timetabling and staffing in conjunction with the Principal;
- Develop and maintain good relationships with parents, carers and outside agencies and the local community.
- Engage in the process of appointing new staff including the interview process.

Teaching and Learning:

- Undertake an appropriate teaching commitment and be one of our most effective and inspirational teachers;
- Liaise with all teachers to ensure pupils experience a programme that is personalised to their particular needs, identified through a robust assessment programme;
- Act as a role model for other teachers, model effective strategies in all aspects of school life;
- Monitor, evaluate and report on teaching and learning;
- Ensure that the curriculum is rich, vibrant, reflects the many different facets of our community and prepares pupils for the transition to secondary school so that they are able to fully participate in the secondary curriculum;
- Lead pupil progress systems and reviews across the academy, ensuring all pupils work and achieve to the maximum of their potential.
- Liaise with other academies/schools and providers to ensure continuity of support and learning when transferring pupils

Leadership:

- Play a full part in the life of the academy, to support its aims and ethos and encourage staff, pupils, parents and carers to follow this example;
- Have oversight of professional development across the whole school, working with teams and individuals to develop training opportunities and ensure good practice is developed and shared;
- Manage delegated budgets effectively;
- Line manage members of the teaching staff and other support staff as appropriate;
- Monitor progress, analysing results and taking appropriate action including liaising with the Leadership Team
- Ensure effective recruitment, deployment and impact of relevant staff;
- Inspire confidence in teaching and support staff and disseminating good practice across the academy;
- Demonstrate the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning;
- Update the Principal and Governing body on the effectiveness of provision for pupils in the groups above;
- Take responsibility for securing an attractive, effective and safe learning environment;
- Work to ensure the health, safety and welfare of staff and students;
- Attend, lead (as appropriate) and participate in open evenings, curriculum event and pupil performances;
- Be responsible for the smooth day to day running of the academy, supported by the Assistant Principal;
- Lead a Key Stage in the academy, line managing staff and developing and implementing a clear and effective improvement plan.
- Lead the academy's developing leaders provision, ensuring that all leaders are effectively supported

Maintenance and Professional Standards:

- Keep fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the academy and the Team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the academy;
- Ensure the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles;
- Undertake performance appraisal in line with the policy, both as a reviewer and reviewee;
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards academy leaders;
- Undertake any other reasonable professional tasks as directed by the Principal.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications	• Graduate (with a good degree) plus formal Teaching Qualification or other relevant professional studies. • Evidence of continuous self-development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for this post.	
Experience, Skills & Knowledge	• To be able to demonstrate a proven track record in producing high quality achievements for all children. • Experience of delivering high quality INSET to teaching staff. • Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance. • Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching effective use of resources and improved standards of learning and achievement for all pupils across the academy. • Experience of involvement in assessment, pupil tracking and record keeping and effective data analysis and target setting. • Recent experience of involvement in innovative curriculum development and ideas of how Language, Literacy and Numeracy can be used across the curriculum to raise standards. • Experience of embedding innovative strategies for improving teaching and learning in a whole school situation. • Excellent written and oral communication skills and experience of presenting to a wide audience including teachers, managers, governors and parents. • Knowledge of the Early Years Foundation Stage Curriculum and the National Curriculum. • Evidence of successful working relationships with parents and carers, Governors, outside agencies and the local community. • Experience of using coaching as a model for ensuring on-going professional development.	• Experience of contributing to problem solving and strategic thinking at a whole academy level with regard to academy improvement and outcomes for children. • Skills in financial planning, budget management and deployment of resources to meet the academy vision. • Ability to enhance performance by motivating and developing staff, helping them acquire the skills to prepare for more senior roles. • Minimum of 5 years' teaching experience within a culturally and linguistically diverse environment.
Special Abilities & Aptitudes	• Ability to be well organised, work under pressure whilst maintaining a positive approach to work and relationships with others. • A high degree of organisational skills, decision making and use of initiative. • The ability to motivate, support and encourage staff through a collaborative approach. • Ability to oversee the pastoral welfare of children across the academy and to promote good behaviour and discipline. • The aspirations, talent and enthusiasm to become a Principal.	

Academy Ethos	• Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels • Motivation to work with children and young people • Ability to build & sustain professional standards, relationships & personal boundaries with young people • Emotional maturity & resilience in dealing with challenging behaviours • Ability to contribute towards creating a safe & protective environment • Empathy with the aims and objectives of Harris Federation • Willingness to continue professional development • Commitment to maintaining high standards & expectations • Commitment to contributing to academy life as a whole • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

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