



CANDIDATE INFORMATION PACK

Appointment of Vice Principals



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Dear Applicant,

Our Vision:

“Be the best you can”- this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload.
- Teaching powerful knowledge rather than parroting the knowledge of the powerful.
- CPD which is rooted in the best educational research, often with a foundation in cognitive science.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; “leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision”. The recruitment of a skilled and enthusiastic **Vice Principal** is crucial to the success of this journey.

About You:

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5.
- You are resilient and have a great sense of humour, as you never give up.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5-minute walk from the bus stop or 7-minute walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff who are fully committed to supporting pupils’ academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

Shereka James
Principal

SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

OUR MISSION

'Be the best you can'

Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens, but they will also be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values:

- Be Curious** - We will ask the right questions, learn from others and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy, we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young 2014

STAFF REWARDS AND BENEFITS

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Electric Car Salary Sacrifice Scheme

Skinners' Academy has partnered with a leading company in the field, WeVee, who provide a scheme designed to save Academy staff money on the cost of a brand new car, whilst simultaneously cleaning up the air in the community and leading to a reduction in the carbon footprint, by helping you switch to electric.

By lowering your Income Tax and National Insurance payments, you can save you up to half your motoring costs and a designated Account Manager is available to provide answers to any bespoke queries you may have.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.



Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products, from tablets televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

JOB DESCRIPTION

Post: Vice Principal

Grade: Leadership Scale 21 - 25 (*Salary negotiable for the right candidate*)

Responsible to: Principal

Purpose of the Post:

The incoming Vice Principals, under the direction of the Principal, will take a major role in:

- Formulating the aims and objectives of the Academy.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the Academy's aims and objectives.
- Promoting the Academy ethos in which the highest achievements are expected from all members of the Academy community.

Expectations of Leadership Group:

- Be an outstanding classroom practitioner.
- Have up to date knowledge of most effective evidence-based practices in effective school leadership.
- Collaborate as a member of the Academy Leadership Group in order to build and realise the shared vision of excellence and high standards for all pupils.
- Play a major role in determining strategy for the Academy.
- Contribute actively towards the formulation of all Academy policies and procedures, ensuring their consistent implementation throughout the school.
- Provide appropriate challenge as well as support to ensure progress towards Academy targets.
- Ensure high-quality learning and teaching in line-managed departments.
- Assist the Principal and Chief Financial Officer with the management of the Academy's delegated budget and help oversee the management of resources.
- Actively participate in the monitoring evaluation and review of learning and teaching in line-managed departments.

Duties and Responsibilities:

Qualities and Knowledge

Under the direction of the Principal:

- Support with the day-to-day management of the school.
- Communicate the Academy's vision compellingly and support strategic leadership.

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the Academy's context.
- Seek training and continuing professional development to meet own needs.

Pupils and Staff

- Assist with the selection and recruitment of new teaching staff.
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities and holding staff to account to their performance.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Help to develop policies and procedures as well as managing systems to ensure excellent behaviour for learning.
- Ensure excellent teaching in the school, including through training and development for staff.
- Monitor the quality of learning and teaching and take appropriate action where shortcomings are identified.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.
- Conduct assemblies and detentions as appropriate.
- Support extended day activities to enhance student learning experiences.

Systems and Processes

- Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support the distribution of leadership throughout the school.
- Contribute to and oversee the process and completion of the Academy Development Plan.
- Assist in the generating of additional finance for the Academy through attendance at meetings and preparation of bids.

The Self-improving School System

- Create an outward-facing Academy which works with other schools and organisations to secure excellent outcomes for all pupils.

- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other Areas of Responsibility

The Vice Principal will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the Principal.

Associated Duties

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken by the Vice Principal in the course of their employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The Postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

This post allows substantial access to children; candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to apply for, and hold, an enhanced DBS certificate. The Academy will apply for this on your behalf once you have received a conditional offer of employment.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of, and in compliance with, the Council's Equal Opportunities Policies.

Person Specification

Post Title: Vice Principal

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified Teacher Status	✓	
Professional development in preparation for a leadership role		✓
Experience		
Leadership Experience	✓	
Experience of timetabling		✓
Previous DSL experience		✓
Demonstrable experience of improving student outcomes	✓	
Outstanding classroom practitioner	✓	
Successful management of a team of people	✓	
Involvement in school SEF and development planning		✓
Experience of leading a whole school initiative with demonstrable impact	✓	
Professional Knowledge and Understanding		
Understanding of the skills and attributes required for effective leadership	✓	
A rigorous understanding of the OFSTED Framework	✓	
A good knowledge of the National Curriculum in KS2/3/4/5	✓	
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
An excellent understanding of current practices around curriculum design	✓	
Understanding of school finances and financial management	✓	
Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓	
To have a good understanding of the needs of pupils who have recently arrived in the country and / or pupils who are vulnerable to high levels of mobility and be able to use this knowledge to inform policy and practice	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
Have a good understanding of positive effective strategies for whole school behaviour management	✓	
To understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy	✓	
To have a good working knowledge and understanding of schools statutory responsibilities regarding the needs and care of pupils with SEN to include pupils on school action, school action plus and pupils with statements of special educational need	✓	
Effective communication and interpersonal skills	✓	
Professional Skills and Abilities		
An excellent classroom practitioner	✓	
Understanding of statutory assessment processes	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to present data to support Academy and student progress	✓	
Ability to manage and report the use of budget allocation	✓	
Personal Qualities		
The tenacity to see things through to completion	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	

Enjoyment in overcoming challenges	✓	
Commitment to maintaining confidentiality at all times	✓	
Ability to work under pressure and prioritise effectively	✓	
Willingness and ability to run Academy training sessions	✓	
Good health and an appreciation of work life balance	✓	
A commitment to safeguarding and equality	✓	

Do you want to be a headteacher in the next 3-5 years?

Are you an inspirational leader?

Are you an exceptional classroom practitioner?

If so, then we are offering an exciting opportunity for the right candidate to join a truly great school.

How to Apply:

Skinners' Academy has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role. An executive search exercise is being undertaken alongside the public advertisement of the post.

Applicants should submit an application form, including a supporting statement which fully addresses the competencies outlined in the job description and person specification and outlines their interest in Skinners' Academy, and an Equal Opportunities Recruitment Monitoring Form.

Completed applications should be uploaded at <https://candidates.perrettlaver.com/vacancies/> quoting reference number **6103**. The closing date for applications is **08:30 BST on Thursday 13th October 2022**.

The longlist of candidates will be determined in the week commencing 17th October 2022 and longlisted candidates will be invited for interview with Perrett Laver during the weeks commencing 24th and 31st October and 7th November 2022. The shortlist of candidates will be selected in the week commencing 14th November 2022 and shortlisted candidates will be invited to attend a first-round interview at Skinners' Academy on Monday 21st and Tuesday 22nd November 2022. Finalist candidates will be invited to a final formal interview at the School on Monday 28th November 2022.

Skinners' Academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR,) Perrett Laver is a Data Controller and a Data Processor. Our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>