



# Vice Principal, Curriculum & Standards

## Application Pack

Mildenhall College Academy,  
Mildenhall, Suffolk

# Contents

Mildenhall College Academy,  
Mildenhall, Suffolk



**01**

About Academy  
Transformation  
Trust

Page 3



**02**

Mildenhall  
College Academy  
Information

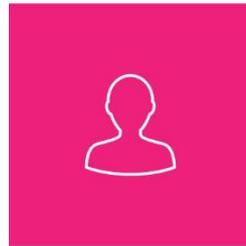
Page 4



**03**

Job Description

Page 5 - 8



**04**

Person  
Specification

Page 9-11



**05**

How to apply

Page 12



# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



## 02. Mildenhall College Academy Information

Mildenhall College Academy is part of the Academy Transformation Trust family of academies.

Rated as a 'Good' academy in November 2018, we aim to provide the opportunities for all our pupils to succeed, ensuring that each child fulfils their potential in academic, social and personal life.

We encourage the pursuit of excellence in all our pupils and they are expected to work hard, with challenging targets set for improvement that are kept under constant review and communicated to parents.

We offer a curriculum which meets the needs and aspirations for all young people, alongside a full programme of enrichment and extra-curricular activities.

We aim to:

- Encourage the pursuit of excellence
- Celebrate achievements through our rewards system and Awards Evenings
- Offer a curriculum which meets the needs and aspirations for all young people
- Build partnerships with parents to obtain the best for our children
- Foster an ethos which encourages social responsibility and respect for different cultures
- Create a happy, respectful community where everyone feels safe and secure
- Offer a full programme of enrichment and extra-curricular activities
- Listen to our students' opinions

To find out more, please visit [www.mildenhall.attrust.org.uk](http://www.mildenhall.attrust.org.uk)



**Mildenhall College**  
A C A D E M Y

# 03. Job Description

Vice Principal, Curriculum & Standards  
Secondary Academy



**MILDENHALL COLLEGE ACADEMY**  
**Vice-Principal Curriculum and Standards**  
**L18-L22**

### **Core Purpose**

- Lead the curriculum to meet the needs of our learners.
- Lead and develop the academy data systems and prepare data packs for internal and external scrutiny.
- Drive initiatives to develop outstanding progress of identified groups of learners.
- Plan the academy timetable to meet the curriculum intent.
- Line manage senior and middle leaders.
- Ensure the academy's assessment and reporting systems support the curriculum intent.
- Ensure high standards are maintained across the academy.

**Reporting to:** Principal

**Responsible for:** Teaching staff and other relevant personnel within the academy.

**Liaising with:** Governors, Executive Principal, Principal, Senior Leaders, Faculty/Subject Leaders, Student Support Services and relevant staff with cross-academy responsibilities, relevant non-teaching support staff, external agencies and parents.

### **RESPONSIBILITIES**

#### **1. Quality of Education**

- a) Liaise with the Principal to establish curriculum intent, implementation and impact.
- b) Set targets for students and monitor their progress over time, reviewing targets as necessary.
- c) Identify underperforming individuals or groups of students and implement intervention as appropriate.
- d) Establish and lead the academy's assessment protocol including the scheduling of internal and external examinations.
- e) Ensure the academy's revision strategy supports student outcomes.

## 03. Job Description

- f) Plan the academy timetable to meet the curriculum intent.
- g) Approve new courses and programmes of study, monitor their implementation and effectiveness.
- h) Prepare and organise subject option choices for Year 8.
- i) Monitor faculty and subject schemes of learning to ensure quality delivery of the curriculum.
- j) Manage setting across the academy.
- k) Develop and lead the academy's systems for reporting to parents.

### 2. **Leadership and Management**

- a) Assist the Principal in setting whole academy targets for improvement on an annual basis.
- b) Lead and develop systems for data sharing to ensure that it is used in the most effective way to secure improvement.
- c) Assist the Principal in preparing the staffing analysis and curriculum led financial plan (CLFP).
- d) Organise the Open Evening for prospective parents, liaising with the primary schools, students, parents and staff at the academy for all arrangements.
- e) With the Leadership Group monitor academy effectiveness, efficiency and standards by observing teaching and learning and through regular reviews, meetings with middle leaders to ensure effective delivery of the academy's improvement plan.
- f) Assist the Principal in the process of Academy self-evaluation.
- g) Report and contribute to Trust-wide strategic groups.
- h) Appraise staff and line manage key areas.
- i) Deputise for the Principal in the Principal's absence.
- j) Promote a positive image of the academy.

### 4. **Behaviour and Attitudes/Personal Development**

- a) Ensure high standards are maintained across the academy

## 03. Job Description

- b) Monitor and assist in the supervision arrangements at break times and lunchtimes, at the start and end of the academy day.
- c) Ensure a safe and secure environment for staff, students and visitors.

### **Duties:**

The School Teachers' Pay and Conditions document describes duties which may be required to be undertaken by teachers in the course of their employment. It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively. In recognition of the particular duties to be undertaken by the holder of this job the allowance specified above is payable.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment

### **NOTE:**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

**Date of Issue:** April 2019

**Date of Revision:**

# 04. Person Specification

Vice Principal, Curriculum & Standards

Secondary Academy

## 04. Person Specification

### Person Specification: Vice Principal – Curriculum & Standards

Leaders are expected to have the commitment and enthusiasm to contribute to our vision of making MCA an outstanding academy ensuring there are equal opportunities for all students, staff and visitors. Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate, qualified teacher status</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Completed or working towards NPQH and/or other educational/post graduate qualification</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership at senior level in a secondary school/academy</li> <li>• Proven record of improving standards of teaching and learning through innovative curriculum developments</li> <li>• Effective use of assessment and attainment data to improve standards and practices</li> <li>• Experience of encouraging and developing excellent classroom practice</li> <li>• Experience of school/academy self-evaluation, monitoring and evaluation</li> <li>• Knowledge and experience of timetabling</li> <li>• Experience of managing and delivering continued professional development for staff</li> <li>• Knowledge of how to use National datasets as benchmarks for academy performance</li> </ul>	<ul style="list-style-type: none"> <li>• Successful leadership at senior level in more than one secondary school/academy</li> <li>• Experience of coaching and mentoring</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal and the ability to communicate effectively with a variety of audiences</li> </ul>	

## 04. Person Specification

	<ul style="list-style-type: none"> <li>• Ability to monitor and manage the performance of staff</li> <li>• Ability to work within a team and manage time effectively</li> <li>• Excellent interpersonal skills, including the ability to lead and manage people to work towards common goals</li> <li>• Excellent strategic and creative skills including the development of innovative timetabling and curriculum experiences which support pupil development</li> <li>• Ability to use ICT effectively and efficiently to enhance teaching and learning</li> <li>• Ability to successfully lead teams in the management of change</li> <li>• Ability to interact with pupils, staff, parents and the wider community to foster a culture of learning, improvement and inclusion</li> </ul>	
<p><b>Attitude</b></p>	<ul style="list-style-type: none"> <li>• Being prepared to take responsibility and be held accountable for the impact of actions</li> <li>• An understanding of and commitment to the academy's Equalities Policy and the ability to promote this in the day-to-day work of the post</li> <li>• An understanding of and respect for the confidentiality required by the post</li> <li>• Responsible for safeguarding and promoting the welfare of children</li> <li>• A willingness to take risks</li> <li>• A passion for teaching and learning</li> <li>• An ability to inspire young people</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and/optimistic</li> </ul>



# 05. How to apply

## Mildenhall College Academy, Mildenhall, Suffolk

### Salary:

L18 – L22

### Closing date:

Monday 29<sup>th</sup> April 2019 – noon

### Interviews:

Thursday 2<sup>nd</sup> May 2019

### Start Date:

September 2019

### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01638 714645.

### Applying

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

**Address:**

Academy Transformation Trust  
Suite 413  
Jewellery Business Centre  
95 Spencer Street  
Birmingham  
B18 6DA

**Visit:**

[academytransformationtrust.co.uk](http://academytransformationtrust.co.uk)

**Call:**

0121 794 7275

**Email:**

[office@academytransformation.co.uk](mailto:office@academytransformation.co.uk)



@AcademyTrust