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Your Character Counts



START DATE: JANUARY 2024
LOCATION: PETERBOROUGH

DEPUTY PRINCIPAL CANDIDATE PACK



**GREENWOOD
ACADEMIES TRUST**



A MESSAGE FROM THE **PRINCIPAL**

Thank you for showing an interest in applying for a role here at the City of Peterborough Academy. We are very excited to share this opportunity for a new Deputy Principal following the promotion of the existing Deputy to Principal from September 2023.

You will be joining a talented and enthusiastic group of existing SLT members who are committed to providing a safe, happy and enriching learning experience which is both academically challenging and develops students into considerate, successful and happy citizens.

The academy is well resourced, with dedicated learning spaces for the arts, technology, music and sport. The successful applicant will also benefit from the wide-ranging support of Greenwood Academy Trust who are committed to the rapid improvement of the academy.

I would encourage you to have a conversation with me or/and come to visit us, to see what we are about. Our students love the opportunity to show visitors around our school. Thank you again for taking the time to show an interest in being part of our improvement journey.

Nicola Treacy



ABOUT CITY OF PETERBOROUGH ACADEMY


We are an 11-16 inner city Academy which prides itself on its inclusive nature and community feel. We believe in giving the very best life chances and opportunities to our students, as well as supporting them to become positive, respectful and polite young people. Peterborough is an expanding city, with new industries, technologies and services growing as a result of the opening of a brand new university in 2022.

The Academy attracts students right across the city, but the majority of students are from the PE1 postcode. The Academy is extremely proud of its 2022 exam results where progress 8 was +0.3 and students obtaining a 4+ in English and Maths, in line with national average. For us, this proves that there are no barriers for our students, and with the right support and ambition, they can go on to achieve their dreams and aspirations.

Teaching staff are attracted to working at CoPA as there is a family feel where the colleagues support each other, as well as the students. We hold ourselves to the highest professional standards alongside caring for our staff and their own personal and professional development. As a result, CoPA is a harmonious school where students and staff feel valued and cared for.

Our aim is to be a 'true community school' and we ask our students to 'Be Kind & Work Hard'. We believe in keeping our values simple and clear, so that students can learn in a safe and secure environment, and one where teachers can develop, be creative and make a difference. We encourage staff to take professional development opportunities of varying nature, which ranges from our own Trust wide programme to NPQs and other external provisions

City of Peterborough Academy, Reeves Way, Peterborough, PE1 5LQ | 01733 821440
admin@cityofpeterboroughacademy.org | www.cityofpeterboroughacademy.org/

 Follow@CityofPeterAcad



ABOUT PETERBOROUGH

Peterborough is one of the UK's fastest growing cities and is predicted to be England's fastest growing city by 2025. At the heart of Peterborough's city centre is the £12 million transformation of the Cathedral Square, which provides a buzzing modern piazza and quiet spaces, with an unparalleled historic backdrop. It's the perfect place to meet, shop, eat or just relax. And, with plans for a £100 million regeneration of North Westgate, which will include a new eight-screen cinema, a new public square and new homes, shops, and restaurants, now moving firmly ahead, the excitement and buzz in the city centre continues to grow. Peterborough is also a city of history and culture. It has one of the finest Norman cathedrals in the country, which is the burial place of Katherine of Aragon and is home to the Elizabethan splendour of Burghley House. The city also boasts the highest amount of green space per person in the country, has beautiful landscapes from country parks to working farmland, and of course was home to the 'rural poet' John Clare.

Because of its rapid expansion, Peterborough is the UK's number one city for housing growth with a range of new developments to suit everyone. These include affordable, executive and luxury housing options throughout the city, and new apartments located close to the city centre.

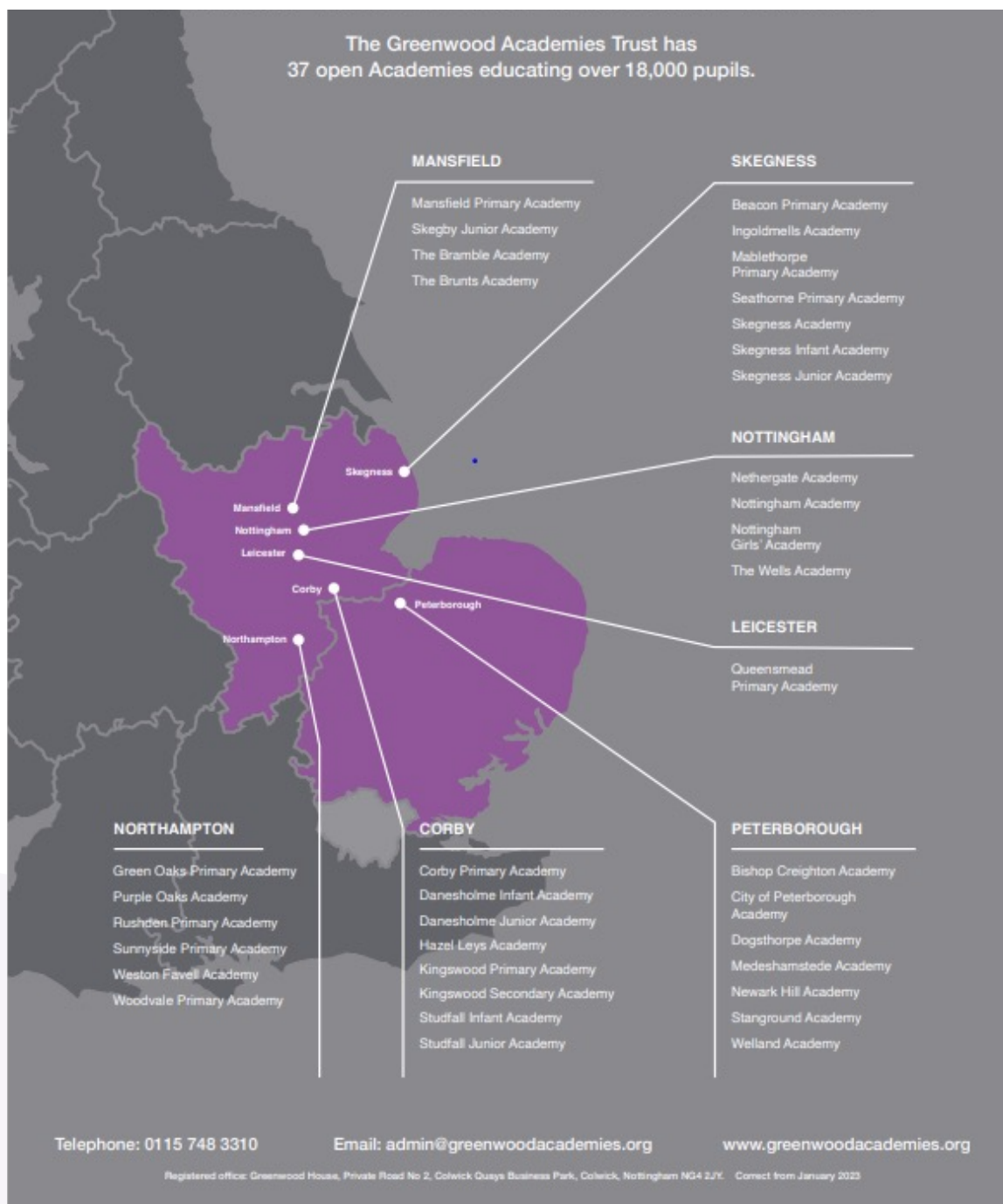
The cost of living makes Peterborough one of the most attractive places to live with properties in the city selling for an overall average price of £253,232 over the last year. In addition, Peterborough has one of the lowest council tax levels in the country. But Peterborough is by no means a built-up area; it also has one of the highest ratios of green space per person in the UK and it is a priority of the city leaders that there is fresh air and green outdoor spaces on every doorstep.





GREENWOOD ACADEMIES TRUST

The Greenwood Academies Trust (GAT) is dedicated to enhancing young lives across the East Midlands. We focus on giving every child a real chance to succeed and transform schools in difficulty to ensure positive outcomes and consistently high achievement.





BENEFITS OF WORKING FOR THE GREENWOOD ACADEMIES TRUST

Making a difference. If you really want to make a difference to the life chances of pupils then why not join an organisation that enables you to do just that?

GAT is a **well established multi academy trust** and has a track record of working to help raise standards in areas of social and economic deprivation and/or educational underachievement.

A supportive leadership and education support team. GAT is led by educationalists who have significant experience in a wide range of schools with expertise in areas such as curriculum, SEND, staffing and finance. The education support team provides a wide range of high quality services to academies, enabling them to focus on teaching.

GAT is a not for profit educational charity. We always prioritise our resources to achieve outstanding educational outcomes for our pupils.

A close knit support network. With academies across the East Midlands the chance of sharing best practice and collaborative working is second to none.

We offer **extensive development opportunities.** We are keen to promote from within, so if you are looking for a career with real potential for progression, then GAT is the place for you.



BENEFITS OF WORKING FOR THE GREENWOOD ACADEMIES TRUST

We believe in looking after the people who make a huge difference to our children, their families and the communities we serve. That's why we give everyone who joins the Trust an employee benefit (Perkbox) account – with 24/7 access to perks and discounts, plus curated wellbeing tools to look after your physical and mental health. With hundreds of global and local perks, available online 24/7, enabling you to save money on everything from the supermarket shop to summer holidays! We will shortly be launching a partnership with a national car leasing company where employees will be able to access great discounts on car leasing.

We ensure our **staff wellbeing**. All staff have access to a 24/7 confidential Employee Assistance Programme to help employees manage stress, access specialist counselling and information and feel supported.

Helping you plan for the future. Teachers joining the Trust will become a member of the Teachers' Pension Scheme. For support staff we adopt the Local Government Pension Scheme which is one of the most competitive in the country.

Candidates moving from the public sector without a break in service can be reassured that **continuous service** will be honoured.





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9Y2

9KSW
9Y1

JOB DESCRIPTION DEPUTY PRINCIPAL

Post Title: Deputy Principal

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils aged 11-16 and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.

Reporting to: Principal

Responsible for: The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.

Liaising with: Principal/Deputy and Assistant Principals, teaching/support staff, external agencies and parents/carers.
The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

Main (Core) Duties: To carry out the professional duties of a school Teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.
- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole Academy planning activities.

Curriculum provision:

- To assist Curriculum Leaders to ensure that their curriculum area provides a range of teaching that complements the Academy Intent and Trust's strategic objectives.



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9Y2

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9Y1

JOB DESCRIPTION DEPUTY PRINCIPAL

Curriculum development:

- To assist in the process of curriculum development: and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.

Staff development:

- To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

Recruitment/ deployment of staff:

- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

Quality Assurance:

- To help implement the Trust's quality procedures and adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management information:

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system, e.g. SIMS / Class Charts etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.
- To follow agreed policies for communications in the Trust.
- An ability to converse at ease with all stakeholders and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.



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9Y1

JOB DESCRIPTION DEPUTY PRINCIPAL

Marketing and liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
- To contribute to the development of effective subject links with external agencies and other schools.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

Pastoral System

- To be a form tutor to an assigned group of pupils (as required).
- To promote the general progress and well-being of individual pupils and of the group as a whole.
- To liaise with the Director of
- Inclusion/SEND/CO/Assist Principal Student Care
- Assistant Principal Student Development/Head of Year/Associate Assistant Principal to ensure the implementation of the Trust's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.
- To support the Trust's behaviour management protocols so that effective learning can take place.



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9Y1

JOB DESCRIPTION DEPUTY PRINCIPAL

Teaching

- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.
- To ensure that ICT, literacy, numeracy priorities are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the syllabus and/or scheme of work.
- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your classes.

Other Specific duties

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school, break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.



JOB DESCRIPTION DEPUTY PRINCIPAL

Quality of Education

Core Leadership Responsibilities

Member of the Core Leadership Team

- To provide professional leadership and management for all aspects of the Academy establishing a culture that promotes excellence, equality and high expectations for all students.
- To be accountable for providing vision, leadership and direction for the Academy by ensuring that it is well-managed and organised to meet its statutory obligations, aims and targets.
- With the Senior Leadership Team to be responsible for evaluating the Academy's performance and to identify the priorities that will lead to continuous improvement and the raising of standards.
- To prepare reports and where directed present academy performance information to a range of audiences.
- Lead core aspects of Ofsted Inspection preparation and other external validation processes as directed by the Principal.
- To ensure that resources are efficiently and effectively used to achieve the Academy's aims and objectives and for the day-to-day management, organisation and administration of the Academy.
- To ensure equality for all staff and students.

Line Management Responsibilities include:

- Senior Assistant Principal Curriculum, SAP Teaching and Learning, SAP Data and Assessment, RSL Year 11, Data Manager and Exams Officer.

Specific Leadership Duties will be:

- Lead and direct all staff to plan, design and implement curricular pathways that meet the needs of all students.
- Alongside other leaders, monitor teachers' mid-term plans to ensure that all staff are implementing the agreed range of curricular pathways.
- Work with the Principal to devise relevant timetables required to support implementation of the range of curricular pathways.
- Ensure appropriate deployment of staff to meet timetable requirements on a daily basis.
- Review and update curricular policies in light of national developments and legislative requirements, including networking with other schools.
- Ensure that all staff manage their agreed curricular budget appropriately.
- Along with other senior managers, contribute to consistent and effective management of the behaviour of students in line with the Academy approaches to pastoral care.
- Act as a positive role model to staff, promoting expectations of high standards and staff integrity.
- Lead on and support Trust and Academy events as appropriate.
- Demonstrate high quality teaching and lead and develop the teaching practice of other staff.
- Act as a mentor to colleagues as appropriate and encourage collaboration, cooperation and teamwork.
- Work alongside leaders to monitor and evaluate the quality of the learning environment to ensure it promotes effective teaching, learning and assessment. Ensure teaching groups are appropriate for all student.
- Plan and manage raising standards meetings with all faculty leaders following calendared assessment points.
- Work with other leaders to plan a raising standards programme for KS4 students overseeing assessment and intervention, ensuring relevant information is shared with key staff.
- Work with post 16 providers to support students moving on to the next phase of their education.
- Work with other leaders to review the quality of the range of assessments and ensure that all assessments are effectively implemented.
- Work with other leaders to ensure robust analysis of assessment data that informs effective planning and teaching and ensures student progress.
- Co-ordinate target setting and the implementation of student targets.
- Work with other leaders to monitor and evaluate all data to inform school self-evaluation
- Identify the development needs of staff on Professional Learning to ensure delivery of good quality of education.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Where broad headings have been used, all associated duties are naturally included in the job description. All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.



PERSON SPECIFICATION

DEPUTY PRINCIPAL

	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS:			
Honours degree or equivalent.	•		Application form.
Qualified teacher status.	•		Application form.
Higher degree or equivalent of further study.		•	Application form.
Ongoing participation in a range of relevant training/ professional development.	•		Application form.
TEACHING AND MANAGEMENT EXPERIENCE:			
Previous senior leadership experience at Assistant Principal or above.	•		Application form; at interview and reference.
Track record of successful leadership of significant school improvement strategies.	•		Application form; at interview and reference.
Experience of setting and delivering challenging school targets.	•		Application form and at interview.
Experience of successful school improvement in a range of contexts.		•	Application form; at interview and reference.
Experience of monitoring school performance.		•	Application form and at interview.
Successful experience of improving standards and/or achievement for disadvantaged pupils.	•		Application form; at interview and reference.
Experience and understanding of management of human and financial resources at a senior level.		•	Application form; at interview and reference.
Experience of working positively with governors, trustees or similar.	•		Application form; at interview and reference.
Experience of managing Special Educational Needs and / or Learning Difficulties and Disabilities provision in mainstream schools/special schools.		•	Application form; at interview and reference.
Evidence of the ability to embrace and manage change successfully.	•		Application form; at interview and reference.
Experience of developing successful links with parents, local community/stakeholders and external partners.	•		Application form; at interview and reference.



PERSON SPECIFICATION CONTINUED

DEPUTY PRINCIPAL

PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES:

Outstanding leader, committed to sustainable improvement through high quality leadership at all levels.	•		Application form; at interview and reference.
Ability to recognise outstanding practice and implement strategies to develop it in others.	•		Application form; at interview and reference.
A passionate commitment to the academic, personal and social development of children.	•		Application form; at interview and reference.
Ability to motivate, develop, support and challenge staff.	•		Application form; at interview and reference.
Excellent communication and organisational skills.	•		Application form; at interview and reference.
Ability to involve and maintain strong and positive relationships with the whole Academy community.	•		Application form; at interview and reference.
Deep understanding of effective school improvement.	•		Application form; at interview and reference.
Ability to develop a high quality curriculum for all pupils within a context of educational change.	•		Application form; at interview and reference.
Committed to self-evaluation, continual personal development and improvement.	•		Application form; at interview and reference.
Good understanding of national education policy.		•	Application form; at interview and reference.
Ability to think, plan and act strategically.	•		Application form; at interview and reference.
High levels of personal resilience and optimism.	•		Application form; at interview and reference.

OTHER

Must satisfy relevant employment checks.	•		Documentary evidence.
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Requirements from confidential references:

	ESSENTIAL
Written reference(s) only.	•
Confirmation of professional and personal knowledge, skills and abilities.	•
Positive recommendation from current employer.	•

Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.



THE APPLICATION PROCESS

In line with our continued commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults we apply safer recruitment practices across our selection process and all posts within the Trust are subject **to an enhanced DBS with Barred List check** in accordance with the requirements of the Disclosure and Barring Service (DBS), the Police Act 1997 and the DFE's Keeping Children Safe in Education guidance.

Visits: Prior to applying for the post, we encourage applicants to arrange a visit to the academy or request a private conversation regarding the role please speak to Victoria Bari at Academicis to arrange this: vbari@academicis.co.uk or call 07340 010860.

Shortlisting will take place shortly after the closing date and candidates meeting the right criteria will be taken forward. We aim to contact all successful candidates within two weeks of the closing date.

Interviews: Shortlisted candidates will be contacted prior to interview with details of the proceedings. Interview proceeding will consist of the below but candidates will be contacted prior to interview with further details:

- Leadership styles online questionnaire
- Tour of the school
- In Tray Exercise
- Staff Panel – Created from a selection of support and teaching staff
- Pupil Panel
- Presentation
- Formal Interview
- Completion of a disqualification form

Candidates should be aware that as part of the interview process any gaps or discrepancies on their application form will be explored.

References: References will be requested, where permission has been given, before interview for all shortlisted candidates and where necessary employers may be contacted to gather further information.

Offers: Any offers of employment will be made as soon as possible after interview and will be subject to satisfactory background checks.



HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Victoria Bari: vbari@academicis.co.uk or 01223 907979 / 07340 010860

Please email your application to:
Victoria Bari: vbari@academicis.co.uk

Closing date: Tuesday 10th October 2023

Shortlisting date: Thursday 12th October 2023

Interviews: Week commencing 16th October 2023



Reeves Way, Peterborough, PE1 5LQ