

Executive Vice Principal

Application Pack

Location:

- Little Sutton C of E Primary School. Berwick Road, Little Sutton, Ellesmere Port, CH66 4PP
- Clutton C of E Primary School, Broxton Road, Clutton, Cheshire CH2 9ER

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Executive Vice Principal

Employer: The Samara Trust

Leadership Scale: L2-7

Location: Clutton Church of England Primary School and Little Sutton Church of England Primary School

Contract: Permanent

Working Pattern: Full Time

Hours: Full Time.

DBS Check: Enhanced

Closing Date: 12:00 Friday 6th May 2022

Required for 1st September 2022

The Samara Trust is seeking to appoint a motivated, enthusiastic Executive Vice Principal to join the Executive Team.

The Executive Vice Principal will work collaboratively with the Executive Team to ensure the best possible outcomes for our children. The post holder will ensure excellent school improvement and work together with the wider community to ensure they support and develop the shared vision and values of both schools providing the best education for our children. There will be a teaching commitment within the post.

The successful candidate will demonstrate clear leadership and vision and the ability to develop strong and positive relationships with colleagues and stakeholders. They will be an excellent communicator who can inspire, challenge and motivate and will require drive, ambition and resilience.

This is an opportunity to make a real impact in The Samara Trust. If this sounds like the role for you and you are ready to take advantage of a new challenge, then we would be delighted to hear from you.

If you require further information regarding the post or wish to make an appointment to visit the schools on the following days:

Little Sutton Church of England Primary School Tuesday 3rd May 9am and 4pm
Clutton Church of England Primary School Thursday 28th April 9am and 4pm

please contact Mrs Elle Wilson, admin assistant at Little Sutton Church of England Primary School.

admin@littlesutton.cheshire.sch.uk

0151 312 8338

Little Sutton Church of England Primary School Tuesday 3rd May 9am and 4pm
Clutton Church of England Primary School Thursday 28th April 9am and 4pm

Closing date for applications is Friday 6th May 2022, 12pm.
Interviews will take place on 18th & 19th May 2022.

The Samara Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

How to apply

Application is via the DfE Teacher Vacancies website

<https://teaching-vacancies.service.gov.uk>

Invitation from Mrs Zoe Carciero, Executive Vice Principal

The Samara Trust is seeking to appoint a motivated, enthusiastic leader to join our leadership team. The Trust is now at a point of developing the leadership structure across both schools.

Little Sutton C of E Primary School is a one-form entry, primary school of 167 pupils and 15 staff serving a local community in Ellesmere Port. The school was judged as a 'good' school in February 2013 by Ofsted. Clutton C of E Primary School is a small, rural primary school based outside Chester with 52 pupils and 11 staff. The school has a strong tradition of excellence with an 'outstanding' judgement by Ofsted in 2008 and a SIAMS judgement of Outstanding in 2018.

The new Executive Vice Principal will work collaboratively with the leadership team to ensure the best possible outcomes for our pupils. The post holder will ensure excellent school improvement and work together with the wider community to ensure they support and develop the shared vision and values of both schools providing the best education for our pupils. There will be a teaching commitment of 2.5 days and leadership time 2.5 days.

This person:

- Is a self-motivated leader, keen to lead and support the Christian vision and ethos of the Trust.
- Wishes to progress their career with drive, ambition and resilience and provide inspirational leadership across both schools alongside the Executive Principal.
- Is committed to providing a curriculum that is skilfully balanced with academic rigour, creativity and challenge in order to meet the needs of all children.
- An excellent communicator who can inspire, challenge, motivate and empower teams and individuals to achieve ambitious goals in both schools.

In return for your energy, integrity and enthusiasm, we offer you the opportunity to work within our Trust alongside hardworking and skilled staff and a supportive leadership team. This is an opportunity to have a real impact in both schools that are well placed to improve further and to make a significant contribution to the life chances of fantastic children who are all keen to learn and for whom educational opportunity is crucial.

The application process and timetable

Closing date for application forms and covering letter: 12noon Friday 6th May 2022

Shortlisting: Monday 9th May 2022

Interviews: Wednesday 18th May and Thursday 19th May 2022

Commencement of post: 1st September 2022

Full details of the interview programme will be provided to those shortlisted to attend for interview.

The Samara Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are required to complete and return the Equal Opportunities Monitoring form.

The Equal Opportunities Monitoring and Relevant Conviction forms should be completed and sent to admin@littlesutton.cheshire.sch.uk.

The Samara Trust

Executive Vice Principal Job Description

Job Title	Executive Vice Principal
Grade	L2-7
Reports to	Executive Principal
Core Responsibilities	<ul style="list-style-type: none"> • Teach a class including all the responsibilities of a class teacher. • Lead curriculum development across the schools.
Key Purpose of the job	<ul style="list-style-type: none"> • In addition to the duties covered by the School Teacher's Pay and Conditions Document. The Executive Vice Principal will be responsible for working with and supporting the Executive Principal on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.
Strategic Direction and Development of the schools	
	<ul style="list-style-type: none"> • Assist the Executive Principal in shaping the vision and direction for the schools, setting out very high expectations and with a clear focus on pupil achievement. • Play a significant role in setting aims and objectives for the schools and in formulating the School Development Plan along with the Executive Team. • Develop, implement and monitor school policies as required • Implement and monitor Trust policies. • Assist the Executive Principal in school self-review and evaluation and in the effective planning and management of resources to secure improvements.
Teaching and Learning	
	<ul style="list-style-type: none"> • Be an 'outstanding' role model and act as a leading classroom practitioner, inspiring and motivating other staff. • Work with the Executive Team to sustain high expectations and outstanding practice in teaching and learning throughout the school. • Monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarking and set targeting for school improvement.

	<ul style="list-style-type: none"> • Be involved in monitoring with other members of staff to raise pupils' standards of achievement and to evaluate practice.
Leading and Managing staff	
	<ul style="list-style-type: none"> • Work with the Executive Principal to lead, motivate, support, challenge and develop all staff to secure continual improvement including their own continual professional development. • Be an exemplar of all Trust and school policies and practices. • Work with the Executive Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement.
Deploying staff and resources	
	<ul style="list-style-type: none"> • Under the direction of the Executive Principal, deploy staff and resources efficiently and effectively.
Accountability	
	<ul style="list-style-type: none"> • Support the Executive Team in accounting for the efficiency and effectiveness of the schools to all relevant stakeholders. • Promote and protect the health and safety welfare of pupils and staff. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
Specific Responsibilities	
	<ul style="list-style-type: none"> • Deputise for the Executive Principal. • Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required. • Contribute to the Christian ethos of the Trust. • Provide an exciting, stimulating and creative curriculum. • Promote the values and achievements of the school to the community. • Take whole school collective worship when required. • Undertake such reasonable activities that the Executive Principal and Trustees may from time to time require.
General	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

Safeguarding	The Samara Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

<u>EXECUTIVE VICE PRINCIPAL PERSON SPECIFICATION</u>	Essential/ Desirable
QUALIFICATIONS	
Qualified Teacher status.	E
Degree or equivalent.	E
Evidence of further professional development.	E
EXPERIENCE	
Successful teaching experience in the primary age range.	E
Knowledge and understanding of learning and teaching at EYFS and Key Stage 1/2.	E
Recent experience of working successfully as a senior leader or middle leader in a school.	E
Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement.	E
Experience of teaching in more than one key stage.	D
Experience of data analysis.	D
KNOWLEDGE	
A clear understanding of the essential qualities necessary for effective teaching and learning.	E
The principles of effective assessment for learning.	E
An understanding of whole school self-evaluation.	D
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E
Up to date knowledge & understanding of the current national education agenda.	E
Knowledge of current safeguarding and child protection procedures.	E
SKILLS AND ABILITIES	
Demonstrate outstanding practice.	E
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Lead and manage people to work towards common goals.	E

Ability to investigate, resolve problems and make decisions.	E
Communicate effectively to a wide range of different audiences	E
Promote the Christian ethos of the schools.	E
Work under pressure and meet tight deadlines	E
Personal Attributes	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Supportive of the Trust's Christian ethos.	E
Confident and excellent inter-personal skills.	E
Committed to continuing professional development for self and others.	E

Background of The Samara Trust

The Samara Trust was formed on the 1st March 2018. Clutton, Little Sutton and Upton Heath Church of England Primary schools joined together to establish The Samara Trust – a collaborative partnership focusing on improving education for the children of our schools.

The values that led to the formation of The Samara Trust were agreed to be a valid starting point for developing values for The Samara Trust. They are:

- **Child focussed** we strive to continually improve outcomes for the children and families within our schools.
- **Celebrating individuality** ensuring schools retain their distinctiveness and The Samara Trust compliments and supports them.
- **Collaboration** enabling us to develop the skills, resources and practices through deep collaboration at all levels.
- **Opportunities** to facilitate new opportunities for staff through training, collaboration, joint professional development, exchange of best practice, developing expertise within our teams to support each other and other schools, staff secondment and joint working.
- **Internal rigour and challenge** allowing a positive culture of quality assurance and improvement bringing about the best outcomes for our young people.

The Samara Trust brings together a variety of different schools to work together, supporting each other to create improved outcomes for our pupils in ways that would be far more challenging if we tried to do them by ourselves. We have joined together

to create a collaborative solution for ourselves, a solution which gives us and schools who join us a greater sense of their place in the world.

Our priority is to provide sustainable school to school support and take full advantage of the breadth and expertise that already exists in our member schools. With that in mind we have prepared a trust development plan which highlights opportunities to work together to improve our individual schools and the experiences of our children. More information is available on our Trust website. www.thesamaratrust.co.uk