

Springwell Leeds Academy



Springwell
Leeds

Associate Vice Principal Information Pack

CONTENTS	PAGE
A letter from the Executive Principal	3
About the Wellspring Academy Trust	4
Our Commitment to you	5
About Springwell Leeds Academy	6
Springwell Leeds Academy Chronology	7
Springwell Academy Leeds (North) Site Progress and information	9
Job Description – Associate Vice Principal	10
Person Specification – Associate Vice Principal	14
Job Advert and how to apply	17

Dear Applicant,

Thank you for your interest in the role of Associate Vice Principal at Springwell Leeds Academy. If you are successful, you will be joining a fantastic team and will be a key part of a new and exciting project to transform education for children with Social, Emotional and Mental Health needs in Leeds. In this specific role, you will have a unique opportunity to make a significant contribution to the development of what will be a world-class provision for children with SEMH needs.

At Springwell Leeds Academy, you will work as part of a team committed to collaboration, creativity and innovation. We are dedicated to bringing the very best practice and resources to each of our settings. We are dedicated to developing a diverse, relevant and engaging curriculum, delivered through memorable learning experiences built around the individual needs of our children and young people.

By joining us at Springwell Leeds, you will become part of expert, enthusiastic, hardworking and dedicated team that is committed to making a difference to the lives of the young people with which we work. This is an exciting time to join us. For the last two years, we have been working with Leeds City Council to reshape the SEMH provision for the city. In January 2018, we received the first of three, specially designed buildings that will help us deliver the world-class provision that is our goal. In April we received our second, in South Leeds. This post will initially be based on our third site at Tinshill in North West Leeds.

We are looking for a committed and inspirational leader who has a successful record of senior leadership in education. If this is you and you are interested in transforming the lives and opportunities of young people with SEMH needs, we will be very interested to hear from you.

Yours sincerely,



Scott Jacques
Executive Principal
Springwell Leeds Academy

About Wellspring Academy Trust

Wellspring Academy Trust is a Multi-Academy Trust with a Barnsley-based Head Office.

We are a Trust at the cutting edge of educational innovation.

We have:

- Outstanding aspiration.
- A vision to provide children and families with exceptional educational opportunities.

Our Core Principles are:

- Excellence in teaching and learning.
- Knowledge and skills growth that is celebrated by the community.
- Collaboration with all partners in education and the community.
- Succession planning within the institution and beyond.
- Providing an exceptional school experience for our children.

Our Team:

Mark Wilson

CEO Wellspring Academy Trust

National Leader of Education (NLE). OFSTED registered inspector. Ex-Executive Head teacher, London borough of Lewisham (two outstanding schools, one good school). Executive Head of Teaching School. Ex-Head teacher at Robin Hood Primary for 9 years and achieving an Outstanding judgement from Ofsted in April 2011. Mark believes in taking a global perspective on school improvement and has visited schools in Germany, South Korea, Italy and Australia to look at practice there.

Dave Whitaker

WAT Director of Education (SEN & Alternative Provision)

Executive Principal, Springwell Special School and PRU and National Leader of Education. Ofsted rated outstanding. Springwell designated a Teaching School in 2013. The School is cross phase from age 4-18. Experience in all aspects of school leadership. Involved with the development of a new approach to learning. Developed The Elements+ Curriculum.

Scott Jacques

Executive Principal, Springwell Academy Leeds

Experience of teaching and senior leadership in Primary, Secondary and Special education as well as ten years work in school improvement with Leeds City Council. Seconded to work as a Primary Teacher Adviser for the LA and later as a Secondary Consultant within the National Strategies team. Working with a wide range of schools on securing improvement and developing and implementing strategy. Five years working as an Adviser with the LA in Leeds, creating, developing and implementing eLearning strategy and supporting school improvement. Scott also worked with DFE, QCA and National Strategies on development of training and materials at a national level.

Scott spent a year as an Assistant Principal in a large secondary school before becoming Head of a School in a Leeds special school.

During this time the school received an outstanding judgement from OfSTED in 2012. Scott joined the Trust in 2015 working in leadership at the Forest Academy and then as Executive Principal of two alternative academies in NE Lincs, before becoming the inaugural Executive Principal of Springwell Leeds in 2016.

Our commitment to you:

Professional Development

We believe that outstanding professional development underpins outstanding schools. The more members of staff who are enabled and empowered with expert skills and knowledge, the more effective their impact upon learning. We believe in the power of Professional Development. We believe that it can and should be happening every minute of every day. Wellspring Academy Trust has access to a rich seam of Professional Development for all staff through our network of leaders, colleagues and schools, and through the Teaching School.

Leaders Professional Development

Inside every successful school you will find successful leaders. Almost every study of school effectiveness has shown both Primary and Secondary leadership to be the key factor. At Wellspring, we emphasise the importance of ongoing professional development for school leaders. We work together as leaders. We share our experiences and expertise. We recognise that we are stronger together.

Our recognition of the pivotal importance of effective leadership means that the Professional Development pathway into Executive Leadership across more than one school is open to you with Wellspring.

About Springwell Leeds Academy

Springwell Leeds is a specialist provision for children and young people with Social, Emotional and Mental Health (SEMH) needs for the city of Leeds, which we have been developing across on a number of different sites since September 2016.

Our aim is to provide the best possible care and education that we can for children and young people with Social, Emotional and Mental Health (SEMH) needs. Unconditional Positive Regard is at the centre of what we do and we are creating an academy that is welcoming, caring, safe, warm and believes that all its pupils can be supported and empowered to succeed.

We are creating individual and personalised pathways for our students that are built around their varied needs which will help them achieve positive outcomes and prepare them for their onward destinations into continuing education, work or training. In order to achieve this we are developing a curriculum that provides opportunities for academic progression as well as vocational learning, whilst being engaging, creative, and innovative.

We see strong relationships with students, parents, carers and the wider community as the key to our success –and we ensure that our academies are welcoming safe places for children to learn and prosper. We believe in working closely with our families and carers and welcome their support, but also realise that at times they will need our support too. We work closely with Leeds City Council and other agencies and schools to make sure we do all we can to make learning and life the best it possibly can be.

We will eventually be an Academy for 340 5-16 year olds on four sites across the city. Our Primary site at Oakwood, has been significantly refurbished and upgraded to provide a high quality specialist setting. Our KS3 and KS4 students are currently accommodated in 2 of the 3 proposed new builds in the city.

Wellspring has worked for the past 2 years with Leeds City Council to ensure that the designs of the new buildings meet the requirements of our children and that they are world class standard for SEMH provision. The final site at Tinshill will be open to students from September 2018.



An architect's drawings of the completed North site building.



Springwell Leeds Chronology

Introduction

Throughout the relatively short period for which it has existed, the development of Springwell Leeds Academy has been a continual process of change and growth. Below are some of the key events in the life of Springwell Leeds and some of the key statistics that illustrate this change and growth.

Date	Event
9/6/2016	Early ground works start on building at East Site
30/8/2016	Building work starts in full at East Site
1/9/2016	<p>Springwell Leeds is created from the conversion of the following institutions:</p> <ul style="list-style-type: none"> • BESD SILC (Elmete) • Oakwood Pupil Referral Unit • TLC North (Tinshill) • Burley Park Pupil Referral Unit • North East SILC (Oakwood site) <p>Springwell Leeds Academy opens on 6 temporary sites across the city:</p> <ul style="list-style-type: none"> • Horsforth • Meanwood • Brudenell • Burley Park • Tinshill • Stonegate
21/10/2016	<p>Springwell Leeds Primary children move from temporary site at Stonegate Road to permanent home at Oakwood.</p> <p>Tinshill site closes permanently and students move to temporary site at Stonegate Road.</p>
11/11/2016	Building starts at South Site
29/11/2016	Ground breaking ceremony on first new build in Seacroft
29/11/2016	Building work starts at North site
31/7/2017	Horsforth Site Closes permanently and students move to temporary site at Meanwood, Brudenell and Stonegate

Continues...

1/9/2017	Springwell Leeds opens for the new academic year on 4 temporary sites at: <ul style="list-style-type: none"> • Meanwood • Brudenell • Burley Park • Stonegate and continues on permanent site at Oakwood.
29/09/2017	Topping out ceremony at North site
4/12/2017	East Building handover
14/12/2017	Brudenell and Meanwood sites closed permanently. Students and staff move to East site.
2/1/2018	Springwell Leeds East opens
19/3/2018	South Building handover
28/3/2018	Burley Park and Stonegate sites close permanently. Students and staff move to South and East sites.
16/4/2018	Springwell Leeds South opens
9/7/2018	North Building handover
3/9/2018	Springwell Leeds North opens

When complete in September 2018, Springwell Leeds Academy will cater for 340 students between the ages of 5 and 16, from across the city, with Social Emotional and Mental Health Needs.

The Academy will also provide around 200 jobs for staff working directly within the Academy and a further 30+ jobs through local contractors employed to provide services to Springwell Leeds.

There are currently 187 students on roll.

There have been 136 new admissions in the 5 terms since opening in September 2016.

There are currently 161 staff employed directly by the Academy.

Springwell Academy Leeds (North) Site Progress and information

The new building in Tinshill, North Leeds will be the third and final of our three new, purpose built SEMH special academies to open. Due for opening in September 2018, it will be home for up to 100 students between Y6 and Y11. Photographs below show progress at Jan 2018.



The new buildings have specialist purpose built facilities for students with SEMH needs and are part of a £45m investment by Leeds City council.

The site is situated close to the Outer Ring Road and therefore has excellent access to/from the wider region as well as Leeds itself.



The site features excellent sports facilities including a 3G sports pitch. There is also a farm and horticultural area and 4 immersive IT spaces.

JOB DESCRIPTION & PERSON SPECIFICATION ASSOCIATE VICE PRINCIPAL

Job Title: Associate Vice Principal

Location: Springwell Leeds Academy, North Site

Grade: L15 - L18

Responsible to: Associate Principal

1. PURPOSE OF THE JOB

To assist the Executive Principal and Associate Principal with the management and organisation of the Academy in seeking to achieve the highest standards of pupil achievement and Academy efficiency, and deputise in the absence of the Principal both at short notice and over a longer term.

To play a major role in assisting the Executive Principal and Associate Principal to:

- Formulate the aims and the objectives of the Academy
- Establish the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring pupil progress
- Develop a curriculum to meet the needs of the pupils within the Academy

2. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions for Deputy Head teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3. DUTIES AND RESPONSIBILITIES

Shaping the future - The Associate Vice Principal will:

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all
- Motivate and work with others to create a shared culture and positive climate
- Work with individual staff and teams to translate the Academy vision into agreed objectives and operational plans which will promote and sustain Academy improvement
- Support the vision, ethos and policies of the Academy and promote high levels of achievement throughout the Academy.
- Actively support the Executive Principal, Associate Principal, Governors and staff in the promotion and achievement of the aims and objectives of the Academy.
- As a member of the Academy leadership team, be involved in the planning, monitoring, evaluation and development of the Academy curriculum through the Academy Improvement Plan.
- Support all staff in achieving the priorities and targets the Academy sets and monitor the progress towards meeting them
- Contribute to the Academy's organisation and overall strategy of the Academy through Leadership and Senior Management Team meetings.

Leading teaching and learning - The Associate Vice Principal will:

- Lead and drive innovative practice in one or more key strategic areas across the wider Academy to be agreed with the Executive Principal and Associate Principal
- Lead, help shape and have oversight of literacy and/or mathematics across the curriculum within their setting
- Be a good role model to all teaching staff within the Academy and reflect a high level of professional teaching standards
- Ensure that all pupils within the Academy have access to a broad, balanced, relevant, challenging and highly differentiated curriculum
- Support the Principal in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement
- Facilitate collaborative working within and across Academies, between class teachers, learning teams and colleagues from other services, e.g. Educational Psychologists, Speech
- Be responsible for developing stimulating and challenging learning environments which secure effective learning and provides high standards of achievement, behaviour and discipline
- Ensure there are efficient and effective systems within their Academy to support end of Key Stage statutory reporting and examination protocols
- As part of the leadership team, monitor, evaluate and review class room practice and manage improvement strategies
- Analyse and interpret Academy data to inform class room practice across the Academy
- Organise, monitor and evaluate the range of intervention strategies employed throughout the Academy setting ensuring that resources are targeted correctly towards those pupils requiring additional support
- Contribute to monitoring the quality of teaching and children's achievements across the whole Academy including the analysis of performance data, in partnership with the Executive Principal and other members of the leadership team
- Act as role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline

Developing self and working with others - The Associate Vice Principal will

- Manage positive working relationships with all staff
- Motivate and challenge all staff to maintain high expectations of behaviours
- Support the implementation of Academy procedures for staff induction, professional development and performance review

Managing the organisation – The Associate Vice Principal will:

- Contribute to procedures to recruit, retain staff
- Support the Associate Principal to deploy staff appropriately on a day to day basis within their setting
- Ensure that policies and practices take account of national and local policies and initiatives

- Work with the Associate Principal to manage the Academy environment to ensure that the Academy meets all health and safety regulations
- Support the self-evaluation process utilising a range of tasks to promote thorough self review
- Take a leading role in the implementation of Performance Management of colleagues and integrate this into their professional development
- In partnership with the Executive Principal and Associate Principal; organise, monitor and evaluate the work of those members of staff responsible for implementing intervention strategies across the Academy
- As member of the Leadership Team share whole Academy responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of Academy life in order to promote good communication and high morale. Encourage the practice of working as a team
- As a member of the Leadership Team help to maintain a secure, orderly and constructive lunchtime
- Show commitment to the development extra-curricular activities of the Academy
- Assist the Executive Principal and Vice Principal in maintaining and developing a positive and constructive partnership with parents and the local community
- Co-ordinate and manage student and graduate teacher placements within the Academy

Securing accountability - The Associate Vice Principal will:

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Provide information for the Principal or Governing body to enable them to meet their statutory responsibilities
- Present the Academy's performance and other Academy initiatives to a range of audiences; parents, Governors, Academy Leadership team and other external agencies

Strengthening the community - The Associate Vice Principal will:

- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Build the reputation of the Academy with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development

Safeguarding - The Vice Principal will:

Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff

Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

Efficient and effective deployment of resources - The Vice Principal will:

- Be aware of and respond appropriately to any health and safety issues raised by members of the team
- Co-ordinate aspects of Academy improvement
- Draw up duty and other rotas after consultation with staff
- Lead assemblies on a regular basis

- Ensure that they remain up to date on developments and issues with regard to the management and curriculum of the Academy
- Work with the Principal in the co-ordination of the in-house INSET programme
- Work with the Principal in establishing priorities for expenditure for the Academy, and in monitoring the effectiveness of spending and usage of resources
- Take on any additional responsibilities that might from time to time be determined by the Principal or Executive Principal

ASSOCIATE PRINCIPAL: PERSON SPECIFICATION	Essential / Desirable	How Identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	APP / SP
Ability to line manage staff	E	APP / SP
Ability to make and implement difficult decisions	E	APP / SP
Clearly communicates the vision of the Academy	E	APP / SP
Shaping the future		
Implements an improvement plan across a whole school setting identifying the priorities and evaluating the impact	E	APP / SP
Works with and motivates teams and individuals to implement changes across the school	E	APP / SP
Leading Teaching and learning		
Knowledge of leading and designing curriculum	E	APP / SP
Being an outstanding teacher – by national standards	E	APP / SP
Knowledge of using data to monitor pupil progress	E	APP / SP
Knowledge of assessment tools to monitor teaching and learning	E	APP / SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	APP / SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	APP / SP
Developing self and working with others		
Has experience and understanding of effective CPD programmes	E	APP / SP
Regularly reviews own practice and continually participates in quality CPD	E	APP / SP
Uses CPD to motivate, enthuse and develop staff	E	APP / SP
Ability to plan and allocate work effectively	E	APP / SP
Ability to coach and mentor staff	E	APP / SP

Managing the organisation		
Contributes to the vision of the Academy	E	APP / SP
Recruits, retains and manages a range of Academy staff	E	APP / SP
Provides operational guidance to senior leaders	E	APP / SP
Securing accountability		
Contributes to whole school self evaluation	E	APP / SP
Holds people to account for what they have agreed to deliver	E	APP / SP
Works effectively with the governing body to fulfil statutory duties	E	APP / SP
Provides performance data to parents and governors	E	APP / SP
Strengthening the community		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences	E	APP / SP
Promotes the school	E	APP / SP
Works with parents and carers to improve pupil achievement	E	APP / SP
Child protection		
Can manage and implement effective CP policies and procedures	E	APP / SP
Ability to deal with sensitive issues in a supportive and effective manner	E	APP / SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	APP / SP
A degree or management qualification	D	APP / SP
Commitment to undertake or qualification in leadership training programme	E	APP / SP

Experience		
Of leading or managing a school or similar setting	D	APP / SP
Of effective teaching and learning within the AP or similar Sector	D	APP / SP
Of successful team leadership at a range of levels	E	APP / SP
Of leading and managing initiatives at whole school level	E	APP / SP
Of working effectively with a range of colleagues, external agencies, LA and schools	E	APP / SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	APP / SP
Excellent communicator (Listening, putting a message across)	E	APP / SP
Child centred	E	APP / SP
Resilient	E	APP / SP
Integrity	E	APP / SP
Self motivated and able to motivate others	E	APP / SP
Enjoys challenge	E	APP / SP
Works to deadlines	E	APP / SP
Enthusiastic and optimistic	E	APP / SP
Excellent problem solving/analytical skills	E	APP / SP
Self awareness, knowledge of strengths and limitations	E	APP / SP
Have vision, commitment, enthusiasm and energy	E	APP / SP
Be committed to equal opportunities and the inclusion of all	E	APP / SP
Be hardworking and willing to be involved in the whole sphere of the Academies	E	APP / SP
Be flexible and work effectively under pressure	E	APP / SP
Be innovative and creative	E	APP / SP
Have high standards and expectations of self and others	E	APP / SP

Springwell Leeds Academy
Associate Vice Principal
Scale: L15 - L18 (£55,600 - £59,857)
Required: September 2018

Are you an exceptional school leader who:

- wants to make a difference every day to the lives of the most vulnerable children?
- feels stifled by the mainstream system?
- is passionate about the difference specialist education can make to the lives of children and young people?
- wants the unique opportunity to lead the development a world-class SEMH provision
- wants to be driven by a sense of moral purpose rather than data?
- believes that children should be treated with unconditional positive regard ?
- wants high quality professional development and support?
- relishes being part of a highly supportive team of colleagues who share your values and ethos?
- wants to work in an organisation that supports career progression and has opportunities beyond your own school
- thinks the curriculum should be exciting, engaging and personalised ?

We require a values driven, committed and inspirational leader to join the leadership team in our North SEMH setting in Leeds. We are looking to appoint someone who is able to motivate and lead teams to provide outstanding education within our growing Academy.

This role provides a once in a career opportunity to shape the future of our Academy, working with students with Social, Emotional and Mental Health needs (SEMH). You will be based on our new site at Tinshill in North Leeds, where we will provide for 100 children from 11-16 with SEMH needs.

Reporting to	Associate Principal
Duration of Post	Permanent
Work Commitment	Full time
Salary	L15 - L18 (£55,600 - £59,857)
Closing date	Noon on 14 th May 2018
Shortlisting date	14 th May 2018
Interview date	Week Commencing 21 st May 2018
Start date	1 st September 2018

For further information, to arrange a visit to the Academy and to request an application pack please contact Sarah Reeder, PA to Executive Principal at:

s.reeder@springwellacademyleeds.org

The Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

<http://springwellacademyleeds.org/>

