



Pix Brook Academy Application Pack

Vice Principal





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Pix Brook Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 900 pupils located on the edge of the town of Stotfold. It is anticipated that the school will grow to 1260 pupils.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 10. In 2025 the school will have its full complement of year groups from year 5 through to year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. In the school's OFSTED inspection in January 2024 inspectors judged the overall effectiveness of the school to be good with outstanding judgements for Behaviour and attitudes and Leadership and management.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Monday 15th December 2024

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Vice Principal
Based at	Pix Brook Academy
Salary/Grade Range	L16-L20
Responsible to	Principal
REQUIRED FOR:	Easter 2025
LIAISING WITH:	Principal, Senior Team, teaching/support staff, LEA representatives, external agencies and parents.

The appointment of a second Principal comes as a consequence of the promotion of the previous incumbent and is necessary to facilitate the continued growth of the school as it develops and grows into a fully populated extended secondary school of 1260 learners.

PURPOSE OF ROLE:

The core purpose of the post is to provide vision, strategic direction and leadership within the school to ensure that standards are raised across the school. This includes working collaboratively with the Principal and existing Senior Leadership team in:

- ensuring that all students make outstanding academic progress;
- ensuring that all students are safe, happy and have a strong attendance record;
- upholding the values and ethos of the school;
- effectively leading and managing staff and deploying resources efficiently and effectively to ensure demonstrable impact
- monitoring and evaluating the impact of school improvement
- ensure that day-to-day management, organization and administration is carried out effectively
- contribute to the development of the school's approach to teaching and learning;
- work effectively with the Trust to improve outcomes

Specific Duties and Responsibilities:

- To be jointly responsible for Behaviour and Attitudes within the Academy. To continue to develop and further implement a rich and successful academy culture that has clear expectations, and high standards, for learners' behaviour and attitudes towards their learning and their conduct.
- Work as part of the Academy Senior Leadership Team, and in partnership with staff, students, and parents, in embedding Character and Learner Attitudes, which will underpin the Academy's values and core purpose.
- Assume responsibility for areas of whole-Academy leadership, as part of the membership of the



Academy Senior Leadership Team, as requested by the Principal.

- Present a coherent and accurate account of the performance for those teams within personal areas of responsibility in line with Academy policy, ensuring that management information and self-evaluation data is recorded, analysed and presented in a timely and appropriate manner.
- To support the DSL in the undertaking of safeguarding responsibilities.
- To assist in the development of resources, schemes of learning, assessment policies and teaching strategies.
- To contribute to the Academies improvement plan and its implementation.
- To plan and prepare courses and lessons as required.
- To use data on pupil performance to inform target setting, lesson planning and to identify underachieving students.
- Implement targeted intervention and monitor the progress.
- To support the BEST and Academy's monitoring procedures.
- To support the review of teaching strategies and programmes of work.
- Assist in the facilitation all middle leader and attend all staff meetings.
- Assist in the coordinating and managing work of department heads.
- Contribute to the review, development and management of curriculum and assessment functions, including the Academy Improvement Plan and working towards individual Academy and BEST aims.
- Ensure all pupil and student data is held centrally and is used effectively.
- Provide the data team and other staff with relevant information about teaching and tutor groups, to help their planning and ensure all staff have high expectations of pupils and students.
- Review teaching methods and programmes of work including schemes of learning.
- Participate in arrangements for training and continuing professional development.
- Work with the attendance officer in ensuring attendance is appropriately monitored.
- Work with the Examination officer to ensure examination entries and procedures are managed effectively.
- Attend leadership team meetings.
- Attend local governor meetings.
- Deputize for the Principal as required.
- Specific areas of responsibility are subject to discussion and agreement with the Principal.

General Duties and responsibilities

- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for all students that will stimulate learning appropriate to pupil and student needs.
- Having high expectations, demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on student outcomes
- Consistently improving outcomes for all students, especially disadvantaged students,



through perceptive leadership and through a relentless drive for ambition

- Leading by example, with integrity, creativity, resilience and clarity, drawing on own learning, expertise and skills and that of those around them.
- Having a deep and accurate understanding of the school's effectiveness and use this to continue to improve the school, focusing on evaluating the impact of actions, and through a reflective approach to leadership
- Producing and implementing clear, evidence based improvement plans to move the school forward, and evaluating impact of actions
- Holding all staff to account for their professional conduct and practice
- Embedding ambition and drive improvement, specifically with line managed faculties/ teams and across areas of responsibility specified by the Principal
- Liaising with colleagues in lower, middle and upper schools to ensure a smooth transfer of information.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Write reports and providing data for parents to inform them about pupils' and students' progress.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Interpreting comparative data regarding pupil and student performance and using this to differentiate and assess.
- Contribute to the whole-Academy and BEST ethos, with due regard to wider professional effectiveness.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere in accordance with the Department assessment policy.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students.
- To maintain discipline in accordance within BEST and individual Academy's procedures, and to encourage good practice with regard to punctuality, standards of work and homework.

Note

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Vice Principal

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Relevant Degree • Teaching Qualification • Evidence of Continual Professional Development 	<ul style="list-style-type: none"> • Degree • Master's Degree in relevant subject
Professional Experience	<ul style="list-style-type: none"> • Successful teaching at KS3, KS4. • Experience as senior leader in school. • Understanding and application of strategies to raise standards across the ability range through effective teaching and learning • Sensitivity to the learning needs of all pupils • Demonstrate understanding of using comparative data, together with information about pupil's prior attainment to establish benchmarks and set targets for improvement • Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across all key stages 	<ul style="list-style-type: none"> • Experience teaching KS4 subject. • Evidence of whole school impact. • Experience of GCSE examination process.
Professional Knowledge, Skills & Understanding	<ul style="list-style-type: none"> • Demonstrate application of information and communication technology for development of learning and teaching in the subject • Ability to inspire, enthuse and motivate pupils and staff • Excellent classroom management to encourage positive behaviour • Demonstrate creative problem solving and good communication skills • Ability to work collaboratively or on own initiative • Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills • The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities; • Enthusiasm and a good sense of humour 	<ul style="list-style-type: none"> • Experience as DSL. • Experience of attending and running school trips. • Experience of timetable writing.
Personal Qualities	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training • A commitment to equality principles and practices • Appropriate DBS clearance (before post commences) 	



