

Enriching lives; transforming futures - starting with you.



SMITH'S WOOD

A C A D E M Y

VICE PRINCIPAL
CANDIDATE PACK



SMITH'S WOOD
ACADEMY

PART OF THE FAIRFAX MULTI-ACADEMY TRUST



FAIRFAX
MULTI-ACADEMY TRUST

Smith's Wood

Welcome from the Principal



Dear Candidate

Thank you for showing an interest in joining Smith's Wood Academy, part of Fairfax Multi-Academy Trust. Since I joined the Academy in February 2023, we have been on a clear trajectory to making small daily steps that result in big changes and everything we do is underpinned by our Academy values; ambitious, respectful, resilient. We are now one of the most improved schools for attendance in the Midlands, persistent absence has decreased, suspensions have halved due to a focus on behaviour for learning and progress at Year 11 in-year is predicting over half a grade improvement. There is now an exciting opportunity for you to become a vital part in Smith's Wood's transformation journey.

Smith's Wood is a large Academy with just over 780 students from Year 7 to Year 11. Located in the north of Solihull, the Academy serves students who live in the immediate locality, with close to 60% from a disadvantaged background, 20% on the SEND register and 2% EAL. It has the benefit of being a PFI build and as such has a wide range of modern, state of the art facilities at its disposal.

Smith's Wood is in a transitional state and I am excited about the collective spirit that is apparent as we embark on our next phase of continued growth and school improvement. The experience of being a key player in bringing about systematic change will be an essential part of the successful candidates portfolio. The current focus continues to be to prioritise the behaviour

and attitudes of the students, and the consistent application of expectations by all stakeholders. The staff and leaders at Smith's Wood have genuine care and passion for the Academy and the community it serves. We work at pace to ensure the best education can be delivered on a daily basis and the resources required to bring about the necessary improvements are being made available.

It is also an exciting time to join the Trust as we are now entering the next phase of our development, having established ourselves as a mature MAT. We have attracted and recruited a wide range of experienced central leaders who have worked in a range of different Trusts. Given this, and the extensive connectivity of members of the Central Team with other leading Trusts across the country, FMAT is very well placed to build on its existing strengths.

This role poses an opportunity for the right candidate to fulfil their vocational passion, whilst making a real impact, raising standards and consequently "enriching the lives, and transforming the futures" of our young people. They deserve nothing less.

For any potential candidates that wish to have an informal discussion and tour of the school, please contact Linda Roe, by email at l.roe@smithswood.fmat.co.uk

Steve Huntington | Principal
Smith's Wood Academy



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Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.
- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



TRADITION

We believe in good manners, kindness and respect.



AMBITION

We aim to be the best that we can be, in all that we do.



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Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

MENTAL HEALTH WELLBEING

- » Counselling
- » Wellness Hub
- » Mental Health First Aiders
- » Hub of Hope
- » Wellbeing updates
- » Menopause awareness training
- » Stress management guide
- » High-quality staff training
- » Trust-wide email communication guidance

PHYSICAL WELLBEING SUPPORT

- » Free flu jab
- » Access to fully equipped gym
- » Access to on-site swimming pool
- » Access to fitness programmes – including yoga, HIIT and more
- » Access to physical activities – during our Trust-wide wellbeing week
- » Diet and nutrition webinars

FINANCIAL WELLBEING SUPPORT

- » Educational support
- » Salary sacrifice scheme
- » Flexi Perks
- » Perkbox subscription
- » Financial management



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The relationships we develop with our students really allow us to work closely with them and their families so that they can be the best version of themselves.’*H*

Nathan Stone, Associate Assistant Principal



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Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.



LEADERSHIP

- » National College
- » The Key for Leaders



TEACHERS

- » Walkthrus - Instructional Coaching
- » Great Teacher Toolkit
- » Apprenticeships
- » The Key
- » QTS Career
- » Stage Professional Learning
- » Handsam



BUSINESS SUPPORT

- » Apprenticeships
- » National College
- » Handsam



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Aspiring Principals

As an aspirant leader in Fairfax Multi-Academy Trust you will be provided with opportunities to develop your understanding of the role of Principal, as well as having opportunity to shadow Trust principals outside of your home school and experience principal standard mock interviews. In addition we support all aspiring principals within our organisation to complete the National Professional Qualification for Headship through the National Institute of Teaching programme.



Session Overview

SESSION 1

Looks at a range of challenges faced by Principals, from difficult conversations, to managing grievances and disciplinary matters.

SESSION 2

Considers the benefits of professional networking and gives some ideas and strategies for growing your network to benefit your career

SESSION 3

is used by many local authorities and Trusts, peer review can be effectively used between local schools to identify areas for improvement. This session considers peer review as a form of informal support between professionals and covers the stages required to build an effective, focussed, peer review.

Following the training sessions, aspiring principals will have the opportunity to shadow a practicing principal for the day. The programme concludes with some mock interviews.

Course Structure

SESSION 1

Managing difficult HR Matters

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SESSION 2

Professional Networking

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SESSION 3

Peer Review Training

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SESSION 4

1-day HR shadowing

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SESSION 5

Mock Interview Week



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Job Description

Responsible to:	Principal of Academy
Line Management of:	Assistant Principals and other relevant leaders
Salary:	Leadership Scale L20-L24

As a senior leader at Smith's Wood Academy you will provide professional leadership and support the Principal of Academy in the management of the academy in line with our ethos, values and vision. You will assist the Principal of Academy in securing excellent outcomes for all our students regardless of their background so that they can excel in modern Britain. You will embed the trust's ethos, values and vision through inspiring and dedicated leadership leading by example at all times.

This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Principal of Academy, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

AREAS OF RESPONSIBILITY AND KEY AREAS

Major duties and requirements specific to this post

- » Play a major role under the direction of the Principal of Academy in formulating the aims and objectives of the academy, establishing policies through which they should be achieved.
- » Undertake the professional duties of a Vice Principal of Academy reasonably delegated to you by the Principal of Academy.
- » Support the Principal of Academy in:
 - Ensuring the vision and values of Fairfax Multi-Academy Trust and our Academy are clearly articulated, shared, understood and acted upon by all
 - Demonstrating the vision and values in everyday work and practice.
- Motivating and working with others to create a shared culture and positive climate.
- Building a professional learning community which enables others to achieve.
- Work in partnership with FMAT and academy associates to embed the trust's ethos, values and vision.
- » Support the Principal of Academy in maintaining high standards of student behaviour, monitoring the personal development and wellbeing of students.
- » Undertake the professional duties of the Principal of Academy in their absence.
- » Develop and implement policies and practices which reflects the academy's commitment to high achievement.
- » Provide professional leadership and management of development plan priorities for the academy.

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Job Description | *Continued*

- » Be a member of the Leadership Team and attend relevant meetings as well as Academy functions
- » Work alongside the Principal of Academy to prepare for Ofsted and other external reviews and monitoring.
- » Play an active role in the Academy's self-evaluation process and lead a team through this process.
- » Seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- » Assist the Principal of Academy in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of the Academy's provision, consistent with the Academy's self-evaluation policy.



- » Keep up to date with educational publications and share this information in the appropriate forum.
- » Ensure all staff adhere to academy policy and maintain high professional standards.
- » Brief Assistant Principals of Academy to ensure they are up to date with key information.

- » Assist the Principal of Academy in leading and managing the Academy.
- » Undertake such duties as are delegated by the Principal of Academy.
- » Be committed to your own professional development.

Staff Management Responsibilities

- » Manage staff and resources to achieve the aims and objectives of the academy and monitor progress towards their achievement.
- » Be responsible for the line management and performance management of colleagues as directed by the Principal and agree targets linked to the development plan priorities for the academy with the Principal of Academy.
- » Implement and sustain effective systems for the management of staff performance, challenging and addressing underperformance robustly whilst providing for the continuous professional development of all staff.
- » Participate in the recruitment and development of teaching and non-teaching staff ensuring the best quality candidates are recruited to positions within the academy.
- » Contribute to good leadership and management practice by ensuring positive staff participation, effective communication and procedures
- » Participate in arrangements of performance appraisals for teaching staff.
- » Provide professional advice and support and identify training needs.

Class Teacher Responsibilities

- » Undertake the normal responsibilities of a teacher.
- » Undertake such duties as their respective Line Manager may determine as reasonably falling within the role.
- » Undertake whole academy duties as may be reasonably determined by the Principal
- » Uphold the values of Fairfax Multi-Academy Trust and Erdington Academy with all stakeholders.
- » Carry out the duties of a teacher as set out in the current Teachers' Standards Document.

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Job Description | *Continued*

- » Plan and deliver lessons in line with the Academy's Teaching and Learning Policies.
- » Develop students' literacy and numeracy skills within a specialist subject area.
- » Ensure ALL learners make good progress by differentiating tasks and liaising with Teaching Assistants as necessary.
- » Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework.
- » Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment.



- » Set an exemplary role model in terms of dress, punctuality and attendance.
- » Attend and participate in parent and open evenings as required.
- » Uphold the Academy's Behaviour for Learning Policy and Uniform Code.
- » Participate in staff training, INSET and Professional development opportunities.
- » Ensure that the learning environment is attractive, tidy, safe and conducive to student learning.

- » Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips.
- » Provide cover for staff in line with the 'Rarely Cover Agreement'.
- » Make a particular contribution to building team commitment, in particular:
 - Provide a role model for professional practice in the school
 - Make a distinctive contribution compared with other less experienced teachers
 - Contribute effectively to the wider team

General

- » Promote and safeguard the welfare of students you come into contact with.
- » Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- » Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
- » Be aware of, support and ensure equal opportunities for all.
- » Contribute to the overall ethos/work/aims of the Trust.
- » Appreciate and support the role of other professionals.
- » Attend and participate in relevant meetings as required.
- » Participate in training, other learning activities and performance development as required.
- » Engage actively in the performance review process.
- » Perform any other such duties as the Principal of Academy may from time to time determine.
- » Participate in training, other learning activities and performance development as required.



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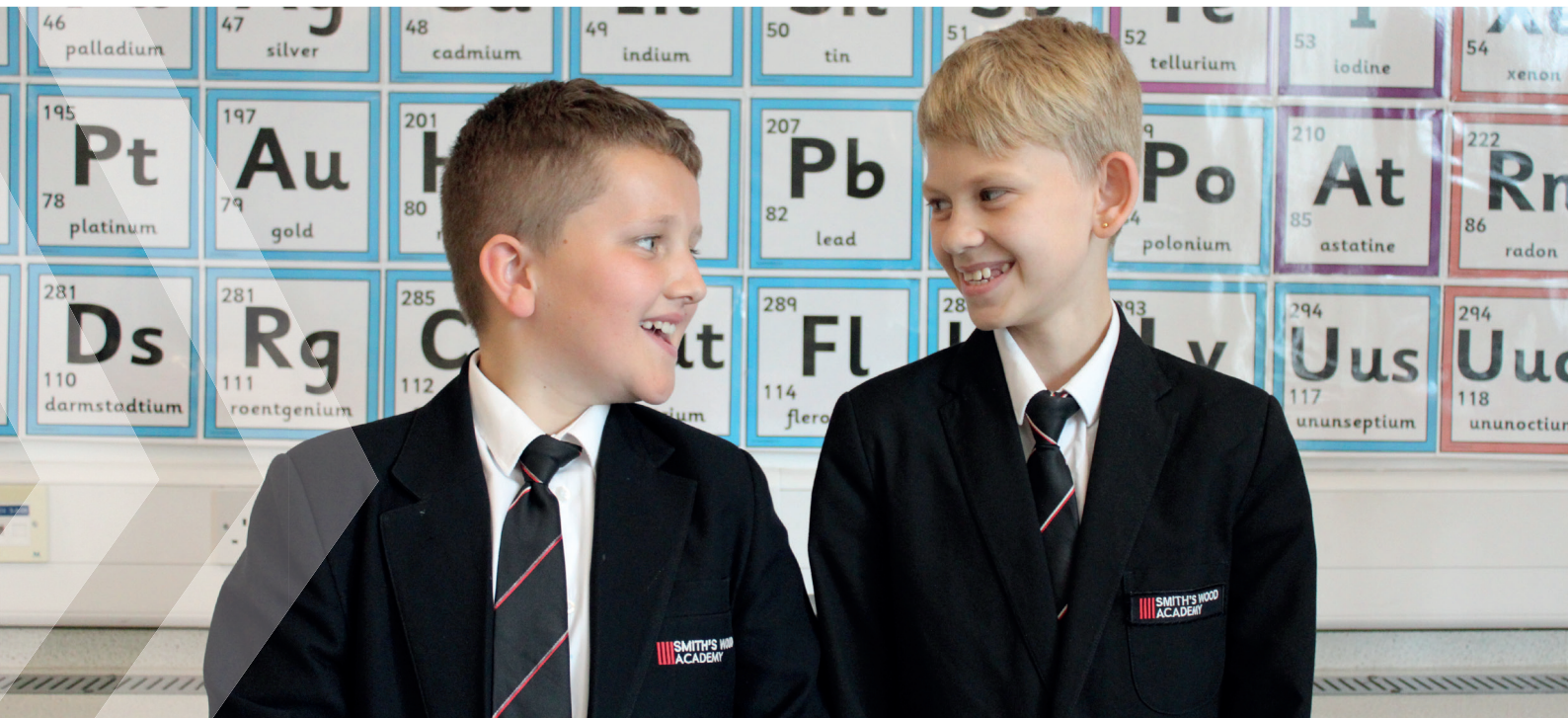


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Person Specification



The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience, knowledge and qualifications

- » Ability to manage pupils firmly, warmly and in a manner which makes the academy community safe.
- » Ability to teach outstanding lessons.
- » Strategic and creative approach to problem solving.
- » Comfortable with outstanding practice.
- » Ability to build and maintain effective relationships through excellent interpersonal skills.
- » Excellent verbal, listening, literacy and written communication skills.
- » Ability to inspire, challenge, motivate and empower others.
- » Ability to develop effective teamwork and be able to contribute effectively to a range of teams.
- » Inclusive approach to education.
- » High expectations of self and others
- » Ability to work under pressure maintaining a sense of perspective.
- » Ability to work under pressure maintaining a sense of perspective.
- » Ability to prioritise, manage own time effectively and deal with conflicting demands.
- » Ability to demonstrate integrity, reliability, commitment, dedication, resilience and tenacity.
- » Ability to assist staff and students with various tasks.
- » Good verbal, listening, literacy and written communication skills.
- » Ability to work autonomously with minimum supervision, or as part of a team if necessary.
- » Excellent organisational skills.
- » Effective interpersonal skills with individuals and groups of people – staff and students.

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Person Specification | *Continued*

- » Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and applications.
- » Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.
- » Ability to form and maintain appropriate relationships and maintain professional boundaries with students.
- » Excellent attendance and punctuality
- » Willing to undertake appropriate training and development with a positive attitude.
- » A commitment to the ethos, vision and values of the Trust.
- » Ability to travel to meetings if required.

Professional Development

- » Evidence of recent relevant further professional development.
- » Recognition that life-long learning is an essential part of personal development.

References

- » Positive recommendation in professional references.
- » Professional references without reservations.

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“Smith’s Wood Academy makes an investment in its employees by giving them lots of chances to develop and succeed.”

Mohammed Ashraf, Head of Science





How to apply

To apply please visit TES by clicking on the link below.

[Smith's Wood Academy - TES jobs](#)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All appointments are subject to satisfactory references and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

recruitment@fmat.co.uk or call **0121 788 4100**



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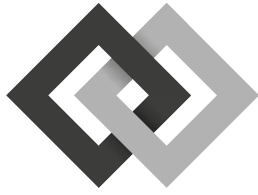
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Smith's Wood Academy is a rewarding and supportive place to work, where my skills and contributions are truly valued.”

Harj Sekhon, Office Manager





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MULTI-ACADEMY TRUST

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.

ENRICHING **LIVES;** TRANSFORMING **FUTURES**