



Kensington  
Aldridge Academy



**Vice Principal**

**Candidate Information Pack**

**April 2024**



Dear Applicant,

Thank you for taking the time to find out more about Kensington Aldridge Academy (KAA). This pack is intended to give you information about this role and our school's vision and ethos. Further background information is available at [kaa.org.uk](http://kaa.org.uk), including in the parent prospectuses and recruitment pages you can find there.

KAA is an 11 – 18 academy situated in the heart of Notting Hill. We opened in brand new buildings in 2014 with just Year 7 and our facilities are second to none. This is our tenth year of operation, and we are now a full school with 1,250 students in Years 7 to 13.

KAA is a high-performing academy with a strong local and national reputation. DfE performance tables consistently place us amongst the top schools nationally for student progress. Ofsted have judged the school to be “outstanding” in all categories and describe standards as “exceptional”. In 2018 we were named the TES “Secondary School of the Year”, and our 2022 Good Schools Guide review praises the “phenomenal” education students receive.

**Any success we have comes from the talent and dedication of our staff.**

KAA staff members are reflective, committed professionals, willing to do whatever it takes for our students to achieve the best results. This role is an opportunity to join a great staff team and make a significant contribution to our ongoing work.

As Principal, there is no higher priority for me than the recruitment and development of staff. **Like any school, we are a “people business” first and foremost.** We understand that we ask a lot from staff, but in return we provide extensive support and development opportunities and the space to extend your skills more than you would find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form that can be found online at [www.kaa.org.uk](http://www.kaa.org.uk) and return it via e-mail to Shola Ope, HR Manager, at [recruitment@kaa.org.uk](mailto:recruitment@kaa.org.uk), or use the “quick apply” application form via the TES advert. If you have any queries, please contact Shola and it may be possible to arrange a conversation with myself or one of the leadership team here at KAA.

With best wishes,

Anna Jordan  
Principal

## **Vice Principal - Job Description**

**Reports to:** Principal

**Application Deadline:** Wednesday 17<sup>th</sup> April 2024, 9am

**Start date:** September 2024

**Contract:** Full time, permanent

**Salary:** L20 (£84,256) – L24 (£92,007)

### **The Role**

Being a Vice Principal at KAA is a senior and important role which carries significant responsibility. As a member of the senior leadership team he/she will collectively be responsible for the overall leadership and management of the academy, and ensuring all staff work in pursuit of the highest possible standards to deliver an outstanding education for all our students.

The successful candidate will be joining a team that is firmly committed to making KAA one of the best academies in the UK. They should demonstrate a passion for education and an understanding of the opportunities a new school like KAA provides. They should be a professional who reads widely and thinks deeply about education and related issues, who is interested in research, and who takes a proactive approach to their own professional development. They should be an outstanding teacher of their subject, able to model what is expected of others. They should be skilled at behaviour management. They will be able to point to significant evidence of leadership impact in their current role. All members of the SLT should take a reflective approach to their own practice, demonstrating the learning behaviour we expect from all students and staff.

To any prospective applicant who is seeking an opportunity that provides quality leadership experience and a platform to offer creative and innovative ideas in their area of expertise, this is a great opportunity. We understand that high calibre candidates may want further information at this stage. Full job specifications for each of the above roles can be downloaded from our academy website ([www.kaa.org.uk/recruitment](http://www.kaa.org.uk/recruitment)) and candidates should not hesitate to contact the Principal's EA (Vashti Turner at [v.turner@kaa.org.uk](mailto:v.turner@kaa.org.uk)) with further questions.

### **Key Responsibilities**

The exact responsibilities for our new VP will be determined through the interview process and reflect the strengths and expertise of the successful candidate.

**In addition to their specific brief, all SLT members have responsibility for:**

#### *Line Management*

- To work effectively as a member of the Senior Leadership team to ensure excellent leadership and management of the academy. In particular, to support staff in achieving the highest standards of teaching, attainment, progress and behaviour among the students.
- Hold Middle Leaders to account for progress and achievement of all students and the quality of teaching and behaviour within their department every 6 weeks.
- Line management of key departments and responsibility for their outcomes.
- Appraisal of a number of other designated staff.
- Coaching/mentoring of teachers as required, and always being disposed to offer appropriate guidance and support to colleagues.

#### *Leadership of vision and strategy, including:*

- Responsibility for the writing and delivery of relevant sections of the Academy Improvement Plan and the school's Self Evaluation Form (SEF).

- Instilling an ethos of high expectations for behaviour and achievement in all students by expertly managing student behaviour and modelling for other staff what is expected.
- Implementation of the academy development plan.
- Offering creative, innovative ideas about embedding outstanding teaching across the academy.
- To ensure that no child is labelled and teachers do not focus overly on 'ability' or 'potential' as fixed attributes. At KAA, we believe in a growth mind-set.
- Leading staff training and development activity.
- Providing considered and balanced solutions to the most difficult and complex issues of school management.

#### *Academy Culture*

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop an academy culture and ethos that is utterly committed to achievement.
- Vision aligned with KAA's high aspirations and high expectations of self and others.
- Be a visible, proactive presence around the academy, promoting positive behaviour and ensuring the smooth day to day running of the academy.

#### *Teaching*

- Modelling outstanding planning, teaching, and homework setting in their own lessons.
- Ensuring that both their own workbooks and those of their direct reports are exemplary models.
- Producing exceptional examination results for their own classes and taking personal responsibility for the results of the whole school.

#### *Other*

- To undertake training and development relevant to the post and in line with the Academy's priorities.
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- To undertake other related duties which may be required from time to time, within a reasonable workload.
- To articulate confidently and powerfully to a range of audiences, even without prior notice.
- To take personal ownership for the standards and success of the entire school.
- To write clearly and intelligently, fit for specific contexts and circumstances.
- To demonstrate, at all times, energy, resilience, initiative and profound attention to detail.

***No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, as an Assistant Principal of a growing academy, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.***

## **Person Specification**

### **Qualification criteria**

- Qualified to at least degree level
- Qualified Teacher Status
- Permitted to work in the UK
- Evidence of relevant and substantial CPD

### **General - experience of**

- Working at senior leadership level.
- Being an outstanding teacher in their subject.
- Having strong behaviour management skills.
- Having worked within and contributed to a successful department curriculum, including expertise at planning for success at GCSE and A-Level.
- Having significantly contributed to the work of an SLT which has resulted in the success of the wider school.
- Being responsible and accountable for the work of a sizeable team, whose impact has in turn had a positive effect on a school.
- Delivering staff training and undertaking professional development of other teachers.
- Co-ordination of whole staff training programmes that have led to significant and sustained improvements in the quality of teaching/provision.

### **Teacher development (all SLT members are expected to be able to model great teaching and to develop others) - Experience of:**

- Understanding what outstanding teaching practice looks like, how to diagnose weaknesses in teaching and deliver coaching and mentoring to improve it.
- Conducting lesson observations as a tool for improvement.
- Designing and delivering outstanding staff training.

### **Leadership and management – The ability to demonstrate:**

- An effective leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile.
- Versatility and flexibility in terms of one's own leadership style. To be aware of different management styles and in which circumstances it is appropriate to adopt an alternative approach.
- Strong interpersonal, written and oral communication skills.
- Strong organisational skills:
  - the ability to delegate
  - the use of effective time management
  - the ability to prioritise
- Resilience and motivation to lead the academy through day-to-day challenges whilst maintaining a clear strategic vision, staying positive, and focusing on key priorities.
- Genuine passion and belief in the potential of every student.
- Strategic thinking and the potential to adopt an entrepreneurial approach to the role.
- An educational vision aligned with the academies' high aspirations and high expectations of themselves and others.

- A clear understanding of the strategies required to establish consistently high standards of results and behaviour in a challenging inner city school and commitment to relentlessly instilling these strategies.
- An ambassadorial approach in all dealings with the community and subsequently to be positive and successfully market the academy in the community.
- Confident and effective presentational skills during public speaking.
- Deliver excellent assemblies and open evenings.
- Skilful management and maintenance of working relationships with parents and other stakeholders.
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.

***This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.***

## **About Kensington Aldridge Academy**

### **Culture & Ethos**

One of the distinctive aspects of being a start-up school is that you can define your culture from day one and set the bar sky high. When we opened KAA we had no existing population of students and teachers who were set in their ways – instead we set out our expectations clearly at the start and, because they were followed up with a consistently great ‘offer’, these expectations have been met.

The opportunity we had to start from scratch and grow carefully is still a defining feature of our school, all these years on.

Our culture remains strong and students and staff alike feel very proud to be part of KAA. Students and their immense potential are at the heart of the work we do.

We believe:

- Every child has the potential to excel
- It is through hard work and discipline that success is achieved
- Outstanding teachers, willing to do whatever it takes, can transform students’ lives
- We are all learners, and as teachers we must model the learning behaviour we ask of students
- School should be a caring, safe place where students are happy
- Parents are our most important partners

### **Teaching and Learning**

Teaching and Learning is the core business of any school. All aspects of school life - attainment, progress, behaviour, ethos, attendance - flow from outstanding classroom teaching and, because of this, the classroom experience of students is our main concern. Our top priority is to ensure that students have a consistent diet of excellent lessons each day.

At KAA we have a model for teaching and learning that is of a national standard, and which is constantly evolving. Our approach is to treat **all** learners as intelligent individuals, irrespective of their prior attainment, and to support them all to go on to achieve the very best results. We work hard to ensure this model of teaching is widely understood and consistently implemented across the academy, and that is continually refined and improved as the school develops.

There are **three main aspects** to our approach to **teaching and learning**:

**The Teaching and Learning Handbook:** This is more than just a teaching and learning policy that sits on the shelf, or, even worse, a few pages in the staff handbook that sets out expectations for lesson planning and offers a few templates. This is a developmental document; a research based handbook that provides clear guidelines on how to plan and deliver lessons. Our teaching and learning handbook is the central policy of the school – our ‘bible’ – and the basis of our on-going programmes of staff training and lesson observation. Candidates can review a copy in advance here: <https://kaa.org.uk/teaching-learning/teaching-learning-handbook/>

Our handbook is not overly prescriptive; instead, it provides teachers with a helpful framework to guide their thinking about short, medium and long-term planning; questioning; discussion; group work; literacy; extended writing; and many other aspects of classroom practice. Within this framework they can develop their own lessons and activities to suit their style and subject.

**High-quality staff training:** One of our mantras at KAA is, *'we learn best when we learn together'*. For us, staff training is something which is relevant to all, not just new staff and ECT's. We don't just reserve training for INSET days – we have an on-going programme of twilight sessions that take place during most weeks of the year. The majority of our training sees our own staff training each other on their areas of expertise. It is grounded in the T&L model – we take ideas from the handbook and illustrate them through training.

Where appropriate, we partner with external training providers. In-house training draws heavily on our archive of video recordings of lessons - we have invested in technology to allow teachers to record 'model' lessons (although it's often even more useful to show colleagues less successful lessons, assuming you are brave enough!). Most importantly, our training is mapped out well in advance, and linked to the overall academy improvement plan. We never make up sessions on the hoof, but always use lesson observation and other monitoring and evaluative tools to establish which aspect of the model needs refinement, and then use training to address this. In short, our on-going, high quality staff training programme inspires and motivates staff, and in time we expect to gain teaching school status and conduct school improvement work with other schools in the borough and beyond.

**Lesson observation:** We adopt a radically different approach to lesson observation that places observing to learn at the heart of staff development. For us, observation is a formative tool and part of a teacher's entitlement to professional development; it is not a performance management exercise. It is expected that all our teachers will be involved in the academy lesson observation cycle, viewing the process as a powerful form of training. As part of their induction into the academy, all teachers will be trained in lesson observation and giving constructive feedback. We operate an open, non-hierarchical approach to lesson observation, in which people request to observe and be observed. It is expected that as lead professionals, members of SLT will be observed just as much as the rest of the teaching staff.

This extensive lesson observation process helps in two ways:

- i. Good ideas will spread quickly around the system, as teachers replicate the best techniques that they see in each other's classrooms
- ii. A culture will be created in which teachers are open to feedback and not defensive about their practice. They will understand that we are all still learning and no one has ever 'arrived' as a teacher

**As staff we understand how central teaching and learning is to the work of the school.**

**As such, there are three questions which are the hallmark of a KAA teacher:**

- **How do my students feel when they arrive at my classroom?**
- **Is my lesson worth behaving for?**
- **How could I have taught that lesson better?**



## Facilities

Distinctive features of our building include:

- A professional theatre
- Our own sports hall and dance studio
- A safe, enclosed rooftop football / sports pitch
- Specialist performing and creative arts classrooms for drama, art and performing arts
- Two music rooms and a professional recording studio
- State of the art design technology rooms, including Graphics, Resistant Materials, Food Technology and Textiles
- Flexible IT spaces – giving students safe access to the right technologies
- Three libraries
- Access to the brand new Kensington Leisure Centre and swimming pool next door to the academy

**We are extremely fortunate to have these facilities and will put them to the service of our students. However, we know the building alone is not the answer; it is the school's values, our strong ethos, and our focus on curriculum, assessment and teaching and learning that will be the keys to our success.**

## Our location

Situated in the heart of Notting Hill, Kensington Aldridge Academy is positioned in one of the most exciting and sought after parts of London. With Portobello Road, home to the famous Portobello Road Market, close by, there are plenty of bars, restaurants, shops and pubs to choose from. We have excellent transport links: just three minutes from Ladbroke Grove tube station, and within easy walking distance of Holland Park and Notting Hill stations, and many local bus routes.

## A commitment to equal opportunities

KAA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and the community and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

## Staff benefits

- Professional development that is of a national standard. In Ofsted's words: *"Staff morale is exceptionally high. They enjoy working at the school and benefit from high-quality training. Teachers new to the profession feel very well supported in settling into the school quickly and developing their practice."*
- Discounted membership of the new Kensington Leisure Centre.
- Two week half term in October.
- 180 school days, 10 training days (not 5 as you find in most schools) & 5 planning days per year, which include the opportunity for teachers to work from home.

- Free breakfast and lunch for any staff who eat with students in the Dining Hall.
- Free weekly staff wellbeing activities; including yoga, circuits, book club and Salsa.

### **Terms and conditions**

The school governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment and excellent performance in line with the academy's pay policy. We want to compete for the best staff and offer attractive pay and conditions and career development opportunities to do so. Salaries will be based on experience, qualifications, and the scope of job and the level of responsibilities. We operate our own terms and conditions, which broadly mirror national pay and conditions. Some key differences are:

- 180 not 190 school days and 10 not 5 training days with a further 5 planning days on top. This means we operate a 39 week year: 37 teaching weeks and 2 weeks planning and preparation with significant focus on CPD.
- The two-week October half term.
- The school day will be from 8am to 5pm Monday to Thursday (with co-planning, mentoring, observation, marking & moderation etc built into the school day wherever possible).
- On Friday the working day finishes at 4pm

### **Response**

We very much regret that we are only able to inform short listed candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

### **Recruitment Privacy Notice**

As part of your application to join us, we will gather and use information relating to you. For full details on our Recruitment Privacy notice please visit <https://kaa.org.uk/recruitment/>.

## BIOGRAPHIES

### **Anna Jordan – Principal**



Anna is Principal at KAA. She was appointed in 2013 as Senior Vice Principal and took up headship in November 2023. She has been central to the growth and success of KAA since the school's inception ten years ago.

Prior to this role, Anna was Assistant Headteacher at Blessed Thomas Holford Catholic College (BTHCC), an 11-18 school in South Manchester. Before taking on this role she was Head of Maths at the same school. BTHCC.

At BTHCC role she was responsible for leadership training and the coordination and development of the middle leaders within the school. Through the school improvement work BTHCC engaged in, Anna designed and delivered leadership and coaching programmes for school leaders across the North West. As a Future Leaders participant she has also supported other schools nationally in developing the quality of their teaching and the structure of their curriculum.

### **Ryan Bernard - Vice Principal - Pastoral**



Ryan is Vice Principal – Pastoral at KAA. He joined the academy in 2014 as Lead Teacher of Physical Education. Ryan founded a dynamic PE department, led Pankhurst as Head of House for 2 years, and was Director of Learning for Year 7 before joining the Senior Leadership Team. He was appointed as Assistant Principal in February 2017 and promoted to Vice Principal in July 2019.

Ryan graduated from the University of East London with a BSc (Hons) in Sports Coaching. He then completed his PGCE in Physical Education at Middlesex University and a Master's degree in Teaching & Learning at the Institute of Education. Before joining KAA, Ryan was Head of Boys PE at Phoenix Academy, an 11 – 19 school in Shepherds Bush, London.

### **Jamie Clayton – Vice Principal – Teaching & Learning**



Jamie is Vice Principal for Teaching & Learning at KAA. He joined the academy as Director of English in 2016 and was promoted to SLT in September 2018.

Jamie studied English Literature at the University of York before training with Teach First. He then completed a Masters degree in Education and Leadership at the University of Manchester. Jamie was Second in Charge of English at Walthamstow Academy and Key Stage 5 coordinator at City of London School before joining KAA in April 2016.

## QUOTES ABOUT KAA

***“I have visited many schools in my time and KAA is one of the most impressive. It is an amazing school with amazing students.”***

***Dr Lee Elliot Major, CEO of The Sutton Trust***

***“I was inspired by my visit to KAA. Talking to the students about their hopes and aspirations for the future and hearing them speak in such an articulate manner is clearly the product of a culture of high expectation and a belief that they can and will achieve. The team at KAA have made a fantastic start and well on the road to establishing a truly great school.”***

***Sir David Carter, National Schools Commissioner***

***“David Benson, the Principal of the Kensington Aldridge Academy, is also developing aspirational new approaches to the curriculum for students from disadvantaged communities.”***

***Michael Gove MP, Former Education Secretary***

***“Leaders, governors and staff have the highest ambitions for pupils. Together, they have created a school where pupils are happy, safe and making excellent progress. What the school has achieved and sustained is remarkable.” - Ofsted, 2017***

***“Bring an appetite for learning and hard work and the school will provide a banquet of opportunities – academic, cultural and sporting. Every community should have one.”***

***Good Schools Guide***



# VISITORS & SUPPORTERS OF KAA



Gareth Malone



Justine Greening



Duchess of Cambridge



David Carter



Gillian Anderson



Sadiq Khan



Prince Harry



Damian Hinds



Prince Charles



David Cameron