



# Lord Grey Academy

## Lord Grey Can



### **ASSISTANT PRINCIPAL**

**TOVE Learning Trust**  
**L13 – L17 £69,596 - £76,772 pa**

**Required for September 2026**

#### **Application pack contents**

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



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### Welcome from the Principal

#### Welcome to Lord Grey Academy – A Place Where You Belong!

Thank you for your interest in joining Lord Grey Academy. We are a diverse, vibrant, and supportive community where both students and staff flourish. At Lord Grey, we believe in fostering an environment where everyone feels valued, respected, and empowered to reach their full potential.

Our mission is clear: to provide an outstanding education that opens doors to life-changing opportunities for our students. We are relentless in our pursuit of excellence, blending academic rigour with compassion to ensure that every student feels inspired and capable of achieving their best. We cultivate an “I can achieve anything” attitude that is at the heart of everything we do. This ethos is embodied in our motto, *Lord Grey Can*, which serves as a reminder that there are no limits to what we can achieve together.

#### A Strong, Supportive Community

At Lord Grey Academy, we are more than just a school; we are a close-knit community. Our students benefit from a nurturing environment where strong relationships between peers, staff, and families ensure everyone feels part of something special. Pastoral care is at the heart of our success, with a dedicated team that ensures every student feels supported and included, no matter their background or individual needs. Our commitment to building purposeful and personal relationships helps guide students toward success. We work alongside parents, carers, and external agencies to provide the best support for each child. This collaborative approach ensures that every student has access to the resources and encouragement they need to thrive.

#### Celebrating Our Achievements and Growth

Lord Grey Academy has made incredible strides since becoming an Academy in 2018 and joining the Tove Learning Trust. We were appointed a DFE Attendance and Behaviour hub in January 2026. Our partnership with PSG (Paris St. Germain) has further strengthened our approach. This collaboration has provided invaluable resources and expertise, helping us accelerate our progress and further enhance the learning experience for our students. We are winners of several accolades: MK Secondary School, MK Inspiring Secondary School, MK Maths Team of the year and recently our Diversity Champion award for MK Multicultural Awards. We are nominated again this year for Inspiring Secondary School of the Year. The academic success of our students has also gone from strength to strength with Summer 2024 results in over 6 subjects being above National Averages!

We are immensely proud of the positive behaviour and caring attitudes displayed by our students. Their respectful and harmonious approach to learning fosters an environment where academic success thrives. As a school, we are deeply committed to not only achieving excellent academic results but also nurturing compassionate, respectful, and confident young adults ready to make their mark on the world.

#### A Great Place to Work and Grow

At Lord Grey Academy, we believe that our staff are key to our success. We pride ourselves on providing a supportive, collaborative, and inclusive working environment where staff are encouraged to develop their skills and progress in their careers. We have a high-quality CPD programme and are committed to ensuring that every member of staff has the opportunity to grow professionally and personally.

We understand the importance of work-life balance and strive to create a culture that reduces unnecessary workload and promotes well-being. The strong sense of community within our Academy is reflected in how our staff support one another, creating a positive and motivating atmosphere for everyone.





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### **DFE Attendance and Behaviour Hub**

We are very proud to have just been designated as a Lead School- Attendance and Behaviour hub by the Department for Education (DfE) supporting other schools in the region with Enhanced and Regional Support.

### **We Welcome You to Join Us**

We hope that by reading this booklet and exploring our website, you will feel inspired to apply to become part of the Lord Grey Academy family.

We are excited about the possibility of you joining us and look forward to meeting you.

Together, we can continue our journey of excellence, ensuring that every student at Lord Grey can achieve their very best.

### **Lord Grey Can!**

Samantha Satyanadhan  
Principal



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### Information about the role

We are very excited to recruit an Assistant Principal to our senior leadership team. This is an exciting opportunity to join the Leadership Team with a clear focus on every student achieving their best and being the best they can be. Even after our significant progress over the last few years to be close to or even exceeding national in many of our subjects, we still believe we can achieve more for our community. Lord Grey joined the Tove Learning Trust in April 2018. I joined as Associate Principal in September 2021 and became Principal in January 2025. We have made significant progress but there is much to do to embed our character values and to ensure that will truly prepare all of our students for life in our thriving and growing community.

The Leadership team is a group of experienced and capable leaders who are truly committed to the young people in our care and believe that Lord Grey Can! We are relentless in our pursuit of excellence.

The current leadership team is comprised of Principal and two Vice Principals (Behaviour and Attendance/ Quality of Education and Personal Development) with five Assistant Principals with responsibilities as follows:

- Achievement and Progress
- Behaviour
- Attendance
- Teaching and Learning
- Character, Attitudes and Culture

In addition we have a very experienced Business Manager to keep the Academy running.

This role will work closely with the Principal and Vice Principal Behaviour and Attendance, you will line manage the Safeguarding Officer; Support staff relating to Safeguarding and will lead on LAC, PLAC and SGO. A large part of the role will involve being the Designated Safeguarding Lead and designated Looked After Child Teacher. Other areas of responsibility will be determined by the skills of the successful candidate who is successfully appointed.

The Leadership Team meets for a two hour meeting each week where we formulate policy, agree action and evaluate progress towards our strategic goals. We have a daily 'run the day' operational briefing at 8am. We are an open and honest team and we hold each other to account in an objective and supportive manner. We promote this approach through line management of other leaders in the Academy.



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### JOB DESCRIPTION : ASSISTANT PRINCIPAL

Role:	Assistant Principal
Responsible to:	Vice Principal/Principal
Based at:	Lord Grey Academy
Hours:	This is a full time post
Grade:	TLT Leadership Scale L13 - L17

#### Job context:

The Assistant Principal will be responsible as Designated Safeguarding Lead and Designated Teacher for Looked After Child. They will be a member of the Senior Leadership Team and will participate in the Academy's assembly and duty rotas. In addition, the Assistant Principal will also be employed as a teacher.

The post holder will be required to be a member of the Senior Duty Team taking responsibility for critical incident emergency cover and will contribute to the assembly programme, oncall, Detention duty and Reflection Room/Internal Suspension Room staffing.

#### Key Responsibilities:

- under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- job descriptions are subject to review and amendment

You will be responsible for supporting students, leading safeguarding so that all Lord Grey learners can achieve well and are well prepared for adult life. The DSL will take lead responsibility for safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. The DSL will also be responsible for the welfare and progress of looked-after children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police. Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

Specific responsibilities include:

- Designated Safeguarding Lead (DSL).
- Designated Teacher of LAC/PLAC.

Other areas of strategic oversight will be determined by the successful candidate.



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**All Assistant Principals are a key member of the Academy Leadership Team and general leadership responsibilities include:**

1. Providing clear strategic vision and leadership for the academy which achieves the highest quality educational provision.
2. Modelling the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
3. Being committed to working in a cohesive, supportive and forward-thinking team of leadership team colleagues which shares an ambitious vision to transform education at Lord Grey Academy.
4. Accounting for the standards in your key areas of responsibility to the Vice Principal, Principal, Governors and external agencies.
5. Contributing to the formulation and implementation of key sections of the Academy Self Evaluation and Strategic Plan as designated by the Principal.
6. Being prepared to work flexibly, actively supporting the work of other leaders, in order to achieve organisational objectives.
7. Contributing to academy activities including assemblies; break and lunch lunchtime supervision.
8. Ensuring a safe and healthy environment is maintained within the academy, referring any areas of concern to the Principal and Site Team where required.
9. Attending Leadership Team meetings and other academy management meetings including governor meetings as required.
10. Meeting the professional duties of all teachers (School Teachers' Pay and Conditions Document) summarised as follows:

**Designated Safeguarding Lead:**

1. To promote a strong Safeguarding Culture: A primary duty is to "enhance and guard" a safeguarding culture where the early identification of concerns is embedded across both pastoral and academic structures.
2. The DSL must ensure the school adheres to all statutory safeguarding and child protection requirements.
3. Maintaining and developing safeguarding policies and procedures is a core duty, along with ensuring the effective implementation of the school's Safeguarding and Child Protection Policy.
4. The DSL is responsible for accounting for safeguarding standards to the Principal, Governors, and external agencies.
5. Lead safeguarding training for all staff and governors, ensuring they receive regular updates and refresher sessions so that staff are well trained and confident.
6. Act as the main point of contact for all safeguarding matters.
7. Liaise closely with external agencies, including social services, CAMHS, and the local authority.
8. Ensure that intervention strategies for student concerns are seamlessly integrated throughout the school.
9. Provide supervision for all pastoral staff.



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### **Designated Teacher for LAC and PLAC**

1. Ensure a whole-school culture that prioritises the social, emotional, and academic needs of LAC/PLAC.
2. Take the lead on developing, implementing, and reviewing PEPs for LAC, ensuring they are completed within statutory timescales.
3. Track attainment and progress data to take prompt action if a child is falling behind.
4. Ensure Pupil Premium Plus funding is used effectively to boost outcomes.
5. Act as a central contact for social workers, carers, and parents, ensuring the "voice of the child" is heard in decisions.
6. Raise staff awareness of the specific needs of children with disrupted education and trauma backgrounds.

### **Support for Vulnerable Groups and Wellbeing**

1. Lead on work related to vulnerable student populations.
2. To act as the school's Mental Health First Aider, supporting teachers and providing guidance on adolescent mental health and student wellbeing.
3. Develop strategies to equip families with tools to support student wellbeing at home, including guidance on digital wellbeing.
4. Line management for Deputy Designated Safeguarding Leads (DDSLs), as well as medical team.
5. Liaison with counselling teams as point of contact.

### **Teaching and Learning:**

1. Under the reasonable direction of the Principal to carry out the professional duties of a school teacher and adhere to all aspects of the Teachers' Professional Standards
2. A commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
3. To maximise progress for all classes taught by you
4. To teach your subject(s) at Key Stage 3, 4 and, if appropriate, in the Sixth Form
5. To teach in line with faculty and School policies on e.g. assessment, teaching and learning, homework, student behaviour contribute to learning opportunities within the formal and extended curriculum.
6. To ensure student progress against prior attainment, at least in line with national averages and progress targets
7. To contribute to the profile of your teaching subject(s) within the School
8. To be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
9. To regularly review and evaluate teaching and learning in lessons and across schemes of work
10. To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
11. To involve parents in behavioural issues in line with School policies
12. To ensure the effective and efficient deployment of classroom support
13. To work as a member of designated teams and to contribute to the building of teams within the School
14. To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.



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### Curriculum and Assessment

1. To plan appropriate lessons to meet the learning needs of all students including those of:
  - i. the higher prior attaining,
  - ii. Looked After Children,
  - iii. of EAL and 'groups within groups' students and
  - iv. of those students with Special Education Needs or who are Pupil Premium
2. To evaluate and review lesson plans
3. To contribute to the planning of Subject Schemes of Learning
4. To create and manage resources for the teaching of lessons
5. To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and School policies
6. To use assessment to inform curriculum planning, teaching and learning
7. To assess accurately to help students meet their Target Grades
8. To act on feedback from examination boards on the quality of marking, moderation and assessment
9. To assess students' work accurately and regularly with good quality feedback on how to improve, given in a variety of ways
10. To work within School curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda
11. To inform and involve parents in their children's learning in line with School policies and procedures.

### Continuous Professional Development (CPD)

1. To take responsibility for personal CPD needs within the School's Appraisal framework
2. To monitor the impact of CPD on your own teaching and learning
3. To seek advice and support within School policies
4. To be familiar with and contribute to the School Improvement Plan and School Self Evaluation systems.

### Management Information and Its Use

1. To maintain appropriate records and to provide relevant accurate and up-to-date information
2. To complete the relevant documentation to assist in the tracking of students
3. To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time.

### External Communication

1. To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
2. To contribute to the development of effective subject links and other links with external agencies
3. To contribute to extra-curricular activities, and to support them with attendance, where possible.

### Other

1. To comply with "Health and Safety" at Work legislation
2. To undertake School duties in line with School policies and procedures
3. To cover lessons and registration sessions for absent colleagues in line with the School Cover Policy, based on the concept of rarely cover, and in exceptional circumstances
4. To attend assemblies as required



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5. A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy
6. To comply with any other reasonable requests from the Principal when there are exceptional circumstances
7. To undertake such duties as may from time to time be reasonably assigned by the Principal.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities which could include break/lunch duties, first aid, invigilation, chaperoning and minibus.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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### Person specification

Relevant experience	Essential	Desirable	How evidenced
At least 7 years of highly successful teaching experience	✓		A
At least 3 years of Head of Faculty experience leading a Faculty with significant outcomes in line with National outcomes	✓		A
Evidence of appropriate professional development for safeguarding including DDSL or DSL training.	✓		A I
Implementing and encouraging good safeguarding practice throughout a large team of people.	✓		A I
Using information to increase attainment and identify effective interventions to ensure students make progress	✓		A I
Building relationships with children and their parents, particularly the most vulnerable.		✓	A I
Working and communicating effectively with relevant agencies		✓	A
Knowledge and understanding	Essential	Desirable	How evidenced
Well informed about current developments and initiatives in education	✓		A I
Understanding of use of data to monitor student welfare, trends and patterns in safeguarding	✓		A I
To have a knowledge and understanding of safeguarding in relation to the education sector.	✓		A I
Understanding of barriers to learning, ways of motivating people and strategies to address underachievement	✓		A I
Lead, inspire, challenge and empower teams / individuals to perform outstandingly.	✓		A I
Education and training	Essential	Desirable	How evidenced
Honours degree	✓		A
Qualified Teacher Status	✓		A
Successfully undertaken Child Protection Training at Level 3 (Designated Safeguarding Lead)	✓		A I
Professional Development in preparation for Senior Leadership or Further study, e.g. NPQs		✓	A
To have experience/training in CPOMs	✓		A I
Professional skills	Essential	Desirable	How evidenced
Ability to make and sustain excellent relationships and build rapport with all stakeholders, promoting the school's vision and values	✓		A I
Excellent leadership skills, adaptable and flexible, holding people to account and getting the best out of others	✓		A I
Demonstrating consistently good and outstanding classroom practice	✓		A I
Strong communication skills orally and in writing in order to work with different audiences and report effectively	✓		A I

A – Application form I – Interview R - Reference





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**Advertisement**

### **ASSISTANT PRINCIPAL**

**Required for September 2026**

**TOVE Learning Trust Leadership Scale  
L13 – L17 £69,596 - 76,772 pa**

We require for September 2026 a dynamic, hardworking and committed teacher to join our Leadership Team as Assistant Principal – DSL and Designated Teacher of LAC. Any subject area can be considered.

This is an exciting opportunity to join our Academy to work at a senior level working with highly motivated staff, enthusiastic students, supportive parents and knowledgeable and effective Local Governing Body. We are a hardworking, dedicated and supportive learning community, we truly believe that Lord Grey Can.

The core purpose of the role is to lead the Safeguarding culture at Lord Grey. To support Looked After Children and other vulnerable groups to be the best they can be.

Lord Grey Academy is part of the well-established and successful Tove Learning Trust and we enjoy the support and challenge that being part of a multi academy trust brings. The development of our Lord Grey curriculum and focus on high quality teaching and learning is at the heart of what we do and we hope that you will want to join us as we continue on our journey of continuous school improvement.

A series of activities including lesson observation, leadership tasks and a formal interview will form the selection criteria. A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link. Details on how to apply are at the end of this booklet.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on **Tuesday 5th May 2026**. Interviews will be held on **Friday 8th May 2026**.

Only successfully short listed candidates will be contacted.



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### Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

#### Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
  - 24/7 GP Appointments & prescription services
  - Dental treatment
  - Optical care
  - Physiotherapy
  - Skinvision - skin health tracker
  - A range of essential healthcare expenses
  - Exclusive discounts on shopping & travel

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





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### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

### How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- We are a DFE Attendance and Behaviour Hub
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



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### How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form and a supporting statement. In here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.