



Assistant Principal Academic Student Achievement Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.



Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply to support me in leading our school, you will be an exceptional candidate with a relentless desire to contribute to sustainable school improvement. Moreover, you will be joining a committed team of staff who make it their business to support each other, to enable them to provide the very best educational opportunities for our students.

If you would like to explore the vacancy in more detail prior to applying, we encourage you to join one of our pre-application tours with me; the application window has deliberately been constructed to allow sufficient flexibility for prospective candidates to do this. If you would like to join us for a tour, please contact Charlotte Crossley (PA to the Principal) by email [at ccrossley@campden.school](mailto:ccrossley@campden.school) or telephone (01386 840216) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for this position, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#), and writing a supporting letter of application.

Part 1 of the generic application form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. Given that your application will be supported by a formal letter of application, please feel free to omit this section of the application form completely. The supporting letter of application is restricted to two pages (min. font 11) and should outline how your skill set and experiences to date are suited to the requirements of the job role and person specification, in addition to evidencing the impact that you have made in your current (and where appropriate) previous role(s), which are relevant to the post you are applying for.

The deadline for applications (Part 1 & 2 of the application form, and the supporting letter of application) to be received by our HR team (recruitment@campden.school) is **10:00am on Tuesday 5th May 2026**.

Interviews will take place week commencing 11th May 2026.

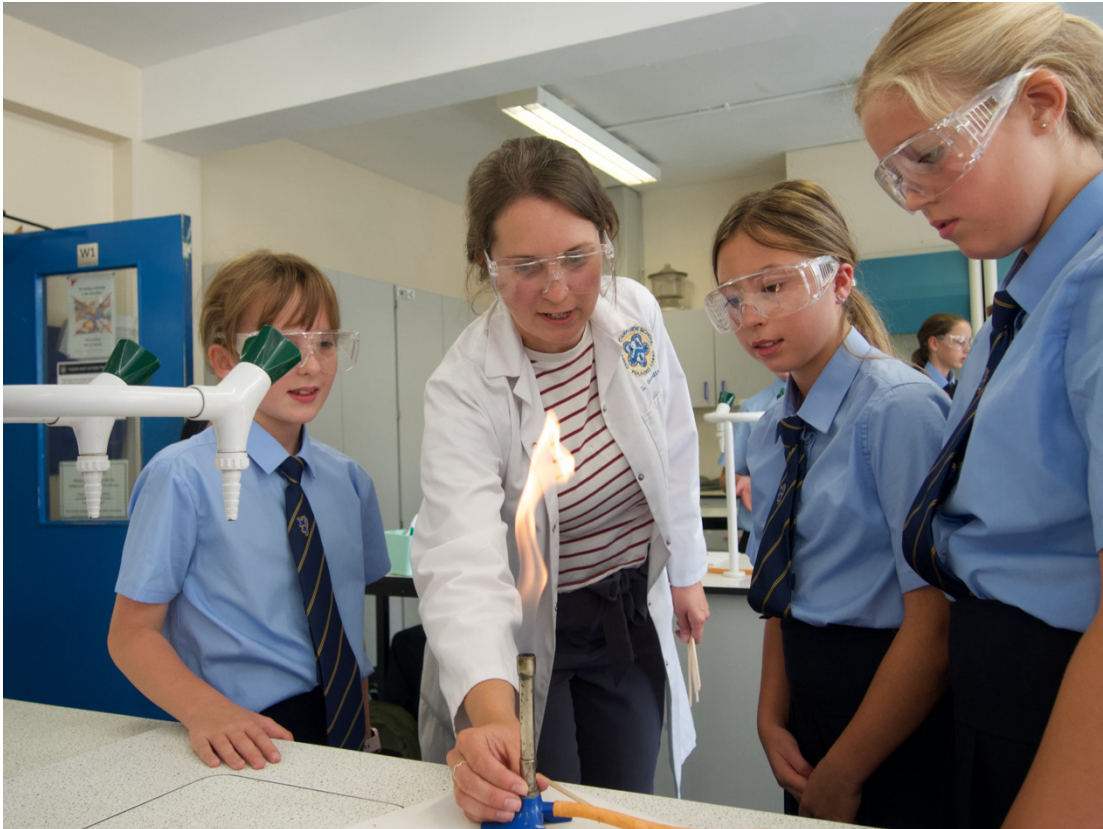
I look forward to hearing from you.



Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- An iPad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment.

- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Post Title:	Assistant Principal (Academic Student Achievement)
Responsible to:	Vice Principal (Curriculum & Quality of Education)
Grade:	Leadership Pay Spine (L13 – L17)
Contract and hours:	STPCD 2025

Section A: Main purpose

- To provide strategic and operational leadership of aspects of the school's provision for academic student achievement (KS3/KS4).
- Line-manage faculties and staff, as per the SLT Responsibilities document.
- Lead on
 - Internal academic student performance data
 - Reporting to parents
 - Student interventions (KS3/4)
 - SLT oversight of whole-school literacy and reading

Section B: Key responsibilities

- To lead relevant strategic and operational duties aligned to the above areas of provision and as documented in the 'SLT Responsibilities Document'.
- Strive to ensure that all staff, for whom the postholder has line management responsibility, model the school's ethos and culture.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework.
- Communicate the school's vision compellingly and support strategic leadership.
- Lead by example, holding and articulating clear values, moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Work within the SLT in a way that is supportive of other members of the team.
- Support with the day-to-day management of the school.
- Keep up to date with developments in education and relevant research.
- Work with political and financial astuteness, translating policy into the school's context.

- Seek training and continuing professional development to meet own needs.
- Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Support an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold line managed staff to account for their professional conduct and performance.
- Work with the School's Trust Board as appropriate.
- To carry out any other reasonable duties requested by the Principal.

Section C: Additional

- The duties in this job description may be modified by the Principal, in consultation with the postholder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Qualified teacher status.	E	A
Educated to degree level.	E	A
Ability to teach at a consistently high level, evidenced by students' academic outcomes over time.	E	A/R
In-depth knowledge and understanding of the Ofsted Inspection Framework.	E	I
A willingness to keep abreast of relevant educational research and pedagogical development.	E	I
Degree classification of 2:1 or higher.	D	A
Other professional development qualification(s) relevant to the post.	D	A
NPQH/NPQSL/MEd or other recognised leadership qualification.	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Evidence of positive impact over time in a range of leadership priorities within the past two years.	E	A/I/R
Experience of working with Trustees.	D	A/I/R
Plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards.	E	A/I/R
Rapidly analyse academic student performance data, with a high degree of accuracy, drawing logical conclusions and recommendations for further action.	E	I
Competently use management information systems.	E	A/R
Assimilate financial information and demonstrate astute financial awareness.	E	A/R
Analyse legislation and other complex documents, summarising required actions for multiple audiences.	E	A/I/R
Demonstrate potential for further career progression beyond this post.	D	A/I/R

Understanding of the role of SENCo and the SEND Code of Practice.	D	A/I/R
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Outstanding oral communicator	E	I
Written communications are appropriate for the intended audience, grammatically correct and showcase high levels of written literacy	E	A/I/R
Confidently communicate with audiences of varying sizes, articulating content with passion and clarity	E	I/R
Ability to delegate effectively and hold staff to account.	E	I/R
Demonstrate dynamism and creativity in solving problems	E	A/I/R
Motivate and inspire individual colleagues and teams	E	I
A 'self-starter' with the ability to prioritise effectively and meet deadlines	E	I/R
Outstanding levels of EQ and self-awareness	E	I
Someone who: <ul style="list-style-type: none"> • is reflective, with high levels of personal resilience and able to accept constructive feedback from others in order to further improve performance • prioritises 'the team' above 'self', and contributes wholeheartedly to the life, culture, spirit and ethos of our school • thrives on challenge, with the necessary drive and determination to get a job done. 	E	I



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