



Lord Grey Academy
Lord Grey Can



ASSISTANT PRINCIPAL

TOVE Learning Trust
L13 – L17 £69,596 - £76,772 per annum

Required for January 2026

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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

Thank you for your interest in joining Lord Grey Academy. We are a diverse, vibrant, and supportive community where both students and staff flourish due to our belief that all at Lord Grey Can! At Lord Grey, we believe in fostering an environment where everyone feels valued, respected, and empowered to reach their full potential and has a strong sense of belonging.

Our mission is clear: to provide an outstanding education that opens doors to life-changing opportunities for our students and the personal development curriculum is key to achieving this. 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. Our rapid journey of improvement has already positioned us as the school of choice in the local area, and we are proud to be oversubscribed in all year groups. 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. The academic success of our students has also gone from strength to strength with last year 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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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.

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Samantha Satyanadhan
Principal





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Information about the role

We are very excited to recruit an Assistant Principal to our Leadership Team.

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. This post has become available through our reflection and focus on holding high expectations for all students and ensuring behaviour that reflects our character values. Education is a different landscape and we recognise that we need to ensure we are holding students into the pace of the way we do things here: The Lord Grey Way.

The Leadership Team is comprised of Principal and two Vice Principals with five Assistant Principals with responsibilities as follows:

- Teaching & Learning
- Attendance
- Behaviour
- Inclusive Learning
- Progress and Achievement

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

The Leadership Team meets for a two-hour meeting each week where we formulate policy, agree action and intervention and evaluate progress towards our strategic goals. 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.

We encourage pre-application visits.

Samantha Satyanadhan
Principal





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JOB DESCRIPTION - ASSISTANT PRINCIPAL

Role: Assistant Principal (Area of responsibility to be discussed)
Responsible to: Principal
Based at: Lord Grey Academy
Grade: L13 - 17
Hours: This is a full time post

Job context:

To provide professional vision and leadership for Lord Grey Academy

Key Responsibilities:

You will be responsible for leading a key area of the Academy. You will line manage and work closely with colleagues across year groups ensuring the quality of teaching and learning is available for all students.

Specific responsibilities include:

- Strategic oversight of your responsibility area across all faculties and the academy.
- Work with the heads of Faculties and departments to ensure teaching and learning is effective for all students.
- Work with other senior colleagues to hold strategic oversight of your responsibility area.
- Provide leadership for some of the Heads of Faculties.
- Develop opportunities for students to embody the Lord Grey character values in curriculum implementation.
- Monitoring and improving quality assurance of curriculum Implementation.
- Ensuring KS2 to KS3 transition is strong and effective.

The Assistant Principal - is a crucial member of the Academy Leadership Team and general leadership responsibilities include:

- Providing clear strategic vision and leadership for the academy which achieves the highest quality educational provision.
- 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.
- 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.
- Accounting for the standards in your key areas of responsibility to the Principal, Governors and external agencies.
- Contributing to the formulation and implementation of key sections of the Academy Self Evaluation and Strategic Plan as designated by the Principal.
- Being prepared to work flexibly, actively supporting the work of other leaders, in order to achieve organisational objectives.
- Contributing to academy activities including assemblies; break and lunch lunchtime supervision.
- Ensuring a safe and healthy environment is maintained within the academy, referring any areas of concern to the Principal and Site Team where required.
- Attending Leadership Team meetings and other academy management meetings including governor meetings as required.
- Meeting the professional duties of all teachers (School Teachers' Pay and Conditions Document) summarised as follows:



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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 you 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
6. To contribute to learning opportunities within the formal and extended curriculum
7. To ensure student progress against prior attainment, at least in line with national averages and progress targets
8. To contribute to the profile of your teaching subject(s) within the School
9. 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
10. To regularly review and evaluate teaching and learning in lessons and across schemes of work
11. To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
12. To involve parents in behavioural issues in line with School policies
13. To ensure the effective and efficient deployment of classroom support
14. To work as a member of designated teams and to contribute to the building of teams within the School
15. To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Curriculum and Assessment

1. To plan appropriate lessons to meet the learning needs of all students including those of:
 - the higher prior attaining,
 - Looked After Children,
 - of EAL and 'groups within groups' students and
 - 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.



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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 responsibilities

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
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 Associate Principal when there are exceptional circumstances
7. To undertake such duties as may from time to time be reasonably assigned by the Associate 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.

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 _____



Person specification

Relevant experience	Essential	Desirable	How evidenced
At least 7 years of highly successful teaching experience	✓		A I
At least 3 years of middle leadership experience with significant line management responsibility.	✓		A I
Implementing improvement plans, identifying priorities and evaluating impact	✓		A I
Using information to increase attainment and identify effective interventions to ensure students make progress	✓		A I
At least 3 years experience within your specialty with strong outcomes	✓		A I
Work in more than one school		✓	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 progress and assessment tools to monitor teaching and learning	✓		A I
Understanding of barriers to learning, ways of motivating people and strategies to address underachievement	✓		A I
Education and training	Essential	Desirable	How evidenced
Good honours degree	✓		A
Qualified Teacher Status	✓		A
Further relevant professional training including evidence of preparing for senior leadership	✓		A I
Further study, e.g. NPQs including SENDCO qualification		✓	A
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
Ability to make and implement difficult decisions	✓		A I
Strong communication skills orally and in writing in order to work with different audiences and report effectively	✓		A I
Ability to think strategically	✓		A I
Quality assurance: strong monitoring, evaluating and reviewing practices	✓		A I
Ability to give clear direction, determine priorities and ensure that others uphold policy and practice	✓		A I
Strong ICT skills and good numeracy	✓		A I



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Personal related skills	Essential	Desirable	How evidenced
Strong moral purpose, commitment to equality and diversity	✓		I
Able to inspire, motivate and engage, bringing people along	✓		I
Excellent communicator	✓		A I
Strong personal impact, presence, self-efficacy and confidence	✓		I
Calm under pressure, prioritising and managing time effectively	✓		A I
Ability to respond immediately to changing needs and circumstances	✓		A I
Commitment to student well-being and the safeguarding and protection of young people from harm	✓		A I
Professional values and practice	Essential	Desirable	How evidenced
High expectations with regard to all school standards and the ability to foster success in others	✓		A I
High standards of professionalism and consistency of message in line with the school's ethos, values and expectations	✓		I
Collaborative, collegiate and inclusive leadership, sharing effective practice in approaches and resources	✓		A I
Genuine interest in young people and their futures and a belief in the potential and ability of all	✓		A I

A – Application form I – Interview R – Reference



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Advertisement

ASSISTANT PRINCIPAL

Required for January 2026

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

We require for January 2026 a dynamic, hardworking and committed teacher to join our Leadership Team as Assistant Principal. Any teaching 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 ensure that we have the right support for the right students in the right areas as well as holding consistently high expectations and standards. Teaching and learning is a huge strength at Lord Grey and the teaching faculties are a fantastic well-staffed resource but there are some key areas that we are hoping to consolidate and push on even further. Are you the person who will help us get there?

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 candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/vacancies/>

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Tuesday 21 October 2025 Interviews will take place on Thursday 23 October 2025

Only successfully short listed candidates will be contacted. CVs will not be accepted.





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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.
- 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.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with 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 Associate 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 free to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <https://www.lordgrey.org.uk/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. There is a space on the form titled **Support of Application** and 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.