



# **Assistant Vice Principal Behaviour & Safeguarding RECRUITMENT PACK**



# WELCOME FROM NUMERA ANWAR PRINCIPAL & CEO

Dear Candidate,

Thank you for your interest in joining Westminster Academy. We are delighted that you are considering becoming part of our vibrant and ambitious learning community.

At Westminster Academy, we are proud to be a nationally recognised IB World School, leading the way in delivering the International Baccalaureate programmes. Our commitment to the IB philosophy—developing inquiring, knowledgeable and caring young people who are equipped to thrive—underpins everything we do. We offer both the IB Diploma Programme and the IB Career-related Programme, ensuring our students benefit from a rigorous, holistic education that prepares them for success beyond the classroom.

Our team is made up of passionate educators and professionals who believe in the transformative power of education. We are proud of our diverse student body, our collaborative ethos, and our relentless pursuit of improvement. Whether you are an experienced practitioner or at the beginning of your career, you will find Westminster Academy to be a place where your talents are valued, your voice is heard, and your development is prioritised.

We also recognise that great teaching and leadership flourish in a culture that respects balance. At Westminster Academy, we take a

considered approach to staff workload and promote staff wellbeing, fostering a professional environment built on trust, support, and mutual respect.

We are looking for individuals who share our values, who are committed to making a difference, and who are excited by the opportunity to contribute to a school that is both forward-thinking and rooted in its community.

I hope this recruitment pack gives you a sense of our vision, our values, and the rewarding journey that awaits you here. We look forward to learning more about you and the unique strengths you can bring to Westminster Academy.

Warm regards,

**Numera Anwar** Principal & CEO



# THE DANGOOR FAMILY AND THE EXILARCH'S FOUNDATION

Sir Naim Dangoor (1914 – 2015) was an Iraqi-born Jewish entrepreneur and philanthropist. He was born in Baghdad in 1914 to a wealthy printing family and first came to the UK in the 1930s to study engineering at the University of London. He went on to build a substantial property empire. To thank the “wonderful country” that gave him refuge, he became a generous philanthropist, giving away millions to various health, educational, and religious charities. He always felt the biggest gift he received was an education in London.

The Dangoor Family, through the Exilarch's Foundation, continues to give generously to charity throughout the UK by providing grants to charitable organisations, such as Cancer Research UK, the Francis Crick Institute in London, the Royal Society of Medicine, Birkbeck University, The Open University, Imperial College, etc., and abroad to institutions such as Nanjing University in China and Bar-Ilan University in Israel. For a full list of organisations they support, see their webpage at [www.dangooreducation.com](http://www.dangooreducation.com).

The Dangoor Family chose to sponsor Westminster Academy as the only school they sponsor in the UK as a way to support the immigrant community they came from.

Through their sponsorship, they have created a unique educational environment in the UK—a well-subscribed, large, rigorous IB programme in the state education sector. The IB philosophy is all about being internationally minded citizens, not just locally focused, and about supporting students to become good citizens and valuing themselves and others.

**THE UK GAVE OUR FAMILY REFUGE  
WHEN WE WERE EXILED TO THE UK IN  
THE 1960s, FOLLOWING POLITICAL  
UNREST IN IRAQ.**

**SINCE THEN, WE HAVE SOUGHT TO  
EXPRESS OUR GRATITUDE TOWARDS  
THE COUNTRY BY SUPPORTING THE  
PROMOTION OF EDUCATION, IN  
PARTICULAR THROUGH OUR WORK  
WITH THE WESTMINSTER ACADEMY AND  
BY HELPING STUDENTS THROUGH  
UNIVERSITY SCHOLARSHIP AND  
BURSARY SCHEMES.**



# ROLE OVERVIEW - ASSISTANT VICE PRINCIPAL

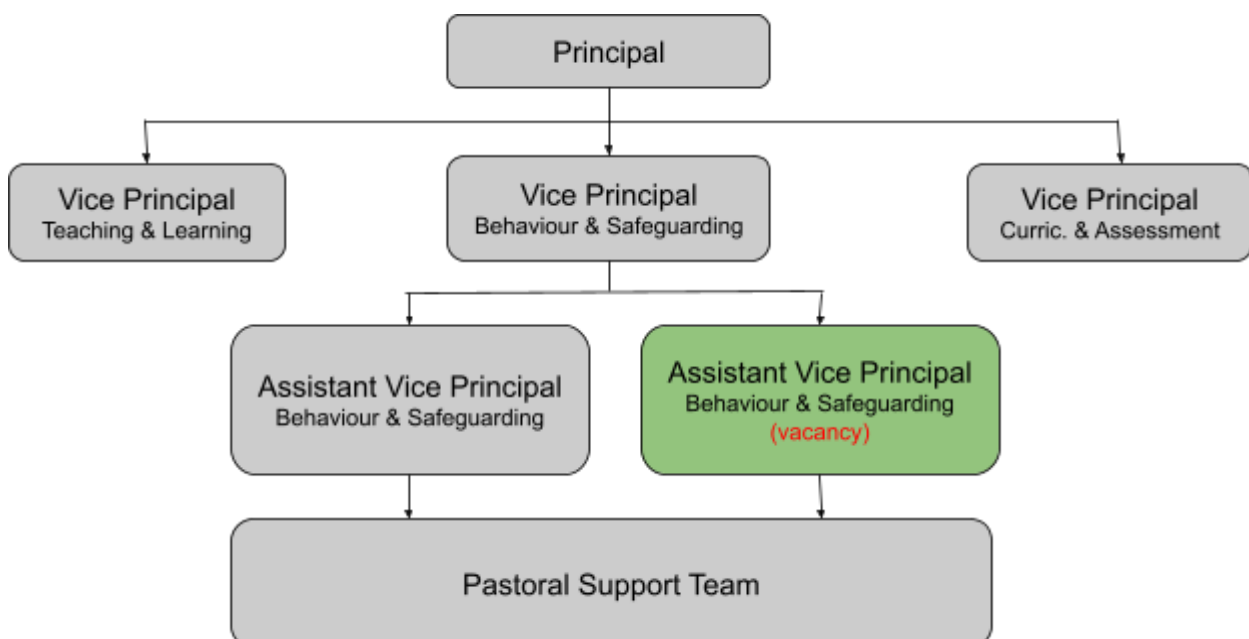
<b>Job Level:</b>	Part of Senior Leadership Team
<b>Remit:</b>	Behaviour & Safeguarding (academy-wide)
<b>Contractual basis:</b>	Permanent, full-time
<b>Remuneration:</b>	Salary banding L12 - L16, commensurate with proven experience <i>£78,847 - £86,107 2025-2026 salary figures, inclusive of Inner London Allowance + WA Allowance</i>
<b>Teaching timetable:</b>	Yes + gained time to fulfill AVP duties

At Westminster Academy, safeguarding and the highest standards of student behaviour are absolutely priorities and are central to everything we stand for. WA is committed to creating a safe, respectful, and aspirational environment where students can thrive.

We are now seeking an exceptional **Assistant Vice Principal (Behaviour & Safeguarding)** to join our Senior Leadership Team. This is a key role with both strategic and operational responsibility, ensuring safeguarding is uncompromising and behaviour standards are deeply embedded in every aspect of academy life. The successful candidate will be highly visible, significantly student- and staff-facing, and will maintain a strong, reassuring presence for all stakeholders across the school.

## Behaviour & Safeguarding Structure at WA:

*This diagram gives an overview of how the AVP (Behaviour & Safeguarding) role sits within the Senior Leadership Team). Each of the three Vice Principals line manage two AVPs.*



**As Assistant Vice Principal, you will:**

- Work closely with the Vice Principal, fellow Assistant Vice Principal and Pastoral Support Team to shape and implement the strategic and operational vision and goals for Behaviour and Safeguarding across the academy.
- Lead with authority and clarity, setting the tone for a safe and aspirational school culture.
- Be a consistent presence around the Academy, accessible to students, staff, and families alike.
- Be exposed to the full breadth of behaviour and safeguarding challenges faced by an inner London secondary school – and bring passion, resilience, and determination to meeting them head-on.
- Work closely with staff, families, and external agencies to ensure the wellbeing and protection of every student.
- Inspire and support colleagues while contributing to the broader strategic direction of the Senior Leadership Team.

**What We're Looking For:**

- A proven leader with significant experience and successful outcomes in safeguarding and behaviour leadership.
- Deep knowledge of statutory safeguarding requirements and the expertise to embed them in daily practice.
- A visible, approachable leader with the ability to engage students, staff, and parents with confidence.
- A relentless commitment to the highest standards, ensuring students learn in a safe, supportive, and ambitious environment, challenging the status quo to make improvements.
- Passion for the challenges and opportunities that come with serving a diverse inner London community.

**Why Join Us?**

- Be part of an IB World School, where safeguarding and behaviour are at the heart of our priorities.
- Shape the future of a diverse, vibrant school community.
- Enjoy professional development and leadership growth within a supportive trust.
- Access a comprehensive benefits package;
  - Salary on the Leadership Scale inclusive of Inner London + WA Allowance (see above).
  - Membership of the Teachers' Pension Scheme.
  - Weekly CPD sessions every Wednesday afternoon (14:15 - 16:15), with opportunities both to deliver training and to develop your own practice.
  - Access to a wide range of training resources to support your success in the role.
  - Comprehensive Employee Assistance Programme providing wellbeing and practical support.
  - Travel support: Access to a Cycle to Work scheme, season ticket loan, free on-site staff carpark.

To learn more about Westminster Academy and get a sense of who we are, please visit:

[www.westminsteracademy.org.uk](http://www.westminsteracademy.org.uk).

If you are a passionate leader ready to ensure safeguarding and behaviour excellence underpin everything we do – and are excited by the challenge of leading in an inner London school – we would be delighted to hear from you.

**Apply now and join us in shaping a safe, ambitious future for every student.**



# JOB DESCRIPTION

<b>Job Title</b>	Assistant Vice Principal (Behaviour & Safeguarding)
<b>Responsible to</b>	Vice Principal (Behaviour & Safeguarding)
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To play a key strategic and operational role in ensuring that safeguarding and the highest standards of student behaviour are embedded in all aspects of school life.</li><li>• To create a safe, aspirational, and inclusive culture in which every student can thrive.</li><li>• To provide visible leadership, significantly student- and staff-facing, with a strong presence across the school for all stakeholders.</li><li>• To ensure the Academy meets and exceeds statutory safeguarding requirements, while maintaining robust systems for behaviour, attendance, and student welfare.</li></ul>

## Key Responsibilities:

### Strategic Leadership

- Lead the development, implementation, and continuous improvement of the Academy's safeguarding and behaviour strategies to ensure consistency, effectiveness, and alignment with the school's vision and ethos.
- Work closely with the Vice Principal and Senior Leadership Team to contribute to the strategic direction of the school and integrate safeguarding and behaviour priorities into all school initiatives.
- Analyse and interpret behaviour and safeguarding data to identify trends, inform policy, and implement targeted interventions for students and staff.
- Ensure compliance with all statutory safeguarding requirements, including KCSIE (Keeping Children Safe in Education), and maintain up-to-date knowledge of relevant legislation, guidance, and best practice.
- Lead whole-school initiatives to promote student wellbeing, mental health awareness, and positive behaviour culture.
- Advise governors on safeguarding, behaviour, and pastoral matters as part of reporting requirements.

### Operational Leadership

- Oversee the day-to-day management of student behaviour and pastoral support systems, ensuring consistent application of policies and procedures.
- Take on the role of Deputy DSL, taking responsibility for managing referrals, concerns, and risk assessments, and ensuring timely escalation where appropriate.

## **Honesty, Enterprise, Responsibility, Opportunity**

- Split line- management of the Pastoral Support Team, providing guidance, mentoring, and professional development to ensure high-quality support for students.
- Implement proactive strategies to prevent behavioural issues, including restorative approaches, mentoring, and targeted interventions.
- Maintain a visible presence throughout the Academy, including in classrooms, corridors, and communal areas, modelling high expectations and providing immediate support where required.
- Liaise with external agencies, such as social services, local authorities, and community organisations, to support students and safeguard vulnerable individuals.
- Lead investigations into serious incidents, ensuring accurate recording, reporting, and follow-up actions.
- Support staff in managing complex behaviour or safeguarding cases, offering guidance, coaching, and practical solutions.

## **Culture and Standards**

- Champion a culture of respect, inclusivity, and high expectations, ensuring that safeguarding and behaviour are embedded in all aspects of school life.
- Work with staff to develop and maintain positive relationships with students and families, promoting engagement and partnership.
- Provide guidance and support to teaching and support staff in implementing consistent behaviour management approaches.
- Monitor and review policies, systems, and interventions to evaluate impact and ensure continuous improvement.
- Promote and model professional standards, demonstrating fairness, integrity, and high expectations in all interactions with students, staff, and parents.

## **Professional Development and Contribution to the School**

- Lead CPD sessions related to behaviour management, safeguarding, and pastoral support for staff, sharing best practice and building capacity across the Academy.
- Keep abreast of developments in safeguarding, behaviour management, and pastoral leadership, integrating new approaches into the school context.
- Actively contribute to Senior Leadership Team meetings, school improvement planning, and self-evaluation processes.
- Support the recruitment, induction, and mentoring of pastoral staff, ensuring a high-performing team aligned with school priorities.

# PERSON SPECIFICATION

**Information for candidates:** The person specification outlines the experience, skills, and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

Essential	Desirable
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>- Qualified Teacher Status (QTS)</li> <li>- Significant experience in behaviour management and safeguarding leadership</li> <li>- Proven track record of raising standards of student behaviour and welfare</li> <li>- Experience of working with children and families from diverse, inner-city communities</li> </ul>	<ul style="list-style-type: none"> <li>- Senior leadership experience in a secondary school setting</li> <li>- Experience as a Designated Safeguarding Lead (DSL)</li> <li>- Experience managing or co-managing a pastoral support team</li> <li>- Experience of policy development and whole-school strategic planning</li> </ul>
<b>Knowledge &amp; Understanding</b>	
<ul style="list-style-type: none"> <li>- Deep knowledge of statutory safeguarding responsibilities and guidance (KCSIE)</li> <li>- Strong understanding of behaviour management strategies and frameworks</li> <li>- Knowledge of effective pastoral support structures</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of additional challenges faced by students in inner London schools</li> <li>- Awareness of mental health and wellbeing initiatives for young people</li> <li>- Familiarity with external agencies and multi-agency safeguarding procedures</li> </ul>
<b>Skills &amp; Abilities</b>	
<ul style="list-style-type: none"> <li>- Strong leadership and people management skills, including the ability to co-line manage a team</li> <li>- Excellent communication and interpersonal skills, able to build positive relationships with students, staff, parents, and external partners</li> <li>- Ability to lead on complex safeguarding and behaviour issues with confidence, discretion, and resilience</li> <li>- Strong organisational and analytical skills, able to manage competing priorities</li> <li>- High visibility and presence around the school, inspiring respect and confidence</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to deliver CPD to staff on behaviour and safeguarding</li> <li>- Proficiency in using behaviour and safeguarding data to inform strategic decisions</li> <li>- Ability to coach and mentor colleagues to improve practice</li> <li>- Ability to contribute to policy development and school improvement planning</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>- Passionate about safeguarding, student welfare, and high standards of behaviour</li> <li>- High expectations of self, colleagues, and students</li> <li>- Resilient, adaptable, and solution-focused</li> <li>- Empathetic, approachable, and able to engage with a wide range of stakeholders</li> <li>- Committed to maintaining a safe, inclusive, and aspirational school culture</li> </ul>	<ul style="list-style-type: none"> <li>- Commitment to professional growth and lifelong learning</li> <li>- Ability to model fairness, integrity, and professionalism</li> <li>- Enthusiasm for contributing to the wider school community</li> <li>- Commitment to supporting diversity, inclusion, and equity</li> </ul>



# NEXT STEPS & APPLYING

KEY DATES	
Closing date:	Monday 29th September 2025 (09:00am)
Shortlisting date:	Monday 29th September 2025 (afternoon)
Interview dates:	Monday 6th and Tuesday 7th October 2025
Start date:	Monday 5th January 2026 (staff inset)

**Before Applying:** If you have any questions about the role or would like to arrange a phone call or visit, please get in touch;

**e:** [principalpa@westminsteracademy.org.uk](mailto:principalpa@westminsteracademy.org.uk)    **t:** 0207 121 0600

You'll speak to or meet with our Principal during your call/visit. When contacting us, please let us know your availability.

**Application Process:** When you are ready to apply, please complete an online application form via our Applicant Tracking System. You can save and come back to your application as you go. You'll receive a notification once your application has been received. Contact our HR Team if you need support with your application;

**e:** [hrteam@westminsteracademy.org.uk](mailto:hrteam@westminsteracademy.org.uk)

**Selection Process:** Shortlisting will be conducted on Monday 29th September and candidates informed of the outcome of their application. Shortlisted candidates will be contacted by the end of the day and provided with interview information. Note that pre-interview checks such as contacting employment references, conducting social media checks will be completed at this stage for shortlisted candidates.

Candidates will need to be available for both days to ensure they can attend all necessary selection activities. Our successful candidate will start in post on Monday 5th January 2026 (staff inset day).

**Our commitment to safeguarding:** The safety and wellbeing of children and young people are our highest priority. As part of our commitment to safeguarding, all applicants must provide information in their application to help us ensure a safe recruitment process, in line with the statutory guidance set out in Keeping Children Safe in Education (KCSIE). We will query any discrepancies in information provided, and seek references prior to interview.