

# Head of College (Vice Principal)

## Leigh Academy Minster



### More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 33 academies across Kent, Medway and South-East London.



**LEIGH**  
Academies Trust

## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



# Welcome

Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £200m. Our Ofsted track record is impressive. Currently, 16 of our academies are considered to be “Outstanding” which is 53% of those which have been inspected whilst part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

We are now recruiting an exceptional Head of College (Vice Principal) to join our Leigh Academy Minster.

## Mathieu Stevens

Principal  
Leigh Academy Minster



# Leigh Academy Minster

I am delighted to welcome you to Leigh Academy Minster, a brand new secondary academy that opened in September 2024. We are an ambitious, disciplined and inclusive academy, where human-scale education, a dynamic curriculum, and excellent teaching and pastoral care, maximise student achievement.

Our core values - ambition, achievement, responsibility and character - are the foundations of everything we do. We believe in the potential of every student no matter their background. We champion the highest outcomes for all young people, and our staff are driven by the belief that education can transform our students' lives. We take our role as educators seriously and sincerely - we know that the culture of our academy affects the character of our students, which in turn shapes the culture of our society.

It is for this reason why we are so proud to be a community where everybody feels empowered and supported to be the best version of themselves. Through our 'Minster Way', students are inspired to work hard, play an active role with the world around them, and to be ambitious about their future successes. Safeguarding is of paramount importance; our students are happy, safe and successful in our care.

We build strong partnerships with families through our small school college model, working closely together to ensure all students enjoy a fulfilling and rewarding education. Our teachers lead with expertise and professionalism, ensuring that every lesson

enhances a student's understanding and depth of their subject knowledge. Staff at Leigh Academy Minster recognise the career defining opportunity they have to shape an entire community, with colleagues sharing boundless ambitions for those they work with and a hold and promote a deep commitment to learning and self-improvement.

Leigh Academy Minster has a dynamic staffing body of committed, creative and hardworking educators who enjoy coming to work as they benefit from:

- A calm, organised and professional learning environment that embodies The Minster Way;
- An academy culture that is committed to the holistic development of children;
- Evidenced-based teaching and learning policies rooted in the strongest possible evidence about how children learn best;
- A clear and consistent behaviour policy which ensures that disruption to learning is minimal;
- A visible and approachable leadership team;
- A comprehensive weekly CPD programme that supports all staff in their academic and pastoral roles;
- Opportunities to collaborate with, and learn from, colleagues across the Leigh Academies Trust.

Our ambitious, world-class curriculum delivers an education of excellence for all. Leigh Academy Minster opened in September 2024 and became an International Baccalaureate

# *We work together – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.*

candidate school, ensuring that all staff and students are able to experience this gold standard curriculum and approaches to high quality learning. As well as this, staff and eligible students have the experience of a true Grammar School curriculum, developed in partnership with the Sir Joseph Williamson Maths School. This curriculum is delivered to students within the academy's dedicated Grammar College, ensuring that these students are able to access a highly adapted curriculum that meets their academic needs.

We are committed to students engaging deeply and comprehensively with both substantive and disciplinary knowledge so that they achieve strong outcomes throughout each phase of the curriculum: the Middle Years Programme (MYP) in Years 7, 8 and 9; a two year Key Stage 4 where students study a range of GCSE and vocational qualifications in Years 10 and 11; and a range of IB, A Level and Level 3 qualifications in Years 12 and 13.

We know that happy and supported students will be successful and engaged in their learning. This is why students between Years 7-11 join one of our three small school colleges- Cody, Johnson (Grammar) or Wright - each with a team of leaders and staff dedicated to helping them surpass their potential. Our fourth small school - Hewlett - offers bespoke academic and pastoral support to our Sixth Formers.

We have enjoyed unprecedented investment and refurbishment as part of joining Leigh Academies Trust, providing excellent learning facilities in an

expansive site with extensive green spaces. All students at Leigh Academy Minster are given access to a personal Chromebook, which they use every day in lessons and at home to support their learning. All physical classrooms have a corresponding digital classroom, and all teaching staff are trained to use technology to enhance the learning experiences of students. Students and staff also benefit from a modern sports complex, fully refurbished teaching and communal spaces, and a number of cutting edge science laboratories.

Our curriculum is rich and dynamic because it invests deeply in the holistic development of our students. We offer a wide range of enriching extracurricular clubs both before and after school. We maximise opportunities for learning outside of the classroom to open our students' minds to the possibilities and opportunities in the world around them. Our Enrichment programme helps develop the global mindedness and well-being of our students, whilst IT classes ensure that they can use technology safely and responsibly

This is an exciting time to join Leigh Academy Minster and be part of a truly career-defining journey. The impact we have will be felt at an individual, local, and national level, with a commitment to ensure that every one of our students leaves us with the ambition, knowledge, skills, and character to be truly successful in their adult lives. I would be honoured for you to join us and be part of this success.

# Vacancy

We are now recruiting for the role of **Head of College (Vice Principal)** for Leigh Academy Minster; a truly fantastic leadership opportunity within a very successful and financially sound, mature and geographically local multi-academy trust that combines management freedom for effective leaders with secure central support that encourages collaboration for success.

Our successful candidate will be a talented and highly motivated leader with drive and commitment to excellence as well as strong interpersonal skills, and the ability to communicate to a range of stakeholders. You will be joining a supportive, committed and passionate team who work hard to ensure that all of our students achieve their potential. We are looking for an experienced professional who can demonstrate strategic leadership and excellent management, and a proven track record of success in raising standards.

This is an exciting time to join our leadership team and this will be a career defining role. You will be expected to play a key role in developing the strategic vision for Leigh Academy Minster even further whilst ensuring that our students develop their potential, achieve academic success and develop our core values. The successful applicant will be a key member of the senior leadership team and will have significant autonomy in leading their assigned College, and will have management responsibilities for one or more faculty areas (this can be confirmed in due course depending on the successful candidate's specialisms).

For our successful candidate, being a member of staff at Leigh Academy Minster and the wider Trust means you'll receive access to a great range of employment

benefits from day one. [Click here](#) to view the current benefits package, and be mindful that the list is always growing.

We wish to hear from you if you are committed to changing our education world and are:

- an enthusiastic, energetic and ambitious leader with a successful track record at secondary level;
- a motivational and inspirational leader with high expectations of staff;
- confident and able to communicate a clear vision for the school;
- able to develop children to reach their full potential regardless of background or circumstance;
- approachable and keen to work with staff across the Trust to ensure wide success;
- able to establish and develop excellent relationships with the community and other stakeholders.

<b>Position</b>	Head of College (Vice Principal)
<b>Location</b>	Leigh Academy Minster
<b>Responsible to</b>	Principal
<b>Basis</b>	Permanent, Full-Time
<b>Commencement</b>	September 2025
<b>Salary</b>	Highly competitive plus performance bonus and private healthcare



# Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates may be keen to visit the academy before making a formal application, you can arrange this by contacting **Lauren Crawley (PA to the Principal)** via [lauren.crawley@minster.latrust.org.uk](mailto:lauren.crawley@minster.latrust.org.uk). Visits will be offered and will be hosted by Mathieu Stevens (Principal). Please ensure you offer Lauren a range of dates when you are available in your initial email to ensure we can coordinate a visit that works for both you and the academy.

Candidates wishing to have an initial conversation with the Principal about this role can also arrange for a telephone call. Those wishing to do so should also contact **Lauren Crawley** (as above) in the first instance.

To submit an application in full, please do so online via the following link:

[Head of College \(Vice Principal\)](#)

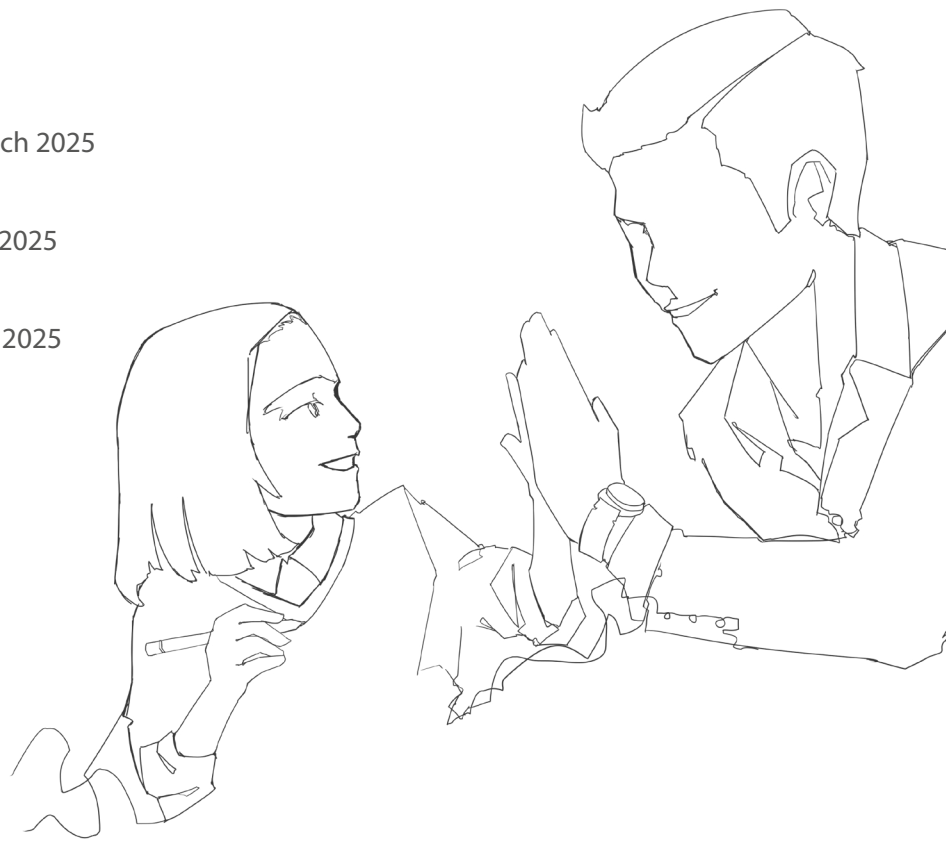
If you have any queries on any aspect of the application process or need additional information please contact **Amy Wenban** (Recruitment Advisor) on [amy.wenban@latrust.org.uk](mailto:amy.wenban@latrust.org.uk).

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

**Closing date for applications** Thursday 27th March 2025

**Shortlisting date** Friday 28th March 2025

**Interviews and assessment activities** Thursday 3rd April 2025



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## Job Profile

### **Role: Head of College (Vice Principal)**

#### **Reporting to: Principal**

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, through an IB curriculum, transforming their lives and ultimately the communities in which they live. This position would suit an experienced Vice Principal/Deputy Head Teacher with an aspiration for Headship.

#### **Core Purpose**

To assist the Principal in the development of the College alongside the overall academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values. To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress. To effectively promote the educational vision associated with the Leigh Academies Trust.

#### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal may from time to time ask the post-holder to perform.

All Heads of College have responsibility for the academic outcomes of their small school, alongside whole academy outcomes. Key emphasis is placed on knowing the students in the College and how best to support them. The successful candidate will be

expected to create a College ethos that is unique but reflective of the whole academy vision.

The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined based on the successful candidate's skill-set.

#### **Key Responsibilities**

##### ***Strategic***

- Support the Principal in developing and communicating a clear strategic vision to develop the academy successfully to the judgement of 'Outstanding'
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership
- Promote the high standards within the academy. Implement accurate performance indicators for students and staff and ensure accountability is robust
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the academy
- Lead on designated sections of the Academy Performance Agreement
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching.
- Support the Principal in managing the academy effectively and ensuring the successful implementation of necessary change, and deputise for him on the rare occasion that they're off site or absent.
- Work in harmony with the Principal, Trust, Governors, local schools, other academies and



other partners as appropriate

### ***Learning and Teaching***

- Work with the Principal in the strategic leadership for a key area of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policy and practice are at the highest standard
- Effective use of data with the academy to raise standards
- Frequently review and quality assure the student tracking systems across the academy
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors
- Oversee the quality of learning and teaching through regular reviews within the academy and line manage bespoke subject areas of the school
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of vulnerable groups

### ***Leading and Managing Staff***

- Create a School ethos that fits with the academy vision
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Model and sustain personal motivation to inspire others
- Promote the academy ethos in which the highest achievements are expected from all members of the Academy community
- Contribute to an effective and rigorous Performance Management process

### ***Efficient and Effective use of Staff and Resources***

- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Principal and Trust Estates team in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Principal in seeking to ensure adequate resources for the academy

### ***Standards***

- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made



# We have boundless ambition - to achieve excellence for all and create confident young adults with high levels of resilience and integrity.

- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Use assemblies to motivate and inspire students

## **Community**

- To attend Governors' meetings, evening and special events
- Ensure that the Personal Development Provision is of the highest quality and goes beyond the national government expectations. This would be through an active role of working with community partners

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any

responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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## Person Specification

We seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do. The person specification is related to the requirements of the post as determined by the job description. You should refer to these requirements when completing the application.

Essential	Desirable
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Proven record of significant senior leadership impact</li><li>• Proven track record of raising standards</li><li>• Experience of management of human and financial resources at senior level</li><li>• Proven curriculum leadership</li><li>• Successful establishment of links with the local community</li><li>• Excellent track record as an effective innovator of education</li><li>• Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs</li><li>• Experience of developing student involvement in schools</li><li>• Experience of working with parents</li><li>• Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people</li><li>• Experience of using performance management processes successfully to contribute to school improvement</li></ul>	<ul style="list-style-type: none"><li>• Experience at deputy/assistant head level or equivalent</li><li>• Experience of full 11 - 19 age range in a co-educational setting</li><li>• Experience of leading in challenging circumstances</li><li>• Subject teaching expertise in an EBacc subject area</li><li>• Experience of leading highly effective whole school assessment systems.</li><li>• Experience of working within a MAT</li><li>• Experience of developing SEN at a strategic level</li></ul>
<b>Education &amp; Qualifications</b>	
<ul style="list-style-type: none"><li>• Degree and teaching qualification</li><li>• Qualified teacher status</li><li>• Sustained record of professional development</li></ul>	<ul style="list-style-type: none"><li>• Accredited postgraduate study</li><li>• Masters/MBA</li><li>• NPQLS</li></ul>

## Essential

## Desirable

### Leadership & Management


- Positive attitude towards change
  - Extensive experience of developing staff, of team building and of developing student involvement in schools
  - In-depth knowledge and understanding of current educational priorities
  - Good understanding of the Ofsted framework and Self Review
  - An understanding of Performance Management
  - Setting and achieving ambitious and challenging goals and targets
- Experience of working with a range of agencies
  - Experience of working with Governors
  - Experience of challenging 'satisfactory' performance

### Skills

- An Outstanding classroom teacher
  - Proven leadership skills including a range of leadership styles as required
  - Effective behaviour management
  - Strategic management, resource management, development planning & personnel management
  - Effective interpretation, analysis and use of data
  - Well developed coaching and mentoring skills
  - Well developed interpersonal and communication skills (including written, oral and presentation)
  - Wide experience of managing change, leading innovations and meeting challenges successfully
  - Effective ICT Skills
- Experience of leading staff development in own/ other schools and settings
  - Advanced skills in one or more areas
  - Efficient in Google Suite

### Attributes

- Presence, drive and a passion to raise standards for all in the pursuit of excellence
  - Shared vision with sponsor
  - Ability to both lead and be a member of a team
  - Strong solution focused approaches to problem solving
  - Energetic, resilient, empathetic
  - Able to develop and maintain good relationships with staff, parents, students, governors and the community
  - Commitment to continuous improvement
  - Ability to plan and prioritise
  - Attention to detail
  - Innovative and self reflective
  - Able to deal sensitively with students, parents and staff to resolve conflicts
  - Stay calm under pressure
  - Retain a sense of proportion and good humour
- Experience of leading change in challenging circumstances

The background is a solid blue color. A thick yellow line starts from the left edge, goes down, then right, then up, and then right again, forming a stepped shape in the upper left. A thick white line starts from the right edge, goes down, then left, then down, and then left again, forming a stepped shape in the lower right. Another thick yellow line starts from the left edge, goes down, then right, and then down again, forming a stepped shape in the lower left.

All of our academies  
work closely and  
collaboratively together,  
along with our partners,  
seeking to exploit the key  
educational philosophy of  
human scale education.

# 4

## Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

### Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another.

### Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- Access to a range of benefits and discounts that are sourced specifically for our staff.

### Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Platinum' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns.

### Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free gym access on selected academy sites
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting.



# 5

## An overview of the Trust you'd be joining

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses over 24,000 students, between the ages of 2 and 19, in 33 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich. Nearly 53% of academies are judged outstanding versus 15% nationally.

### Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our 'can-do' attitude towards continuous improvement and innovation.

### Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

**Our Mission:  
Education for a better world**

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Academies Trust

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