

# Head of College (Vice Principal)

## Mascalls Academy



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 30 academies across Kent, Medway and South-East London.



**LEIGH**  
Academies Trust

# Welcome

## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As of 1st September 2022, our Trust comprises 30 geographically organised academies (14 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 3,000 talented staff. The Trust is establishing four 'clusters' of academies: North Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school hub and is an accredited apprenticeship provider. Our future plans are found in our [Vision 2030](#) document available on our website.

Due to the promotion of the current postholder to become Principal of Mascalls Academy from January 2023, we are now recruiting for a Head of College (Vice Principal) as we strengthen and build the senior leadership team. This is a truly rare and exciting opportunity for an experienced senior leader to join 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.

Mascalls Academy joined the Trust in September 2015 and is a large and high-performing non-selective secondary school in the Borough of Tonbridge and Malling. The academy has a pupil admission number of 240 and has over 200 students in its thriving sixth form. The academy is an International Baccalaureate World School offering the Middle Years Programme at KS3. A wide range of courses are offered in key stages 4 and 5. Mascalls consistently scores positive value added at GCSE and A Level and was last visited by Ofsted in November 2021 when inspectors confirmed that Mascalls remains a "Good" school with several strong features.

Our ideal candidate will be an existing Assistant or Vice Principal/Headteacher with considerable experience of leading in a successful secondary school. We are looking for exceptionally talented leaders who will use their energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements.

Our successful candidate will receive encouragement, support and guidance to develop your own career within the Trust. This is a career defining opportunity and we look forward to hearing from senior leaders who are ready for the next step.

A handwritten signature in black ink that reads "Simon Beamish".

Simon Beamish, Chief Executive

**Will Monk**

Principal  
Mascalls Academy



# Mascalls Academy

Mascalls Academy is a popular and successful non-selective academy. We are expanding our student numbers and with it comes the opportunity to extend our already successful team and drive towards outstanding provision. As part of this expansion, we underwent a significant recruitment process at all leadership levels to ensure our capacity matches our ability to continue our journey of improvement. This exciting post allows you to be part of that journey.

We had a very successful Ofsted inspection which you can read [here](#), and are superbly placed to build further success for our amazing students.

Please read our [aims & ethos](#) to understand the culture we are creating for staff and students and come to visit us if you would like to.

We are also an International Baccalaureate World school offering the Middle Years programme through years 7 seven to nine. Our curriculum as a result is intricately planned and resourced to meet the demands of the National Curriculum within the

international framework of the Middle Years programme that develops. Our learners are aware of our global society, they are knowledgeable and respectful inquirers.

We are a hardworking academy and place staff wellbeing and workload at the heart of our decision making, from the free tea and coffee made for you at breaktime to the bespoke professional development through instructional coaching we have a lot to be proud of.

Our students are respectful, polite and very hard working - relationships are incredibly strong, they have shown the most incredible resilience and determination in the most engaged and supportive parent and carer community surrounding our students ensuring they have every possible opportunity to succeed, and they do.

We look forward to hearing from you.

# 1

## Vacancy

Due to the promotion of the current postholder to become Principal of Mascalls Academy from January 2023, we are now recruiting for a Head of College (Vice Principal) as we strengthen and build the senior leadership team. This is a truly rare and exciting opportunity for an experienced senior leader to join 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.

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At Mascalls Academy, students' conduct, commitment to learning and respect for one another and their environment is exemplary. This is cultivated within a culture of celebrating success, celebrating the individual and explicitly developing individual character so that everyone can be the very best they can be regardless of background.

For our successful candidates, being a member of staff at Mascalls Academy 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 really want to change our education world and are:

- an enthusiastic, energetic and ambitious school leader with a track record of success 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;
- a passion for working in an urban, multicultural setting;
- able to establish and develop excellent relationships with the community and other stakeholders.

### What we can offer you:

- a competitive salary along with private healthcare and an opportunity to earn a performance bonus;
- an exciting LAT career path with opportunities for further progression in the future;
- security and support on your journey from close collaboration with a small central executive and a larger group of talented Principals and Vice Principals to share best practice and innovation.

Position	Head of College (Vice Principal)
Location	Mascalls Academy
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	January 2023
Salary	Highly competitive plus performance bonus and private health care



# 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 will be keen to visit the academy before making a formal application, you can arrange this by contacting Lorraine Hughes, PA to the Principal on **[lorraine.hughes@mascallsacademy.org.uk](mailto:lorraine.hughes@mascallsacademy.org.uk)**. Visits will be hosted by the Principal or member of SLT.

Please ensure you offer 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 Lorraine Hughes, PA to the Principal - **[lorraine.hughes@mascallsacademy.org.uk](mailto:lorraine.hughes@mascallsacademy.org.uk)** in the first instance.

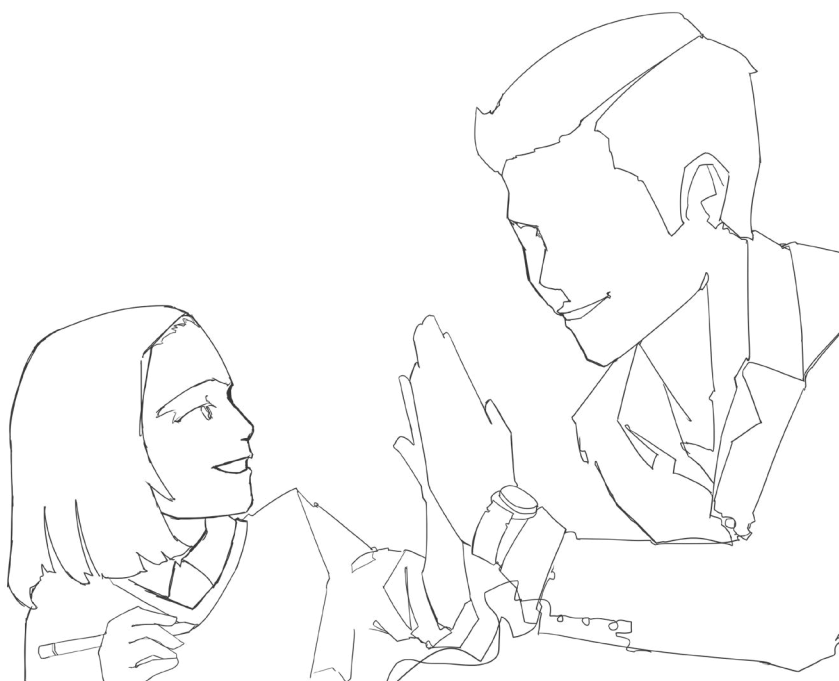
When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role. This can be submitted on Jobtrain via the following link;

**[Head of College \(Vice Principal\) - Online Application form](#)**

If you have any queries on any aspect of the application process or need additional information, please contact Elene Redelinghuys (LAT Talent Team) on **[elene.redelinghuys@latrust.org.uk](mailto:elene.redelinghuys@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.

<b>Closing date for applications</b>	Monday 17th October 2022 (9.00am)
<b>Shortlisting date</b>	Monday 17th October 2022 (pm)
<b>Interviews and assessment activities</b>	Friday 21st October 2022 (all day)



# 2

## Job Profile

### **Role: Head of College (Vice Principal) - Mascalls Academy** **Reporting to: Principal**

The 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.

#### **Core Purpose**

To assist the Principal and Deputy Principal in the strategic oversight of the Small School within the 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 School will have responsibility for the academic outcomes of their small school. Key emphasis is placed on knowing the students in the

School and how best to support them. The successful candidate will be expected to create a School ethos that is individual 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 and Deputy Principal in developing and communicating a clear strategic vision of how to develop the academy successfully to Outstanding;
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership;
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them;
- 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 and Deputy Principal in managing the academy effectively and ensuring the successful implementation of radical change, and deputise in their absence;



- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate.

### **Learning and Teaching**

- Work with the Principal and Deputy 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;
- Regularly 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, at least two designated curriculum areas, intervening where necessary;
- 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;
- Sustain their own motivation and that of staff for whom they are accountable;
- 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 Development 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 Director of Finance and Operations 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;
- 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 Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the Academy and its interface 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.




# 3

## 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 achievement</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 English, Maths and/or Science</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><li>• Experience of and/or commitment to International Baccalaureate curriculum programmes.</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>• NPQH</li></ul>


Essential	Desirable
<b>Leadership &amp; Management</b>	
<ul style="list-style-type: none"> <li>• Positive attitude towards change</li> <li>• Extensive experience of developing staff, of team building and of developing student involvement in schools</li> <li>• In-depth knowledge and understanding of current educational priorities</li> <li>• Good understanding of the Ofsted framework and Self Review</li> <li>• An understanding Performance Management</li> <li>• Setting and achieving ambitious and challenging goals and targets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a range of agencies</li> <li>• Experience of working with Governors</li> <li>• Experience of challenging 'satisfactory' performance</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• An Outstanding classroom teacher</li> <li>• Proven leadership skills including a range of leadership styles as required</li> <li>• Effective behaviour management</li> <li>• Strategic management, resource management, development planning &amp; personnel management</li> <li>• Effective interpretation, analysis and use of data</li> <li>• Well developed coaching and mentoring skills</li> <li>• Well developed interpersonal and communication skills (including written, oral and presentation)</li> <li>• Wide experience of managing change, leading innovations and meeting challenges successfully</li> <li>• Effective ICT Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading staff development in own/ other schools and settings</li> <li>• Advanced skills in one or more areas</li> </ul>
<b>Attributes</b>	
<ul style="list-style-type: none"> <li>• Presence, drive and a passion to raise standards for all in the pursuit of excellence</li> <li>• Shared vision with sponsor</li> <li>• Ability to both lead and be a member of a team</li> <li>• Strong solution focused approaches to problem solving</li> <li>• Energetic, resilient, empathetic</li> <li>• Able to develop and maintain good relationships with staff, parents, students, governors and the community</li> <li>• Commitment to continuous improvement</li> <li>• Ability to plan and prioritise</li> <li>• Attention to detail</li> <li>• Innovative and self reflective</li> <li>• Able to deal sensitively with students, parents and staff to resolve conflicts</li> <li>• Stay calm under pressure</li> <li>• Retain a sense of proportion and good humour</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading change in challenging circumstances</li> </ul>

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‘This is a vibrant place to learn. Pupils value the opportunities they get. Leaders and teachers are always looking for ways to improve the school and go the extra mile.

As one parent wrote, “It gets better every year”. Dynamic school leaders set an energetic pace, which staff and pupils willingly follow.

There is a passion for improvement. Governors and trustees know the school very well. They provide expert support or challenge in a wise and proportionate way.’ - Ofsted, November 2021

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# 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 'Gold' 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/discounted gym access
- 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.



# 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 20,000 students, between the ages of 3 and 19, in 30 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

## 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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