

Head of College (Vice Principal)

The Hundred of Hoo 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 33 academies across Kent, Medway and South-East London.



LEIGH
Academies Trust

Simon Beamish

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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, 14 of our academies are considered to be “Outstanding” which is nearly 50% 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 for a Head of College (Vice Principal) at The Hundred of Hoo Academy.

Carl Guerin-Hassett

Principal
The Hundred of Hoo Academy



The Hundred of Hoo Academy

I, as the secondary Principal, am delighted to welcome you to The Hundred of Hoo all-through Academy, a place where we combine good manners and etiquette with 21st Century innovation and creativity to ensure our pupils are more than just educated, they become globally minded citizens who will be empowered to change their own lives and the lives of those around them.

At The Hundred of Hoo Academy we have a strong belief that all Pupils deserve a world class education, which we strive to offer as their local community school. We want our students to leave our school as well-rounded, lifelong learners and global citizens that are ready for sixth-form, college and beyond.

The Hundred of Hoo Academy is an IB World school, authorised to deliver both the Primary Year Programme (PYP) and Middle Years Programme (MYP) and we approach learning, teaching and living in the spirit of the International Baccalaureate, appreciating that academic learning is very important but not the only measure of success. We provide a curriculum that challenges pupils to solve problems, show creativity and resourcefulness, but also to act with integrity and participate actively in our community. At The Hundred of Hoo Academy we have high expectations of our pupils, hence we are a well disciplined academy, where pupils thrive in a culture defined by mutual respect and good behaviour. Lessons are disruption free. Pupils should all wear the correct uniform and be fully equipped for learning, they should have excellent attendance and arrive on time. We see parents and carers as our partners and work closely with families to secure the best possible outcomes for their children. We believe passionately that education transforms lives, that there is no ceiling to achievement and we are extremely proud of the academic progress that our pupils make. Our results improve year on year and are a testament to the collective hard work of pupils, staff and parents.

We pride ourselves on our digital offer to our pupils and in being at the forefront of digital development within our curriculum offer. All of our pupils have access to their very own Chromebook which enables them to take ownership over their own learning and means that they are able to challenge themselves further. The Chromebooks are an integral part of our teaching and learning at the academy meaning that we are shaping the future for our children in the digital age. This also means that our staff have access to a wealth of digital training opportunities and will gain certification in Google as well as in many other digital tools.

In March 2024, Ofsted recognized the high quality of education at the academy. While not formally graded, the evidence suggested an 'Outstanding' rating. The academy's next inspection will, therefore, be a full, graded inspection.

We are looking for a passionate senior leader with drive and boundless enthusiasm to join our highly effective senior leadership team and support the academy in its journey to secure outstanding provision for its pupils. It is essential that they have a positive outlook, are supportive of others and openly share excellent practice, modelling this consistently to the rest of the staff. They should embrace a forward thinking approach to further raising standards in teaching, frequent coaching feedback and live modelling in lessons, ensuring that our pupils have access to highly effective learning experiences, developing their acquisition of knowledge and skills and enabling all to be life-long learners. We look forward to welcoming you as members of our academy family.



Vacancy

We are now recruiting for the role of **Head of College (Vice Principal)** for The Hundred of Hoo Academy; a truly exciting 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.

The successful candidate will play a huge part in accelerating the development of the school into an outstanding provider of education. We will expect the Vice Principal to support the further development of a positive culture and ethos where every child is expected to do well and their progress is supported every step of the way. 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 pupils 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, preferably in a non-selective setting.

This is an exciting time to join our leadership team. You will be expected to play a key role in continuing the strategic vision for The Hundred of Hoo Academy even further whilst ensuring that our pupils 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 model our human scale approach to education by driving our small school philosophy. The successful candidate will have significant autonomy in leading their assigned College and will have management responsibilities for key subject areas.

This post provides an outstanding career opportunity to be part of driving our academy forward and to

play a critical role in the next phase of the academy's development.

For our successful candidate, being a member of staff at The Hundred of Hoo 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 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.

Position	Head of College (Vice Principal)
Location	The Hundred of Hoo Academy
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	Easter 2025
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 Kathy Blackwell via: kathy.blackwell@hundredofhooacademy.org.uk

Visits will be offered in November 2024 and hosted by the secondary Principal. Please ensure you offer Kathy 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 Carl Guerin-Hassett about this role can also arrange for a telephone call. Those wishing to do so should also contact Kathy (as above) in the first instance.

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

[Head of College \(Vice Principal\) - The Hundred of Hoo Academy - Online Application Form](#)

If you have any queries on any aspect of the application process or need additional information, please contact Rachel Cribben (Recruitment Advisor) on rachel.cribben@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

Sunday 24th November, 2024

Shortlisting date

Monday 25th November, 2024

Interviews and assessment activities

Thursday 28th November, 2024



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Job Profile

Role: Head of College (Vice Principal) - The Hundred of Hoo Academy

Reporting to: Principal (secondary)

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Core Purpose

To assist the Principal in the development of the College 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 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 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 Ofsted EIF framework and 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 radical change, and deputise for him in his absence;
- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate

Behaviour and Attendance

- In consultation with the Principal, lead the pastoral vision for the Academy.
- To lead, direct and manage the Attendance Officers



and Student Services Managers within the College.

- To encourage pupils' engagement with the education process by supporting behaviour for learning.
- To oversee analysis of behaviour and attendance data and action plan accordingly.
- To identify teachers' professional development needs in relation to behaviour management and lead training as required.
- To set, develop and implement policies, plans, targets, practices and procedures related to behaviour management systems, including the Behaviour Charter and Anti-Bullying Policy.
- To lead actions to follow up concerns about the behaviour of pupils travelling on buses to and from the Academy.
- To liaise with staff and external agencies to ensure that appropriate interventions for behaviour are implemented whenever necessary so that our most vulnerable students are able to participate fully in the education process.

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;
- 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 subject areas, intervening where necessary;
- Use data from stakeholder consultation in order to critically evaluate learning and teaching;
- Have an oversight of the performance of our high prior attaining students (HAPs).

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

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 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

- Retain a sense of proportion and good humour
 - 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
- Experience of leading change in challenging circumstances



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



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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.

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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 40% 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.

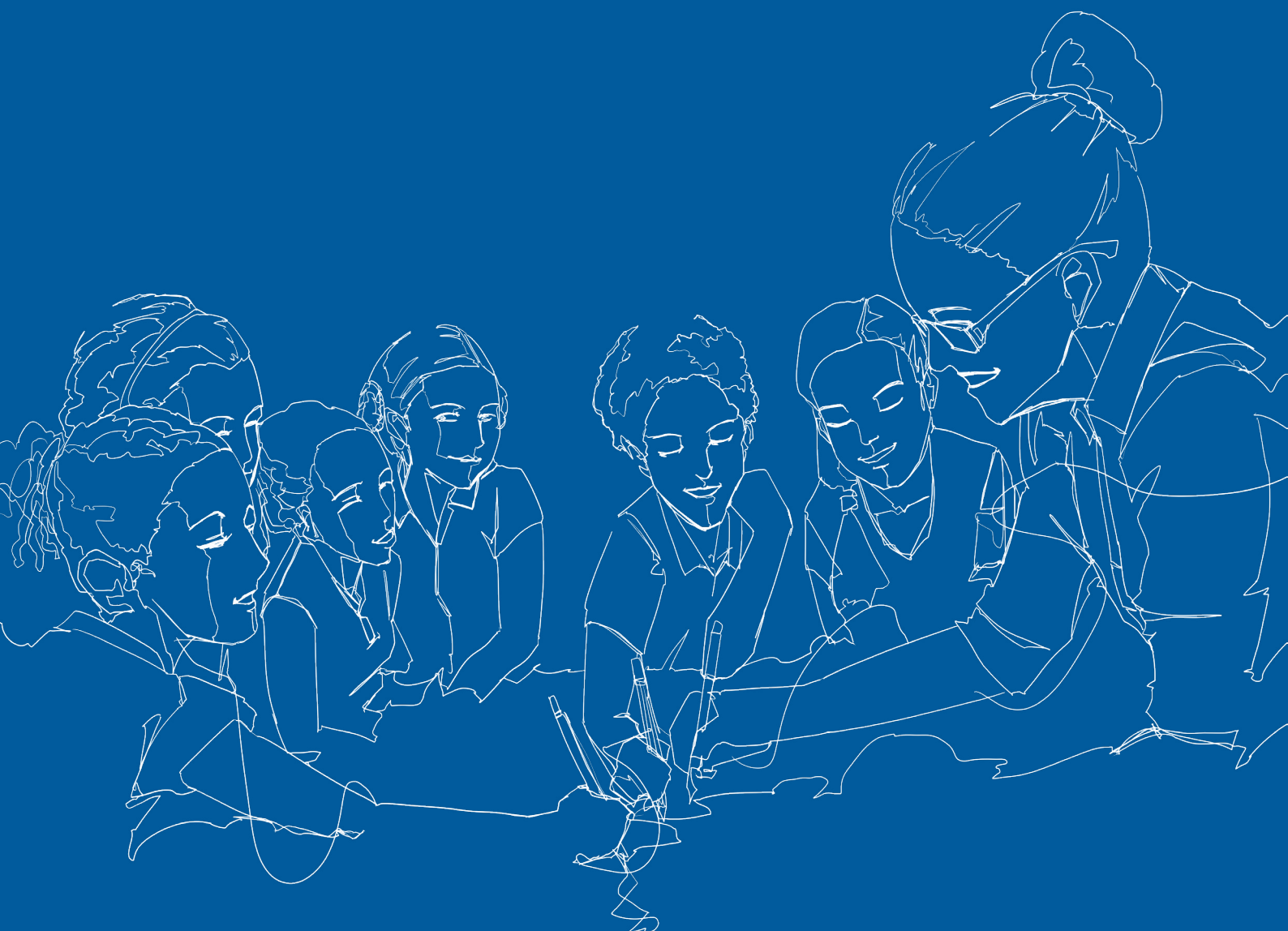
**Our Mission:
Education for a better world**

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