

# Head of School (Vice Principal)

Stationers' Crown Woods Academy



Not just a job. Not just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 31 academies across Kent, Medway and South-East London.



# Welcome

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 2021, our Trust will comprise 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 2,500 talented staff. The Trust is establishing four 'clusters' of academies: North West 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.

We are now recruiting for Head of School (Vice Principal) for Stationers' Crown Woods Academy 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.

## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE

Chief Executive  
Leigh Academies Trust



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. Specific responsibilities will be agreed with the successful candidate post appointment.

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.

**Wayne Barnett**

Principal  
Stationers' Crown Woods Academy



## Stationers' Crown Woods Academy

Based in the South East of London, on the borders of Greenwich and Bexley, Stationers' Crown Woods Academy is a larger than average comprehensive academy. We operate in a £50 million, state of the art, building with access to the kind of resources that most school leaders could only dream of.

We believe that learning takes place in every facet of the academy, not only in the classroom but walking down the corridor, in the playground and to and from school. We place a great deal of emphasis on the co-curricular programme with the aim of offering the types of opportunities only available to children at the private school down the road. We believe in the value of cultural capital and the role our taught and co-curriculum plays in that. We value the core subjects as well as the open subjects. As an IB World School we offer a broad and balanced, rigorous KS3 programme through the IB Middle Years Programme. We place a great deal of emphasis on KS3 as we believe in delivering pupils to KS4 (GCSE) with the required attributes to not only be academically successful but to thrive mentally and socially.

Philosophically, we believe in a holistic education where the whole child is developed and formed through wide and varied opportunities. Our lessons are structured with knowledge acquisition at the core. The prerequisite knowledge allows our pupils to engage in more meaningful debate and discussion, to question the validity of what they are being taught and to take their learning beyond the classroom. Ultimately, we

want our pupils to become great orators. To be able to articulate their knowledge, understanding and skill, confidently. We want our pupils to be willing to take risks, not to fear failure but to embrace it as a natural part of learning, to embrace challenges and to overcome the difficulties that learning can pose.

Most of all we want our pupils to be happy. To enjoy school and to leave having had a positive educational experience. We want our pupils to be valuable citizens of our school community, to develop a culture of inclusivity and shared values. We want our pupils to be global citizens, to be internationally minded and to understand that we all have a part to play in the future of our world.

We don't select our pupils but we do select our staff. We are looking for someone who is fearless, energetic and compelled to deliver the best possible educational experience for our pupils. We are looking for someone who does not accept vulnerability and disadvantage as a barrier to effective learning. We are looking for someone who wants to be a part of something great and exciting and we want someone who believes in the things that we believe in.

If this sounds like you, I'd love to show you around our amazing academy.

# 2

## Vacancy

We are now recruiting for the role of **Head of School (Vice Principal)** for Stationers' Crown Woods Academy; a truly rare 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 Head of School, working with the Principal, will drive this development forward to create an excellent all-ability secondary.

We are looking for an individual with exceptionally high expectations and the drive to achieve even higher standards for existing pupils and future generations.

Our successful candidate will be a talented and highly effective 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 ambitious professionals who can demonstrate strategic leadership and excellent management, and a proven track record of success in raising standards.

For our successful candidate, being a member of staff at Stationers' Crown Woods 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.

<b>Position</b>	Head of School (Vice Principal)
<b>Location</b>	Stationers' Crown Woods Academy
<b>Responsible to</b>	Principal
<b>Basis</b>	Permanent, Full-Time
<b>Commencement</b>	September 2022
<b>Salary</b>	Highly competitive + performance bonus + 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 Naomi Jeffery (PA to Principal) via [naomi.jeffery@scwa.org.uk](mailto:naomi.jeffery@scwa.org.uk). Visits will be hosted by the Principal, Wayne Barnett. Social distancing and other Covid-secure safety measures will be observed at all times following latest government guidelines. 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 Principal.

Before booking to visit the academy, candidates are encouraged to have an initial conversation with the Principal. This can be organised by emailing Naomi Jeffery.

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 School \(Vice Principal\) - 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) at [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.

**Closing date for applications** 20th May 2022 at 9am

**Interviews and assessment activities** 26th May 2022

# 3 Job Description

## **Role: Head of School (Vice Principal)** **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 in 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 and how best to support them.

## **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 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 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 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 Faculty 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 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 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

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.

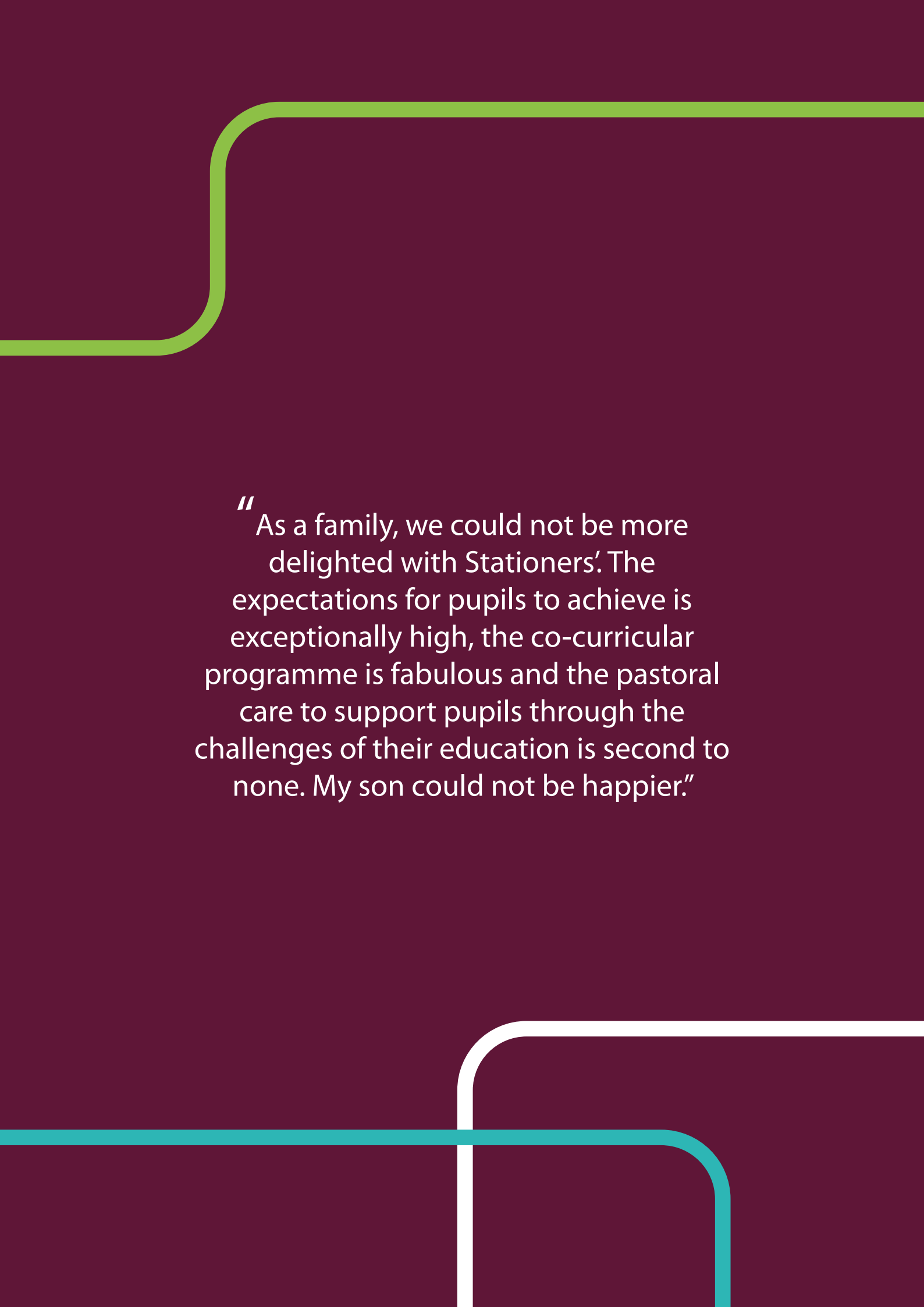
All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

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.



“As a family, we could not be more delighted with Stationers’. The expectations for pupils to achieve is exceptionally high, the co-curricular programme is fabulous and the pastoral care to support pupils through the challenges of their education is second to none. My son could not be happier.”



# 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.

## Experience

- Proven record of significant senior leadership achievement (e)
- Proven track record of raising standards (e)
- Experience of management of human and financial resources at senior level (e)
- Proven curriculum leadership (e)
- Successful establishment of links with the local community (e)
- Excellent track record as an effective innovator of education (e)
- Experience of developing student involvement in schools (e)
- Experience of working with parents (e)
- Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people (e)
- Experience of using performance management processes successfully to contribute to school improvement (e)
- Experience at deputy/assistant head level or equivalent (d)
- Experience of full 11 - 19 age range in a coeducational setting (d)
- Experience of leading in challenging circumstances (d)
- Subject teaching expertise in Maths and/or Science (d)
- Experience of leading highly effective whole school assessment systems (d)
- Experience of working within a MAT (d)
- Experience of and/or commitment to International Baccalaureate curriculum programmes. (d)

## Education & Qualifications

- Degree and teaching qualification (e)
- Qualified teacher status (e)
- Sustained record of professional development (e)
- Accredited postgraduate study (d)
- Masters/MBA (d)
- NPQH (d)

## Leadership & Management

- Positive attitude towards change (e)
- Extensive experience of developing staff, of team building
- and of developing student involvement in schools (e)
- In-depth knowledge and understanding of current

- educational priorities (e)
- Good understanding of the Ofsted framework and Self Review (e)
- An understanding of Performance Management
- Setting and achieving ambitious and challenging goals and targets (e)
- Experience of working with a range of agencies (d)
- Experience of working with Governors (d)
- Experience of challenging 'satisfactory' performance (d)

## Skills

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

## Attributes

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



# Leigh Academies Trust

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 31 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

## **Leigh Academies Trust – Our Mission: Shaping Lives, Transforming Communities**

### 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.

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