



TLET Central  
Vice Principal



Job Description and Person Specification

# Welcome from the CEO

**Thank you for expressing an interest in working for TLET. This recruitment pack sets out to give you an idea of what it is like to be part of the TLET family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across our organisation.**

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role.

Ultimately it matters to us that everyone who works for TLET feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.



Helen Stevenson  
**Chief Executive Officer**

# About the Role

Thank you for your interest in the position of Vice Principal at TLET. These are roles within the Senior Leadership Teams of our successful academies, including the Executive Principal, Head of Schools, Vice Principals and Assistant principals. There is also an Extended Leadership Team, made up of Heads of Faculty and our SENDCo.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

First and foremost, you are a dynamic, hands-on, strategic leader who can skilfully lead across any area of the academy's continuing development and day-to-day operations. You are likely to have the ambition to lead your own school in the future, and as such, be keen to gain experience in all areas of the academy leadership in the coming years. Therefore, the specific portfolio for this post will be determined once we have secured the very best candidate who will have transferrable, versatile skills.

## **Why work for TLET?**

- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Transforming Lives Educational Trust (Houlton or Ashlawn School)
<b>Job Title:</b>	Vice Principal
<b>Contract</b>	L17-L21 Full time as specified in the STPCD
<b>Responsible to:</b>	Head of School
<b>Key relationships/Liaison with:</b>	SLT ELT Head of Years / Pupil Experience Leads Teachers and Teaching Assistants Tutors Mentors Pupils Parents
<b>Job purpose:</b>	<p>The role of Vice Principal is to assist the Head of School in delivering the educational outcomes, standards, and the day-to-day leadership and management of a TLET academy/s by:</p> <ul style="list-style-type: none"> <li>• Supporting colleagues, including the SLT, in their work to develop and improve the School to achieve exceptional standards in teaching and learning in order to improve standards of behaviour, attendance, academic progress, attainment and personal development.</li> <li>• Lead and manage the realisation of the Trust's and the academy's vision through the implementation of a holistic, ambitious, and fully inclusive curriculum for all pupils achieving this through an engaging and inspiring teaching and learning strategy.</li> <li>• Lead and manage whole academy priorities, as determined by academy development and improvement plans.</li> <li>• Support and contribute to the development and implementation of the academy vision and strategy.</li> <li>• As a member of the senior leadership team provide support, supervision and direction in the day-to-day operational running of the academy.</li> </ul>

	<ul style="list-style-type: none"> <li>Consistently evaluate workload to promote staff wellbeing and a positive culture.</li> </ul>
--	---

## MAIN ROLE AND RESPONSIBILITIES:

### Strategic leadership

As a member of the senior leadership team, you will have shared responsibility to:

- Embed the principles of distributive leadership throughout the academy.
- Provide leadership, professional support and guidance for staff ensuring that all are treated fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Support the leadership team, to ensure a culture of safeguarding is maintained at all times.
- Ensure aspirational aims and objectives are realised in partnership with the SLT through the excellent leadership and management of the academy.
- Embed our shared Trust vision, ambitions, and values, ensuring that they are understood by pupils, staff, and parents.
- Ensure that key objectives from the Trust's strategic plan are used to develop academy improvement plans.
- Drive, lead, and promote the achievement agenda to bring about year on year improvements.
- Review and monitor progress of academy improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives.
- Ensure the academy is prepared for successful internal and external audit, including Ofsted.
- Build positive and respectful relationships with stakeholders and the wider community.
- Support to the Academy Development Process including supporting the SLT to ensure robust quality assurance processes are in place.

### Managing the organisation

- Line manage Faculties and teams as directed by the Head of School, providing effective support and challenge to help them secure best outcomes for pupils.
- To ensure that day-to-day operational aspects of the academy community run smoothly and efficiently, encapsulate the overall vision of the academy and promote a positive and high performing culture.
- To work with the Head of School (or Executive Leadership) and to ensure the best possible use of resources and value for money.
- To carry out all activities in such a manner that data protection requirements are met and are in line with the academy's policies for Health and Safety, and Equal Opportunities.

- In conjunction with the Head of School develop, embed, and consistently evaluate the continuing professional development and learning offer for all staff.
- In partnership with the Head of School manage workload of staff and to actively promote staff wellbeing and implement strategies to promote a healthy working environment.
- Establish systems for quality assurance to inform the academy SEF.
- Responsible for the writing and delivery of relevant sections of the Academy Development Plan and the Academy Evaluation Summary (AES).
- In partnership with the senior leadership team, develop and implement policies, systems, and processes to ensure coherent and effective improvement and the highest professional standards.
- Support the senior leadership team in developing links with parents, other academies, educational institutions, industry, and the wider community in order to enhance teaching and learning and children's personal development.
- Deputise for the Head of School in their absence.
- Establish clear and open lines of communication with all stakeholders.
- Contribute to the Trust effectively and efficiently operating within the required regulatory frameworks and meets all statutory duties.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Work successfully with other organisations, academies, and trusts to enhance the pupil offer/outcomes.
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- When required, present coherent, understandable data on pupil progress to others, including academy and Trust colleagues.

### **Teaching and Learning**

- To ensure high and consistent standards of work and behaviour from pupils within the academy community.
- To establish and maintain an excellent learning environment, demonstrated by regular and robust evidence, that encapsulates the overall vision for the academy.
- Work closely with Subject and Faculty Leaders to ensure that the whole academy curriculum and subject curricula are ambitious, consistent, and embedded across the academy.
- To support staff in achieving the highest standards of teaching, learning, and assessment, so that pupils achieve the highest standards of behaviour and attendance.
- To promote all key strategies to support improved outcomes for all pupils.
- To hold others to account for progress and achievement of all pupils and the quality of teaching, learning, and behaviour within their department.
- Line management of other senior and middle leaders, as directed by the Head of School.
- In conjunction with the Head of School ensure that pedagogy and subject specific knowledge and understanding reflects current educational research and develop partnerships

within the academy, across the Trust, and with a range of other partners to support collaboration and development of best practice.

- Working closely with senior leaders to ensure that the curriculum is delivered consistently and is highly effective.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum.
- Promote curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
- Ensure a valid, reliable, and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum.

### **Resource Management**

- Work within the financial parameters set by the Trust.
- Work closely with the Head of School to ensure that the academy budget that is set is aligned to the academy's curriculum needs. You will take appropriate responsibility for the management and delivery of parts of the budget that is approved by the Trust.
- Hold regular meetings with the Head of School to review the resource plan to ensure it meets the curriculum needs of the academy whilst remaining in budget.
- Support leaders to make their own financial decisions by delegating budgets.
- Support the Trust in ensuring compliance in Health and Safety and financial probity.
- Support the Trust in maintaining the accommodation to the highest possible standard so that it meets curriculum needs and facilitates learning in a clean, attractive, and safe environment.

### **Other**

- Demonstrate a passion for education, read widely and think deeply about education and related issues and take a proactive approach to your own professional development.
- Maintain confidentiality inside and outside of the academy.
- Undertake such other duties that reasonably correspond to the general character of the post and commensurate with membership of the Senior Leadership Team.

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



# Person Specification

**Job Title:** Vice Principal  
**Responsible to:** Head of School / Executive Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of further professional development</li> <li>• Commitment to undertake NPQH at an appropriate point</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of formal leadership study</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial secondary teaching experience &amp; evidence of impact</li> <li>• Substantial senior leadership experience &amp; evidence of impact</li> <li>• Demonstrable track record of raising standards at a whole-school level</li> <li>• Excellent classroom practitioner</li> <li>• Experience of having led whole school initiatives successfully</li> <li>• Experience of playing a significant role in implementing a School/Academy Development Plan</li> <li>• Experienced in ensuring that whole-school initiatives are planned, implemented and evaluated with attention to detail and are sustainable</li> <li>• Experience of successfully fostering a culture in which staff, pupils and parents feel confident that they can raise issues/concerns relating to the welfare or safety of children</li> <li>• A strong commitment to inclusion with high expectation for all learners</li> <li>• Able to talk about characteristics of effective secondary teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in leadership of Safeguarding</li> <li>• Experience of working with local authorities / external agencies</li> <li>• Experience of successful parental engagement</li> <li>• Experience of leading robust quality assurance processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Good understanding and use of tracking systems and use of data including target setting and tracking</li> <li>• Understanding of effective techniques and policies for behaviour management</li> <li>• Knowledge and experience of up-to-date development in IT and e-learning for teaching and management purposes</li> <li>• Experience of working with other school/organisations to develop and share best practice</li> </ul>	
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• Proven ability to deliver well planned and stimulating lessons.</li> <li>• Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice.</li> <li>• A completer/finisher with an acute attention to detail who holds themselves and others to account for delivering against high standards</li> <li>• Deep knowledge of what constitutes effective teaching and learning.</li> <li>• Ability to use evidence to inform practice.</li> <li>• Understanding of how children learn and the ability to translate this into classroom practice.</li> <li>• Demonstrable experience of devising effective strategies to support disadvantaged pupils.</li> <li>• Knowledge of current educational policy, recent educational research, and initiatives.</li> <li>• Demonstrable understanding of accountability frameworks.</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Creative, enthusiastic and proactive, keen to embrace new ideas and challenges</li> <li>• Exceptional communication skills and attention to detail when communicating formally</li> <li>• Approachable, caring and empathetic</li> <li>• Works well as part of a team</li> <li>• Shows a high level of enthusiasm, commitment and determination</li> <li>• Is flexible and listens</li> <li>• Is prepared to seek advice and support</li> <li>• Demonstrates a concern for the pastoral and spiritual welfare of everyone in the school</li> <li>• Confidentiality, commitment and loyalty</li> <li>• A desire to support all aspects of children's development and extended schooling</li> <li>• Commitment to continuing professional development</li> <li>• Self-motivated and shows initiative</li> <li>• Committed to active parental involvement</li> <li>• Resilient under pressure</li> <li>• The ability to deal sensitively with people and resolve conflict</li> <li>• Committed to active parental involvement</li> </ul>	
---------------------------	--	--

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 13 February 2026
- **Closing date:** 06 March 2026 (9am)
- **Final shortlisting:** TBC
- **Final panel process:** 11 & 12 March 2026