



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Vice Principal Recruitment Pack Mount Grace School



WELCOME TO FUTURE ACADEMIES

Dear Applicant,

We are delighted to share that Mount Grace School is expected to join Future Academies from 1st November 2025, marking the beginning of an exciting new chapter in the school's journey. As we prepare for this important transition, we are now seeking to appoint a Vice Principal to join our senior leadership team from January 2026.

This is a pivotal leadership role at a time of strategic change, offering a rare and exciting opportunity to help shape the future direction of the school as it becomes part of the Future Academies Trust. The successful candidate will play a key role in driving school improvement, embedding high expectations, and ensuring that the values and vision of the Trust are realised at Mount Grace.

As Vice Principal, you will report directly to the principal and will deputise as and when required. You will support the principal with the overall management of the school, ensuring that all aspects of the schools' day-to-day operations are aligned with its vision and values. You will also be responsible for ensuring that the highest academic and professional standards are always maintained.

Future Academies recognises the importance of developing and growing its leaders and embrace this responsibility. Its academies are only as good as its teachers, leaders, and other colleagues and its staff are highly valued. As a Vice Principal, you will have the opportunity to work with outstanding principals and nationally recognised leaders, as well as being able to access bespoke training.

Individual job descriptions will be tailored around our successful candidates, and roles could potentially be based at one or more schools, or developing Trust-wide initiatives.

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any potential characteristic.

Please do contact Ben Keely, Secondary Director, via email – ben.keely@futureacademies.org if you wish to have a confidential discussion prior to applying. Pre-application visits to the school are encouraged.

I look forward to receiving your application.

Yours sincerely,

Ben Keely
Secondary Director – Future Academies



JOB DESCRIPTION

JOB TITLE:	Vice Principal
LINE MANAGER:	Principal
SALARY:	<p>School Teachers Pay and Conditions, Fringe Leadership Scale, FL14 – FL18 (£72,763 - £80,134)</p> <p>Starting salary to be confirmed upon appointment, subject to experience.</p>
PLACE OF WORK:	Mount Grace Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform.• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Partnership with YellowNest -Salary sacrifice childcare. <p>For further information regarding our staff benefits, please visit our website.</p>
PROBATION PERIOD:	The post holder will be required to complete a 4-month probation period

PURPOSE OF THE ROLE

The Vice Principal will play a key role in supporting the Principal to ensure the effective leadership and day-to-day operation of the academy. As a senior leader, you will contribute to strategic planning, drive school improvement priorities, and foster a culture of excellence, collaboration, and high expectations.

This role provides an exciting opportunity to shape and influence key areas of academy life. Specific responsibilities will be determined in alignment with the successful candidate's experience, skills and interests, with a view to building on existing strengths within the leadership team.

The successful candidate will:

- Demonstrate a passion for education and a desire to improve the life chances of all students.
- Have the ability to build a culture of continuous learning and development.
- Embrace the challenge of building on the existing strengths of the academy to achieve all round excellence in teaching and learning.
- Assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the academy.
- Have the ability to empower and motivate staff.
- Maintain and develop the Trust's ethos of diversity, inclusivity and equality of opportunity.

Support the academy in the application of Trust and academy policies, decision-making and strategic planning by:

- Promoting and developing excellence in standards of teaching and learning.
- Developing an ethos of extremely high expectations amongst others.
- Taking full accountability for key areas of the academy's work.
- Managing staff and resources.
- Monitoring progress towards the achievement of the academy's aims and objectives.
- Being a highly visible presence around the school and model expectations of staff and students.

MAIN RESPONSIBILITIES AND TASKS

The Vice Principal will contribute to a range of leadership responsibilities depending on their strengths and experience. These may include, but are not limited to:

Strategic Leadership

- Support the Principal in delivering the academy's vision, ethos, and priorities.
- Lead and develop areas of school improvement as agreed with the Principal.
- Contribute to the academy's self-evaluation, development planning, and policy development.

Operational Leadership

- Support the smooth running of the school on a day-to-day basis.
- Act as a visible and active presence throughout the academy community.
- Deputise for the Principal when required and represent the academy at events and meetings.

Quality of Education

- Support and challenge staff to deliver high-quality teaching and learning.
- Lead on curriculum development, assessment, or data tracking, as appropriate.
- Contribute to quality assurance processes, including learning walks, observations and work scrutiny.

Staff Development and Line Management

- Line-manage designated staff, holding them to account for performance and supporting their professional growth.
- Participate in recruitment, induction, and performance management processes.
- Promote a professional culture of reflection, collaboration, and high expectations.

Student Experience and Welfare

- Uphold a culture of exemplary behaviour, safeguarding, and inclusion.
- Lead or support areas such as student attendance, wellbeing, behaviour, or personal development, as agreed.
- Engage with students and families to foster a supportive and aspirational learning environment.

Trust Responsibilities

- Uphold the values of the Trust: Knowledge, Aspiration, and Respect.
- Build positive relationships with parents, carers, governors, and the wider community.
- Contribute to the broader success and development of the Trust.

This role description outlines the broad areas of responsibility for the Vice Principal role. The exact nature of duties will be shaped in partnership with the successful candidate, taking into account the academy's priorities and the individual's expertise and potential.

This role description is not exhaustive and may be subject to review and development in line with the needs of the academy and the Trust.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of Continuous Development • A degree – 2:1 or above • Minimum of five years' experience working in a secondary setting. • Minimum of three years working as a member of Senior Leadership, preferably as an Assistant or Vice Principal. • Evidence of sustained improvement overtime. • Experience of working with multiple external agencies. • Evidence of strategic development of pastoral practices which have improved student outcomes. • Evidence of implementation of successful strategies that have had a positive impact in the area of behaviour, attendance and or student wellbeing. • Experience in mentoring and providing training to colleagues. 	<ul style="list-style-type: none"> • Evidence of further qualifications e.g. Masters, NPQH
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Ability to teach in a subject up to A-level. • Knowledge and understanding of safeguarding and inclusion policies for behaviour and attendance. • Knowledge and understanding of legislation related to safeguarding, SEND and Inclusion. • Excellent verbal and written communication skills to collaborate effectively with all Academy stakeholders. • Ability to communicate and liaise with a wider range of external multi agency colleagues. • Able to keep accurate records and to relate observations to records and planning. • Able to build and maintain constructive relationships with students and parents / carers. • Ability to analyse and interpret data related to attendance and behaviour. 	<ul style="list-style-type: none"> • Any other relevant knowledge or skill

	<ul style="list-style-type: none"> • Capacity to adapt support strategies to cater to individual student needs and respond to changing circumstances. • Able to coordinate and lead a large team. 	
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity. • Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them. • A commitment to undertake all relevant in-service training and continual professional development. • To comply with Academy routines and protocols as written and intended. • To demonstrate awareness of the need to promote and protect the Academy's profile and reputation. • A willingness to be involved in extra-curricular activities. 	

WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk). Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **Monday, 13th October 2025**. - Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

