

Recruitment 25/26

Vice Principal - Inclusion



Minsthorpe
Community College



Mr Mark Gilmore
Principal



Minsthorpe Community College

Welcome

Dear Applicant

Thank you for your interest in joining Minsthorpe Community College. I hope the information in this pack gives you a clear sense of who we are and helps you decide whether you have the qualities, skills, and experience to thrive in this role.

Minsthorpe is a truly special place. Having worked here for many years, I've seen first-hand the strength of our community and the power of our shared values. Since becoming Principal, I've been committed to bringing our vision to life — one rooted in motivation, commitment, and care. These aren't just words on a wall; they underpin every decision we make and shape the culture of our college.

When I think about what makes a great college, I reflect on what I'd want for my own children: a place where they love learning, feel excited to come each day, and are inspired by a rich and ambitious curriculum. I'd want them to receive an education that is both challenging and nurturing, delivered by dedicated staff who help them achieve their very best. Above all, I'd want them to feel cared for—by adults who know them well and by peers who become lifelong friends.

At Minsthorpe, we believe everyone contributes to building and strengthening our learning community, students, staff, parents, and governors alike. We celebrate the diverse talents of our students, academic, athletic, creative, and personal. We are ambitious for them, and we want them to be motivated in their learning, committed to their goals, and caring toward others.

We're looking for staff who share this vision and who want to play an active part in making it a reality. We invest in recruiting, developing, and retaining professionals who care deeply about education and who strive for continual improvement. In return, you'll join a supportive, forward-thinking team that values collaboration, professional growth, and personal wellbeing.

If you'd like to visit the College and experience our community first-hand, I'd be delighted to welcome you.

Mr Mark Gilmore
Principal

Vision & Mission



Vision

Minsthorpe Community College:
A place where everyone plays a
part in strengthening our learning
community through motivation,
commitment, and care.

Mission

Students

At Minsthorpe, we motivate students through an engaging curriculum which promotes lifelong learning. We provide exciting educational opportunities and an ethos of care, guidance and support for all. We know that students learn best in a safe, calm and orderly environment and our rewards and sanctions support this. We expect that students are committed to their own learning and progress and to achieving their future aspirations.

Governors

At Minsthorpe, the Governing Body is committed to challenging the College Leadership to secure the highest standards of education for the students of our community. It oversees the financial performance of the College, ensuring that budgets are well spent. Governors expect that all stakeholders work together in the best interests of the students to motivate and care for each other.

Parents and Carers

At Minsthorpe, we value the contribution our caring parent body makes to their child's education, as we work together to motivate and support each student in reaching their full potential. We want parents and carers to work with us in ensuring their child is safe and happy. We expect the full commitment of parents and carers in ensuring their child attends regularly and on time; completes home learning; wears the correct uniform; is fully equipped and ready to learn and behave the Minsthorpe Way.

Staff

At Minsthorpe, we invest in the recruitment, development and retention of caring professionals who are committed to constantly reviewing and improving the quality of learning, teaching and support. We expect that staff are motivated to work collaboratively in setting high expectations for all students with a relentless focus on student learning and progress.



Why work at Minsthorpe?

Minsthorpe Community College is a large, vibrant, and inclusive community college with a student body of over 1600 students ranging from 11 to 19 years. We have six primary schools in our pyramid and are pleased to welcome children from neighbouring areas.

We have a highly skilled team of teachers and associate staff that always act in the best interest of the students. We offer excellent facilities for learning and teaching with dedicated blocks for each subject area as well as community dimensions including a sports & fitness centre and a children's centre.

Students enjoy a range of extra-curricular and enrichment opportunities which complement their learning. Minsthorpe Community College secures great GCSE and Post 16 results year on year allowing students to progress into higher education and employment.

Minsthorpe Community College places at the heart of its development a commitment to high quality professional development for all staff who join the college. We understand that by investing in our staff we will create an organisation with a shared vision and mission.



"There is a focused, purposeful atmosphere around the school, which is underpinned by the school's vision of motivation, commitment and care."

Ofsted, 2023

As a college we are committed to provide the following **benefits for employees:**

- The opportunity to work in a well-resourced, forward thinking, and rewarding environment.
- Excellent facilities for learning and teaching with dedicated blocks for each subject area.
- Free membership of our state-of-the-art on-site Sports & Fitness Centre for full-time, permanent employees, as well as the facility of an on-site Children's Centre.
- Comprehensive induction and on-going opportunities for Professional Development.
- Excellent care and support for all staff, including access to an Employee Assistance Programme for employees and their immediate family.
- Access to the Local Government Pension Scheme (associate staff) or Teachers' Pension Scheme (teachers).
- Nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff.



Learning and Teaching the Minsthorpe Way

Teachers and Student Support colleagues at Minsthorpe Community College strive to plan and deliver lessons to a consistently high standard rooted in fundamental Core Principles of effective pedagogy. We insist on excellent standards of behaviour for learning from all students and it is our daily goal to inspire students to learn & think critically, challenge & support them to achieve and make progress and equip them with the necessary skills to be lifelong learners and effective members of society.

"Pupils are confident, well-mannered and eager to share their opinions. They work hard in lessons and are keen to succeed."

Ofsted, 2023

Staff address any misbehaviour, including low-level disruption to learning, appropriately. Pupils behave well.

Ofsted, 2023



Curriculum

At Minsthorpe Community College our core values of Motivation, Commitment and Care are at the heart of everything we do. Our curriculum intent is to raise the achievements and aspirations of all learners through the delivery of a highly personalised, broad, ambitious, and inclusive curriculum that:

- Deepens students’ understanding and develops their knowledge and skills in all subject areas
- Ensures students are literate and numerate
- Enriches students’ learning experiences
- Builds students’ character
- Empowers students to realise their education and employment potential beyond Minsthorpe Community College

Be Fair Everywhere

We have high expectations of all our students at Minsthorpe Community College and **BE FAIR EVERYWHERE** supports students to understand how we expect them to behave in lessons and around the College site. Parents are asked to watch the relevant **BE FAIR EVERYWHERE** video with their child to ensure they are clear about our expectations.

"Teachers and pupils are clear about expectations and procedures through the ‘Minsthorpe way’ ... As a result, the school is calm and orderly."

Ofsted, 2023

Student Support

We provide **Motivation, Commitment** and **Care** for students requiring additional support with the aim of ensuring that they achieve their best possible outcomes, transition to Post 16, and have ambitions for jobs, further education, and careers and that they can thrive as independently as possible, depending on their needs.

We are parent and child centred, work in partnership with stakeholders, and have open, robust but respectful conversations with colleagues as we all strive for those best outcomes. We are a skilled, experienced, and knowledgeable team and have good knowledge of the complex education system and can advise and support families about appropriate provisions, support and managing the bureaucratic and legislative challenges for students with **SEND**.



Post 16

We are an inclusive Post 16 provider and cater for learners at all levels and have an established reputation for very strong exam performance, a passion for teaching and learning and an unwavering focus on helping every student achieve their best possible goals.

Minsthorpe Post 16 is committed to delivering high quality teaching which provides challenges and opportunities for individual learners. Students have the opportunity to be creative, innovative and enterprising, whilst benefiting from strong care, support and guidance. The Post 16 team continues to provide our students with support and motivation to raise their aspirations, succeed in learning and position themselves for a better future.

We have a well-established ethos of care and support. Our students and staff enjoy working together as 'Team Minsthorpe' and everyone is committed to 'Learning and Behaving the Minsthorpe Way', because we know this will deliver the best education for the young people. We cannot achieve this alone, and we firmly believe in a strong partnership between the college and everyone within our community.

"The school has ensured that the sixth-form curriculum meets students' needs and interests ... This helps sixth-form students to progress on to higher education, apprenticeships and employment."



CPD: The Minsthorpe Way

At Minsthorpe Community College we are committed to the Continuing Professional Development (CPD) and learning of all members of staff at every career stage and level of experience. We recognise the value of evidence-informed training with an overall to impact positively on students' outcomes and experiences. We are active partners in many local networks, including the Wakefield and Selby Teaching School Hub.

Associate Teams

Our core Associate staff teams consist of Administration, Finance, IT Services, and Data & Exams. These teams are based in The Hub, which is a large open-plan office in the centre of college, where they are easily accessible to offer support, advice, and guidance to staff, students and each other.

Professional Development

Our Core Principles of Quality Learning & Teaching are formed based on a wide range of experience and expertise within Minsthorpe Community College but equally through accessing well-regarded and researched pedagogical texts. Resultant CPD will draw on these texts to form the basis of their content and delivery.

Our ongoing Professional Development & Learning programme is planned and structured to develop the knowledge and skills of teachers and student support staff around the Core Principles of Learning & Teaching whilst giving them a growing awareness of key elements. Our Early Career Teachers have full access to the UCL Early Career Framework and leaders engage with NPQ programmes to support their development.



Professional Learning and Development Associate Staff

Associate staff engage in whole College statutory training e.g., Safeguarding but equally have access to other training pertinent to their respective roles. The list below is not exhaustive but gives a flavour of the range of training opportunities available:

- Access Arrangements training;
- HLTA status
- Apprenticeships
- Team Teach
- Invigilator training
- First Aid



"The curriculum is ambitious for all pupils ... Pupils with special educational needs and/or disabilities (SEND) are involved in all aspects of school life."

Ofsted, 2023

Thank you for taking the time to read this overview of Minsthorpe Community College. We recommend that you explore our website to discover more about us: www.minsthorpe.cc

Catherine Green
Director of HR & Associate Teams
September 2025

Vice Principal - Inclusion

Required for Easter or September 2026

L21-L25 (£84,669 - £93,423)

Governors are seeking to appoint a dedicated and highly motivated strategic leader who will be able to lead this thriving Community College and build on our recent successes. Our most recent Ofsted report (2023) described us as a "Good college" who "invests in staff's development. This means that staff feel valued and are proud to work at the school ... Leaders support staff well and consider their workload and well-being" "There is a focused, purposeful atmosphere around the school, which is underpinned by the school's vision of motivation, commitment and care." Pupils are confident, well-mannered and eager to share their opinions. They work hard in lessons and are keen to succeed."

Why work at Minsthorpe?

Minsthorpe Community College is a large, vibrant, and inclusive community college with a student body of over 1600 students ranging from 11 to 19 years, including a Resource Provision and onsite Alternative Provision. We are oversubscribed taking children from six primary schools in our pyramid and are pleased to welcome children from neighbouring areas. The college covers a large and very populated area and is much larger than most secondary schools. The college is situated to the South East of Wakefield and serves the villages of South Elmsall, South Kirkby and Upton. The catchment area covers three of the five most deprived wards in the Wakefield district (and they are among 10% most deprived areas in the UK). Students come from below average levels of social deprivation; the percentage of disadvantaged students entitled to free school meals (34.7%) is higher than the national average (27.9%).

Outcomes at the end of Key Stage 4 and 5 at Minsthorpe Community College are consistently in line with, or exceed, national benchmarks. In our Post-16 provision, we support learners across all ability levels by offering a broad curriculum that includes Level 1, 2, and 3 qualifications. This inclusive approach enables students to progress confidently into further education, training, or employment. Notably, this year, 94% of students progressing to university are first-generation entrants to higher education—an achievement that reflects our strong commitment to social mobility and student success.

We have a highly skilled team of teachers and associate staff that always act in the best interest of the students. We offer excellent facilities for learning and teaching with dedicated blocks for each subject area, as well as community dimensions including a sports & fitness centre and a children's centre. This year has seen the completion of the building and renovation work at the College, which was funded by the DfE School Rebuilding Programme, with a state-of-the-art PE block, including a Sports Hall, two studios and excellent changing facilities, as its centrepiece.

The role of Vice Principal at Minsthorpe Community College requires a visionary leader who is committed to our values and dedicated to turning our shared vision into reality. At Minsthorpe, we invest in the recruitment, development and retention of caring professionals who are committed to constantly reviewing and improving the quality of learning, teaching and support. We expect that staff are motivated to work collaboratively in setting high expectations for all students with a relentless focus on student learning and progress. In return, you will benefit from working with caring colleagues who will support you in your role and your personal and professional development.

You will have a proven track record of leading sustained improvement, and a commitment to maintaining and strengthening parental and community links by working in partnership with parents, staff, governors and the wider community. You will share the ethos of the Principal and be a highly effective communicator who earns respect from students and staff alike.

The successful candidate will have to meet the requirements of our Person Specification and be subject to an enhanced DBS check. A prohibition from teaching check and an online search will also be completed for all applicants.

Minsthorpe Community College is committed to equality of opportunity and upholding the principles of the Equality Act 2010. We positively welcome applications from all sections of the community. Only applications submitted with a completed Minsthorpe Academy Trust Application Form will be considered.

Full-time permanent employees are provided with free membership of our on-site Sports & Fitness Centre, as well as the facility of an on-site Children's Centre.

Further particulars for this post can be obtained by visiting our Web Site at www.minsthorpe.cc

If you would like to arrange a visit to the college, we would be more than happy to show you around so you can get a feel for who we are. Dates available for visits are Wednesday 17th December 2025, and Wednesday 7th January 2026 at 9.00am or 3.00pm. Please email cgreen@minsthorpe.cc with your preferred date and time.

Please send completed application forms to Cath Green, Director of HR & Associate Teams: cgreen@minsthorpe.cc by midday – Monday 12th January 2026.

Shortlisting will take place on Tuesday 13th January 2026.

Interviews will take place on Thursday 22nd & Friday 23rd January 2026.

Job Description

The Role

Under the leadership of the Principal, the Vice Principal – Inclusion will be responsible for the strategic oversight of behaviour, attendance, SEND, and safeguarding. The role will also include the line management of Assistant Principals, Heads of Department, and designated members of the Associate Staff, as determined by the Principal.

The Vice Principal will work closely with the Principal and Leadership Team to develop an inclusive, tolerant and positive culture in the college that underpins good standards of behaviour and attendance throughout the college, leading to the best possible outcome for all students. They will develop an ethos of high expectations for staff and students, and lead on ensuring student welfare, personal development, attendance and inclusion is a priority for all staff. The Vice Principal reports directly to the Principal and deputises for him/her as required.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

Employment checks required

Proof of eligibility to work in the UK

Proof of relevant qualifications (original certificates)

Two satisfactory references

DBS Enhanced Disclosure check

A Prohibition Order check and on-line search

A medical assessment prior to commencement of employment.

Key Responsibilities

Vice Principal – Inclusion will:

- Establish with the Principal, an ethos and culture of high expectations, inclusion, challenge and support that promotes good behaviour, attendance and welfare throughout the college.
- Provide strategic leadership, direction and development of behaviour, attendance, SEND, and safeguarding.
- Work with others and be responsible to the Principal for evaluating the college’s performance, including identifying priorities for continuous improvement and the raising of standards ensuring equality of opportunity for all.
- Keep abreast of research and developments pertaining to the areas of responsibility and use this to inform changes and developments in whole college practices.
- Report to the Principal and Governing Body, demonstrating that inclusion, behaviour and welfare support are impacting on whole college improvement.
- Demonstrate the college’s vision and values in everyday work and practice.
- Oversee the effective implementation and periodic review of policies and procedures.
- Organise staff training in areas of responsibility as appropriate.
- Ensure that the provision for all students, including those who are educated outside of the mainstream classroom (in internal or external provision) is safe and of the highest quality.
- Use data effectively to inform planning and support strategies to raise attainment, expectations, attendance, safeguarding procedures, secure good progress and address underperformance of groups and individual students.
- Lead the development and implementation of culture and behaviour policies and systems, championing an aspirational, safe and inclusive learning environment that fosters mutual respect among students and staff.

Day to Day Management of the College:

- In conjunction with the rest of the Leadership Team, seek to build a successful college through effective collaboration.
- Oversee the day-to-day management and organisation of the college with regards to daily routine, parental engagement and communication.
- Provide effective organisation and management of the college and, where required, work with the Principal to seek ways or improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation.

- In conjunction with the Principal, recruit, retain and deploy staff appropriately.
- Work with others and be responsible to the Principal for evaluating the college's performance, including working with Middle Leaders in identifying priorities for continuous improvement and raising of standards, ensuring equality for all.
- Provide strategic oversight of the college's budget and funding streams in collaboration with the Principal.
- Be accountable to the Principal and the Governing Body for providing senior leadership and direction to the college and ensuring that the college is managed and organised to meet its aims and targets.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

Securing Accountability:

- Ensure that the college is constantly 'Ofsted-ready' through contributions to the College Strategic Plan, the collation of appropriate evidence, and analysis of the performance of students and staff.
- Provide information, including relevant reports, objective advice and support to the Governing Body, to enable it to meet its responsibilities for securing effective teaching and learning and high standards of achievement, and for achieving high efficiency and value for money.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Use a range of evidence including national data and college performance data to support, monitor, evaluate and improve aspects of college life, including challenging poor performance.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly review own practice, set personal targets with the Principal and take responsibility for own professional development.

Strengthening Community:

- To build a collaborative learning culture within the college and actively engage with other schools to build effective learning communities.
- To work with other schools on sharing and developing successful pedagogy pertaining to attendance and conduct.
- Promote the college's inclusive ethos and values within the community.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students and the wider community.

Leadership and Management:

- Work with the Principal and Governors to ensure the college meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Contribute to and lead on specific areas of the College Strategic Plan.
- Be a highly visible leader, take the initiative, demonstrate a growth mindset and adopt a rigorous approach to all aspects of the work of the Leadership Team.
- Actively promote equality of opportunity by working as part of the Leadership Team in ensuring the college's curriculum provides the best possible education for all its students, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning.
- Participate in recruitment and selection, as agreed with the Principal.
- Attend meetings and lead such meetings as required.
- Prepare and present reports, as required by the Principal, to governors, parents and other relevant outside agencies.
- Deputise for the Principal, as required.

General responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people.
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, with and outside college.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy.
- To always respect confidentiality.
- To be familiar with the college's policies, procedures and working practices and adhere to the appropriately.
- To undertake any training and development commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in the discussion with line manager.

Minsthorpe Community College 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. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

Qualifications

Qualified Teacher Status.

Senior Leadership Experience

Skills, Knowledge and Experience

Have a proven track record of leading on a range of aspects of school improvement (particularly in the areas of behaviour, attendance, SEND and safeguarding.)

Ability to develop specialist knowledge and keep up to date with local and national policy developments.

Demonstrable success in raising standards and meeting challenging targets.

Ability to interpret and implement new legislation, policies and directives.

Ability to analyse information from a wide variety of sources and solve complex problems.

Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.

Ability to provide clear educational vision and direction.

Ability to work in partnership with senior leaders and governors.

Ability to analyse and use student data on attainment and progress to raise standards.

Knowledge and understanding of the Ofsted statutory inspection framework.

Experience of leading, coaching and motivating staff within a performance management framework, supporting their development and effectively challenging and managing any underperformance.

Ability to recognise and be sensitive to the needs of all stakeholders, demonstrating empathy and emotional intelligence.

Experience of multi-agency working.

Evidence of successfully operating at both strategic and operational levels.

Ability to develop and maintain positive relationships with other senior leaders, teachers, associate staff, students and parents.

An excellent classroom practitioner and leader of pedagogy.

Experience of presenting high quality, strategic information to governors and supporting their role as a ‘critical friend’.

Understanding of what excellence looks like within educational leadership, management, teaching and learning.

Knowledge of equality of opportunity issues and how they can be addressed in schools.

Evidence of relevant continuing and recent professional development.

A proven track record of delivering change and sustained improvement.

Experience of impactful leadership as part of a school leadership team.

Understand the role of parents and the community in school improvement and how this can be promoted and developed.

Ability to work under pressure, to prioritise appropriately and to meet deadlines.

Knowledge and understanding of statutory requirements, relevant legislation and government strategies.

Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people and demonstrate an understanding of safeguarding issues and the ability to follow procedures.

Leadership qualities, including energy, resilience and the ability to enthuse and motivate others.

Personal Attributes

Deep alignment with the vision and ethos of Minsthorpe Community College.

A strong belief in the importance of clear systems and consistency.

A visible, energetic and principled leader.

Relentless ambition for all staff and students.

The ability to lead confidently and with conviction, to put students first and to accept no excuses.

A good sense of humour.

An appetite for hard work.

The ability to work to tight deadlines and managing competing priorities.

Strong organisational skills.

Excellent attention to detail.

Sound judgment.

Other Requirements

Ability to maintain discretion when privy to confidential information.

Commitment to safeguarding and promoting the welfare of children and young people.

Willingness to undergo appropriate checks, including enhanced DBS checks.

Commitment to equality, diversity & inclusion.