



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM

# **Vice Principal Recruitment Pack**



**LAUREATE  
ACADEMY**  
LIBERTAS PER CULTUM



## Welcome to Future Academies

Dear Applicant,

Laureate Academy has an exciting opportunity to appoint an outstanding Vice Principal. We wish to appoint a truly exciting individual with a proven track record of impactful strategic leadership. The right candidate must have an ability to demonstrate school improvement and the resilience to deal with challenges of the role. We are looking for a leader who can support us in the next stage of our journey to becoming an Outstanding school. Laureate Academy is an exciting place to work: our students are high-achieving and ambitious, committed and very well qualified. Therefore, the individual must share an ambition, that all of our students we serve deserve an excellent education.

The Vice Principal will be a prominent, visible presence around the academy and will promote strong relationships with all stakeholders. Our Trust motto is 'Libertas per cultum' so to be successful, you will lead with confidence and conviction and will be passionate about the power of education to transform lives. You will demonstrate impeccable professionalism, unwavering determination, and relentless optimism. Able to lead by example and be a source of inspiration, you will support and guide colleagues whilst demonstrating a love for your subject to cultivate a similar passion in your students. Furthermore, you will have the highest expectations of every student in terms of achievement, character, and conduct. We are looking for an excellent leader who will be responsible for the strategic development of our culture of excellence across the academy. You will lead a large team comprising an Assistant Principal, Academic Year Teams, and Head of Department for a core subject area.

There is no better time to join our academy as we look to continue to improve year on year.

Please do contact Dawn Scott, HR & Office Manager on [d.scott@laureate.futureacademies.org](mailto:d.scott@laureate.futureacademies.org) if you wish to have a confidential discussion prior to applying.

I look forward to receiving your application and welcoming you to our amazing academy.

Yours sincerely,

Ruthie Jacobs

**Principal**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Vice Principal</b>
<b>RESPONSIBLE TO:</b>	Principal
<b>HOURS:</b>	<b>Full Time</b>
<b>SALARY:</b>	L16 - L21 £65,450 - £73,715 (DOE)
<b>PLACE OF WORK:</b>	Laureate Academy, Warners End Road, Hemel Hempstead, HP1 3DW.
<b>RIGHT TO WORK:</b>	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
<b>STAFF BENEFITS:</b>	<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"><li>• A supportive ethos and concern for the well-being of all colleagues.</li><li>• Excellent CPD opportunities and career progression.</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li><li>• Cycle to work scheme.</li><li>• Employee Assistance Programme.</li><li>• Eye Care Voucher scheme.</li><li>• Car Benefit Scheme</li></ul>
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6-month probation period

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### JOB STATEMENT

The Vice Principal role will support the Principal in overall management of the school, ensuring that all aspects of the school's day to day operations are aligned with its vision and values.

As a member of the leadership team, the Vice Principal is responsible for overseeing the effective running of the school and ensuring that the highest academic and professional standards are maintained at all times.

The Vice Principal reports directly to the Principal, and will deputise as and when required.

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## PERSONAL SPECIFICATION

### Attributes

- Passionate about the power of education to transform lives
- Fully committed to the academy's vision and ethos
- A capacity to engage with the broad community which the academy serves
- A desire to develop strong relationships with staff, students and parents
- A deep commitment to the welfare and personal development of all students
- Impeccable professionalism, unwavering determination and relentless optimism
- The ability to lead confidently and with conviction, and to accept no excuses
- Intelligence and intellectual agility
- Resilience
- A proven ability to motivate, enthuse and develop both individuals and teams
- High standards of written and verbal communication
- Exceptional organisational skills
- Fully committed to the safeguarding of children and young people

### Experience

- An outstanding classroom practitioner with a strong track record of achieving excellent examination results at GCSE and A level and/or IB.
- A proven track record of delivering change and sustained improvement
- Experience of working in a high-performing organisation
- An appreciation of what educational excellence looks like
- An understanding of the demands involved in leading a large, successful school
- Experience of impactful leadership as part of a school leadership team
- A knowledge of current thinking and debate surrounding curriculum, pedagogy and education policy
- Significant experience of delivering best practice in safeguarding

### Required Skills

- Ambition and capability to aim for being a Principal of an outstanding school
- Learning agility and curiosity
- Considerable work rate and administrative efficiency
- Bright and articulate with an excellent standard of verbal and written communication
- Financial literacy

## PERSON SPECIFICATION

Description	Rating	Evidence
<b>Qualifications</b>		
Qualified teacher status	Essential	Application
Evidence of continuous development	Essential	Application
A degree or above – 2:1 or above	Essential	Application
Evidence of further qualifications e.g. Masters, NPQH	Desirable	Application
<b>Experience, Knowledge and Understanding</b>		
Relevant experience working in secondary setting.	Essential	Application/Interview
Relevant experience working as a member of senior leadership preferably as an Assistant or Vice Principal	Essential	Application/Interview
Ability to teach in a subject up to A level	Essential	Application/ Interview
Evidence of sustained improvement overtime	Essential	Application/Interview
Experience of working with multiple external agencies.	Essential	Application/ Interview
Knowledge and understanding of safeguarding and inclusion policies.	Essential	Application/Interview
Evidence of strategic development of practices which have improved student outcomes.	Essential	Application/Interview
Evidence of implementation of successful strategies that have had a positive impact in education	Essential	Application/Interview
Experience in mentoring and providing training to colleagues.	Essential	Application/Interview
<b>Skills and attributes</b>		
Excellent verbal and written communication skills to collaborate effectively with all Academy stakeholders.	Essential	Interview
Ability to communicate and liaise with a wider range of external multi agency colleagues.	Essential	Interview
Able to keep accurate records and to relate observations to records and planning.	Essential	Application/Interview
Able to build and maintain constructive relationships with students and parents.	Essential	Application/Interview
Ability to analyse and interpret data related to the role of Vice Principal	Essential	Interview
Capacity to adapt support strategies to cater to respond to changing circumstances.	Essential	Application/Interview
Able to coordinate and lead a large team.	Essential	Application/Interview
<b>Wider Professional Effectiveness</b>		
To comply with Academy routines and protocols as written and intended.	Essential	Interview
To demonstrate awareness of the need to promote and protect the Academy's profile and reputation.	Essential	Interview

A willingness to be involved in extra-curricular activities.	Essential	Application /Interview
<b>Professional Characteristics</b>		
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.	Essential	Application/Interview
A commitment to undertake all relevant in-service training and continual professional development	Essential	Interview
A commitment to safeguarding and promoting the welfare of children and young people	Essential	Application/Interview

## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.schoolrecruiter.com/careers-at-future-academies-london)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should 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 **midday on the 18<sup>th</sup> December**. 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](mailto: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.