

Vice Principal

Leigh Academy Paddock Wood



More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 33 academies across Kent, Medway and South-East London.



LEIGH
Academies Trust

Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive
Leigh Academies Trust



Welcome

Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £200m. Our Ofsted track record is impressive. Currently, 16 of our academies are considered to be “Outstanding” which is nearly 53% of those which have been inspected whilst part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral

care for pupils.

- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

We are now recruiting for an exceptional Vice Principal to join Leigh Academy Paddock Wood.

Thomas Moore

Principal
Leigh Academy Paddock Wood



Leigh Academy Paddock Wood

Welcome to Leigh Academy Paddock Wood.

We are a large three form entry Primary School situated in Paddock Wood. We pride ourselves on being at the heart of the community. As the Principal of Leigh Academy Paddock Wood, I am honoured to serve a community with so much tradition, culture, ambition and love for their children.

We deliver a broad and balanced curriculum, enriched through our after school clubs and co-curricular activities which are made accessible to all. As an IB World School, our curriculum provision is enhanced further through the International Baccalaureate Primary Years Programme (IB PYP). It is an aspirational high quality inquiry-led learning framework, where the National Curriculum is delivered through in-context experiences. Through the IB PYP curriculum framework, children are encouraged to be risk-takers, life-long learners and global citizens.

We believe that there are no limits to what we can achieve when we work together. Our values of 'aspire, respect and persevere' permeate through everything we say and do. Our academy is dedicated to creating a safe, ambitious and inclusive learning environment where every child can thrive academically, socially, and emotionally. We believe in nurturing the whole child and encouraging our children to explore their interests and passions and achieving excellence.

To find out more about Leigh Academy Paddock Wood, please visit our website [here](#).



Vacancy

Leigh Academy Paddock Wood has an exceptional opportunity for a committed, enthusiastic and passionate Vice Principal to join us from September 2025. Joining us will enable you to work with like-minded colleagues who share your goals and ambitions. You will be part of a team that provides outstanding educational opportunities for all of our pupils through creative, carefully sequenced and highly effective lines of inquiry where all learners are at the very core of driving our curriculum.

This position offers a unique leadership opportunity for those who are inspired to positively impact upon children's life chances and potential. As part of this position there will be the expectation that you will cover classes to provide release time or provide some teaching to a consistent class. You will support the Principal with the strategic direction of the primary and act in a delegated capacity in their absence.

For our successful candidate, being a member of staff at The Leigh 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 really want to change our education world and are:

- an enthusiastic, energetic and ambitious school leader with a track record of success at primary 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.

Position	Vice Principal
Location	Leigh Academy Paddock Wood
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	September 2025
Salary	Highly competitive plus performance bonus and 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 may be keen to visit the academy before making a formal application, you can arrange this by contacting **Maria Wakeford (Office Manager)** on maria.wakeford@paddockwood.latrust.org.uk. Visits will be offered in May and will be hosted by Thomas Moore (Principal). Please ensure you offer a range of dates when you are available to ensure we can coordinate a visit that works for both you and the academy.

Candidates wishing to have an initial conversation with the SLT about this role can also arrange for a telephone call. Those wishing to do so should also contact **Maria** (as above) in the first instance.

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

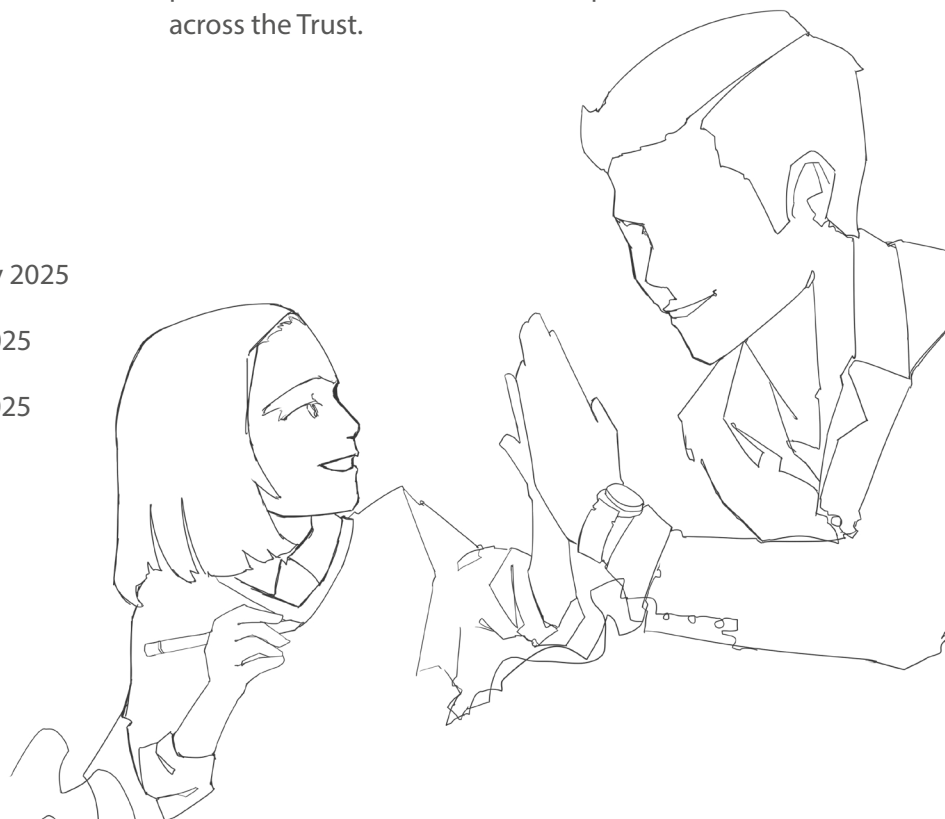
This can be submitted on Jobtrain via the following link;

[**Vice Principal - Leigh Academy Paddock Wood - Online application**](#)

If you have any queries on any aspect of the application process or need additional information, please contact **Amy Wenban** (Recruitment Advisor) on amy.wenban@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	Thursday 15th May 2025
Shortlisting date	Friday 16th May 2025
Interviews and assessment activities	Friday 23rd May 2025



2 Job Profile

Role: Vice Principal
Academy: Leigh Academy Paddock Wood
Reporting to: Principal

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Core Purpose

- To assist the Principal in the development of the academy, 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 Vice Principals have responsibility for the academic outcomes of the academy. Key emphasis is placed on knowing the students across the academy and how best to support them. The successful candidate will be expected to create an ethos that is individually reflective of the whole academy vision.

The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined based on the successful candidate's skill-set.

Key Responsibilities

Strategic

- Support the Principal in developing and communicating a clear strategic vision of how to develop and maintain 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 for her in her 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 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 and Director of Finance and Operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- 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

Community

- To attend Governors' meetings, evening and special events
- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the Academy and its interface with community partners

' We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.'

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.

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/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.

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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.

Essential	Desirable
Experience	
<ul style="list-style-type: none">• Proven record of significant senior leadership achievement• Proven track record of raising standards• Experience of management of human and financial resources at senior level• Proven curriculum leadership• Successful establishment of links with the local community• Excellent track record as an effective innovator of education• Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs - Experience of developing student involvement in schools• Experience of working with parents• Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people• Experience of using performance management processes successfully to contribute to school improvement	<ul style="list-style-type: none">• Experience at deputy/assistant head level or equivalent• Experience of full primary/secondary age range in a co-educational setting• Experience of leading in challenging circumstances• Experience of leading highly effective whole school assessment systems• Experience of working within a MAT• Experience of developing SEN at a strategic level
Education & Qualifications	
<ul style="list-style-type: none">• Degree and teaching qualification• Qualified teacher status• Sustained record of professional development	<ul style="list-style-type: none">• Accredited postgraduate study• Masters/MBA• NPQH

Essential	Desirable
Leadership & Management	
<ul style="list-style-type: none"> • Positive attitude towards change • Extensive experience of developing staff, of team building and of developing student involvement in schools • In-depth knowledge and understanding of current educational priorities • Good understanding of the Ofsted framework and Self Review • An understanding of Performance Management • Setting and achieving ambitious and challenging goals and targets 	<ul style="list-style-type: none"> • Experience of working with a range of agencies • Experience of working with Governors • Experience of challenging 'satisfactory' performance
Skills	
<ul style="list-style-type: none"> • An Outstanding classroom teacher • Proven leadership skills including a range of leadership styles as required • Effective behaviour management • Strategic management, resource management, development planning & personnel management • Effective interpretation, analysis and use of data • Well developed coaching and mentoring skills • Well developed interpersonal and communication skills (including written, oral and presentation) • Wide experience of managing change, leading innovations and meeting challenges successfully • Effective ICT Skills 	<ul style="list-style-type: none"> • Experience of leading staff development in own/ other schools and settings • Advanced skills in one or more areas
Attributes	
<ul style="list-style-type: none"> • Presence, drive and a passion to raise standards for all in the pursuit of excellence • Shared vision with sponsor • Ability to both lead and be a member of a team • Strong solution focused approaches to problem solving • Energetic, resilient, empathetic • Able to develop and maintain good relationships with staff, parents, students, governors and the community • Commitment to continuous improvement • Ability to plan and prioritise • Attention to detail • Innovative and self reflective • Able to deal sensitively with students, parents and staff to resolve conflicts • Stay calm under pressure • Retain a sense of proportion and good humour 	<ul style="list-style-type: none"> • Experience of leading change in challenging circumstances

The background is a solid blue color. A thick yellow line starts from the left edge, goes down, then right, then up, then right, ending at the top edge. A thick white line starts from the bottom edge, goes left, then up, then right, ending at the right edge. Another thick yellow line starts from the left edge, goes right, then up, then right, ending at the bottom edge.

We build strong
partnerships with
parents and carers,
working closely
together to ensure all
students enjoy a
fulfilling and rewarding
education.

4 Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

Culture

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another

Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Financial wellbeing - access to financial planning tools including savings calculators, budget planners through our partnership with Salary Finance.
- Access to a range of benefits and discounts that

are sourced specifically for our staff

Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Gold' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns

Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free/discounted gym access
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting.

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An overview of the Trust you'd be joining

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 24,000 students, between the ages of 3 and 19, in 33 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich. Currently, 16 of our academies are considered to be "Outstanding" which is nearly 53% of those which have been inspected whilst part of the Trust.

Leigh Academies Trust – Our Mission: Education for a better world

Leigh Academies Trust – Our Vision: Through our Excellence Charter, we will ensure:

- Excellent teaching so that young people achieve their ambitions.
- Outstanding leadership to drive improvement in our own academies and across the sector.
- An exceptional IB curriculum.
- A world class digital strategy for education.
- A highly developed and engaged workforce who make a difference.
- A small school model of education that delivers high quality pastoral care.
- Disruption-free learning and a wide personal development programme.
- Targeted support for those who need it so that they too can succeed.

Leigh Academies Trust – Our Values:

- We care – about our pupils and their families

through our human scale approach to education, our staff and their well-being and the world around us, 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 because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- We keep getting better – using our 'can-do' attitude and research informed approach to 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 to 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.

**Our Mission:
Education for a better world**

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