

Vice Principal-Pastoral Candidate Pack

Montsaye  ACADEMY



About us



"We pride ourself on being
at the heart of the local
community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and it's nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café

What our staff say...



“There’s a family atmosphere amongst staff”

“Shared resources allow flexibility, and we are constantly evolving to further improve”

“Excellent team spirit”

“There’s a staff buzz; they rally the troops and get on board to have some fun”

“Montsaye staff really care about the students”

Staff Wellbeing



“

**‘Team Montsaye:
staff look out for
each other.’ ”**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

Vice Principal Pastoral



Advert

Contract type

- Full-time
- Permanent

Salary

- Leadership Scale

Closing date -25th April
2025

Start date: 1st September
2025

To apply, please
complete a Pathfinder
Schools Teacher
application form, which
can be downloaded from
the vacancies page of the
website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application
forms should be
accompanied by a letter
of application and
should be sent to:

recruitment@pfschools.org.uk

Montsaye Academy is looking to appoint a forward-thinking and highly motivated VP to join our dedicated leadership team.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Business Manager, Wayne Eldridge, who will assist you further weldridge@montsaye.org

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address: [Safeguarding - Montsaye](#)

We occasionally close vacancies early if we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches including social media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is enthusiastic about its values of respect, honesty, and compassion. We believe that when people feel respected and included, they can be more creative, innovative, and successful.

We are committed to an inclusive workforce that represents many diverse cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we are committed to moving our Trust and the education sector forward.

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

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Vice Principal- Pastoral

Job Description

Purpose: To provide strong leadership for all aspects of pastoral care at the school, including but not exclusively behaviour and safety, safeguarding, early help, tutorial provision, SEND, LAC, attendance and admissions and praise systems.

Safeguarding: To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and wellbeing of all learners.

Line Management: Line manage, and review named Assistant Principals and other staff, in consultation with the Principal.

Reporting to: Principal

Key Responsibilities:

- Ensure that student's character is developed through the pastoral provision on offer.
- Lead the drive for continued improvement in the quality of and compliance with the school uniform.
- Design a pastoral curriculum which will make a positive impact on students' progress and achievement, and their engagement in, and enjoyment of, learning.
- Working with other Senior Leadership Team members, lead, manage, co-ordinate and evaluate whole School monitoring, evaluation and review to ensure the highest standards of teaching and learning, attainment, progress and behaviour.
- Oversee the process of drawing together priorities for development from external reports, self-evaluation and performance management into an effective plan for training and development.
- Leadership of the Heads of Year, Designated Safeguarding Lead, SENDCO and team, Internal Exclusion Team, Wellbeing, Safeguarding and Attendance teams.
- Overseeing the holistic approach in addressing all the complex needs and requirements for Looked After Children (LAC).
- Taking the strategic lead and overseeing the running and provision of PEP's (Personal Education Plan).
- Create and maintain an agenda of aspiration and achievement for the school, working with staff to do so.
- Contribute to the development and review of all strategic plans and policies within the school.
- Liaise closely with parents regarding pupil progress and behaviour and deal with any issues that develop in relation to student welfare.
- Provide a consistent team approach to routine and behaviour/ ethos matters, including School Leadership Team duties.
- Leadership of effective external relationships with community and other stakeholders.

Strategic Managements:

- In consultation with staff and governors maintain the ethos, vision and aims of the school including the drafting of relevant policies.
- Securing the achievement of Key Performance Targets identified in the School Strategic Plan.
- Ensuring that School systems and accountabilities are delivered according to the key principles of simplicity, efficiency and effectiveness.
- Planning and delivering School policy in key areas.

Accountability:

- Advising and reporting to the Governing Body and Trust as required.
- Working in accordance with statutory policy.
- Liaising with officers, inspectors and other outside agencies.

- Developing relationships between the school and its local community.
- Contributing to the process and completion of any self-evaluation processes.
- Being accountable for the delivery of key strategic objectives as determined in negotiation with the Principal and the Senior Leadership Team as a whole.

Leadership & Management of People:

- Deputising for the Principal as required.
- Providing an approachable, authoritative and visible presence in and around the school to provide support for staff, students, parents and the local community.
- Developing a strong sense of teamwork and common purpose among staff.
- Carrying out performance management of key leaders and managers.
- Performing other duties determined in discussion with the Principal.
- Training, coaching, supporting and directing staff as required to ensure a positive, professional and achievement focused ethos is maintained.

General:

All staff are expected to:

- Work towards and support the school's vision and the objectives.
- Communicate effectively to all members of the team and work collaboratively with other staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Uphold the School behaviour policy.
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the School's Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to School policies, procedures and core values as set out in the documentation available to all staff.
- Ensure that the confidentiality of sensitive information and data is not compromised.
- Keep up to date with developments relating to their role.
- Develop and maximise the use of ICT.
- Meet in accordance with calendared meetings and with line managers as required.
- Other responsibilities as reasonably requested and commensurate with the grading of the post.
- Any such duties that may from time to time be reasonably assigned by the Principal.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across the school and the pastoral care of the pupils in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Person Specification

Vice Principal-Pastoral



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • A good honours degree • Online safeguarding training 	<ul style="list-style-type: none"> • NPQH • Designated Safeguarding Lead Training
Experience	<ul style="list-style-type: none"> • Experience of leading pastoral care at middle or senior leadership level • A track record of effectively leading/motivating pupils and staff and developing team approaches • Minimum of two years' leadership experience • Demonstrable experience of improving student outcomes • Excellent understanding of high-quality approaches to pastoral care, including behaviour, safety and praise systems • Outstanding teacher • Developing, leading and monitoring initiatives using technology to support evaluation • In-depth knowledge and understanding of National Educational priorities/developments 	<ul style="list-style-type: none"> • Experience of teaching in at least two schools • Experience of leading the procedures and expectations with regards to meeting all the needs of Looked After Children (LAC) which includes ability to attend and report at LAC reviews and PEPs • Experience of leading PEPs (Personal Education Plan) and how to use and access relevant software for this process
Professional Development	<ul style="list-style-type: none"> • Evidence of a commitment to own professional development • Evidence of keeping up to date with educational thinking and knowledge • A strong commitment to the quality of professional development of staff • The drive to develop others' capabilities and help them realise their full potential • Willingness to work in a coaching environment and having coached staff 	<ul style="list-style-type: none"> • Experience of having worked in a coaching environment and having coached staff
Professional knowledge and understanding	<ul style="list-style-type: none"> • Knowledge and understanding of recent legislation, development and initiatives in secondary education • Knowledge of the latest developments in safeguarding and child protection • Knowledge of Performance Management and review • Ability to analyse data effectively • Ability to present data to support academy and student progress and behaviour • Good understanding of the skills and attributes required for effective leadership 	

Person Specification

Vice Principal-Pastoral



Criteria	Essential	Desirable
Professional knowledge and understanding	<ul style="list-style-type: none"> • Experience of securing excellent attendance and punctuality from students • Experience of policy writing and devising schemes of work • Knowledge of effective strategies to meet the needs of all students • A good understanding of positive effective strategies for whole school behaviour management • To understand the Principles of Equalities intervention and whole school initiatives • To have a good working knowledge and understanding of school's statutory responsibilities regarding the needs and care of pupils with SEN to include pupils on school action, school action plus and pupils with statements of special educational needs • To understand what is involved in the role of Designated Safeguarding Lead including having a good understanding of up-to-date policy and practices. 	<ul style="list-style-type: none"> • Experience of working with early help provision
Practical and intellectual skills	<ul style="list-style-type: none"> • Ability to establish a positive ethos with an accent on high achievement for all • Ability to empathise with the needs of pupils and to be firm but fair and consistent • Ability to prioritise and manage time effectively • An effective communicator and motivator of pupils and staff • Ability to enable and empower others • A team player with the ability to establish good working relationships with staff, pupils and parents • The ability to communicate clearly and concisely both verbally and in writing at all levels • The ability to set clear expectations and parameters and to hold others to account for their performance • The ability to challenge underperformance 	
Personal Qualities	<ul style="list-style-type: none"> • The ambition to become a Principal in 3-5 years • Fully subscribe to our academy values of Achievement, Character and Excellence • The tenacity to see things through and secure, where necessary, 100% compliance from staff and students • Willingness to engage carers to encourage close involvement in their child's education 	

Person Specification

Vice Principal-Pastoral



Criteria	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • Flexibility in approach • Enjoyment in overcoming challenges • Good communication skills • Ability to manage workload effectively • Ability to enthuse and motivate others developing strong partnerships • Willingness to share expertise and knowledge with others • Willingness and ability to run Academy training sessions • An appreciation of work life balance • Fully subscribe to our academy value of respect, honesty, compassion. • Have a sense of humour, warmth, energy, stamina and resilience • The professional respect of colleagues 	

Contact us



1 Visit us Montsaye Academy
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weldridge@montsaye.org

4 Follow us @Montsaye



5 Visit our website www.montsaye.northants.sch.uk

