

# Vice Principal

## Horsmonden Primary Academy



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 31 academies across Kent, Medway and South-East London.



## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



# Welcome

Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As of 1st September 2023, our Trust comprises 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating over 20,000 students, and employing 3,000 talented staff. Nearly 40% of our academies are judged outstanding overall by Ofsted, versus 15% nationally. The Trust is establishing four 'clusters' of academies: North Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school hub and is an accredited apprenticeship provider. Our future plans are found in our [Vision 2030](#) document available on our website.

We are now recruiting to appoint an exceptional leader to the role of Vice Principal at Horsmonden Primary Academy. The role of Vice Principal is a pivotal role in the school's future journey as our appointed leader will continue to build and evolve our unique and inspirational place of learning at Horsmonden Primary Academy. The successful candidate will work closely with the Principal and other senior leaders across the Trust to maintain and further develop a strong network of effective academies across the organisation.

Our ideal candidate will be an existing Vice Principal or motivated senior leader with considerable experience of leading whole school programmes for teaching and learning, with a track record of raising academic standards. We are looking for an exceptionally talented leader who will use their expertise, energy and vision to make a real impact, achieving outstanding outcomes for our students and ensuring that the school exceeds current standards and achievements.

**Hayley Sharp**

Principal  
Horsmonden Primary Academy



# Horsmonden Primary Academy

Here at Horsmonden Primary Academy, our aim is to encourage lifelong learning and develop inquiring, knowledgeable and caring individuals that understand the world around them while demonstrating respect. It is important to us all that Horsmonden children are prepared for life outside Horsmonden and that journey starts the minute they walk through our doors.

I feel extremely privileged to be Principal at Horsmonden Primary Academy and to work with such a dedicated, experienced and knowledgeable staff team. We are all proud to work here and firmly believe in every child achieving their best through providing inspiring, motivating and exciting learning opportunities.

Our curriculum is framed by the Primary Years Programme, from the International Baccalaureate and we strongly believe in the 10 learner profile attributes. They represent the capacities and responsibilities for intellectual, personal, emotional and social growth. Together, staff and children are: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk takers, balanced and reflective.

Horsmonden School was founded in 1853 and we have been at the heart of the community ever since. We are proud to have an active, supportive parent body and excellent links with the local community enabling us to work closely together, providing the best experiences for the children of Horsmonden.

I look forward to hearing from you.

# 1

## Vacancy

Horsmonden Primary Academy is looking to appoint a Vice Principal to join the current Senior Leadership Team, contributing their energy and vision to drive the school to achieve its full potential. Candidates should have experience as a senior leader, a history of being an outstanding class teacher and strong subject leader. The role will not be class based but will include cover for subject leaders, PPA and any staff absence that arises.

### The successful candidate will be:

- A highly effective teacher
- A motivational and inspirational leader with high expectations of all staff
- Confident, inspirational, able to communicate and deliver a clear vision for the school
- Committed to developing our children to reach their full potential regardless of background or circumstance
- Approachable and willing to work with staff across the Trust and Governors to implement strategies to move the school forward
- Able to develop and establish excellent relationships with the community and other stakeholders

### In return we can offer:

- Excellent opportunities to develop your leadership skills within Horsmonden Primary Academy and Leigh Academies Trust
- The opportunity to join an improving academy and make a difference to pupil progress and attainment with the support of a dedicated senior leadership team that is very supportive
- Opportunities to work closely with other Primary Leaders within Leigh Academies Trust to share best practice

### Main Areas of Responsibility

*This will be negotiated with the individual candidate, but could involve:*

- To oversee the strategic management of data, assessment and target setting (including reporting achievement data to the trust, governors and external bodies as required), working with the Principal to set challenging and aspirational whole

academy targets.

- To take on the role of deputy Designated Safeguarding Lead for the school, providing support for all safeguarding and child protection matters arising at the school, together with supporting other staff in dealing with any child protection concerns that arise. The successful candidate will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, and with whom they come into contact. They will also be available for staff to discuss any safeguarding concerns.
- To lead on teaching, learning and assessment across the academy, providing the necessary professional learning opportunities to ensure the highest of standards are maintained in the classroom and in student outcomes.
- To lead on effective behaviour and inclusion, ensuring that the needs of all students are met within and beyond the classroom.
- To mentor ECTs and provide the necessary support and guidance to ensure they fulfil the requirements successfully. You will contribute to staff achieving excellence in Teaching, Learning and Assessment through developing and supporting ECTs and other staff where necessary.
- To lead on at least one subject area, including a core subject, providing effective monitoring and development of the subject area(s) and managing appropriate budgets effectively.
- To contribute to the school website and school social media sites, ensuring relevant and up to date information is regularly provided for all stakeholders, marketing our school effectively.

<b>Position</b>	Vice Principal
<b>Location</b>	Horsmonden Primary Academy
<b>Responsible to</b>	Principal
<b>Basis</b>	Permanent, Full-Time
<b>Commencement</b>	September 2024
<b>Salary</b>	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, visits will be offered and hosted by **Hayley Sharp (Principal)**. Please ensure you offer a range of dates when you are available in your initial email to ensure we can coordinate a visit that works for both you and the academy.

Candidates wishing to have an initial conversation with the Principal about this role can also arrange for a telephone call. Those wishing to do so should contact **Lucy Janes** or **Laura Collins** (Office Administrators) in the academy office on **office@horsmondenprimaryacademy.org.uk**

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 - Horsmonden Primary Academy - Online Application Form](#)

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.

<b>Closing date for applications</b>	Monday 29th April 2024
<b>Shortlisting date</b>	Tuesday 30th April 2024
<b>Interviews and assessment activities</b>	Thursday 9th May 2024



# 2

## Job Profile

### **Role: Vice Principal - Horsmondem Primary Academy** **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 cycle of improvement continues, and deputise for her in her absence.
- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate

#### **Teaching and Learning**

- 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 teaching and learning 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, at least two designated Faculty Areas, 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

#### **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. All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take. Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's

'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!'

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.



# 3

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

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

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 up, then right, then up, then right, ending at the right edge. A thick yellow line starts from the left edge, goes up, then 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
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- 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.

# 5

## 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 20,000 students, between the ages of 3 and 19, in 31 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich. Nearly 40% of academies are judged outstanding versus 15% nationally.

**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**



Leigh Academies Trust  
Carnation Road  
Rochester, Kent  
ME2 2SX

t: 01634 412 258

e: [talent@latrust.org.uk](mailto:talent@latrust.org.uk)

[www.leighacademiestrust.org.uk](http://www.leighacademiestrust.org.uk)



**LEIGH**  
Academies Trust

Designed and produced by Marketing Services | e: [marketing@latrust.org.uk](mailto:marketing@latrust.org.uk) | t: 01634 412227

v2:08.2022