



Sedgehill Academy

The best in everyone

Part of United Learning

Candidate Application Pack Vice Principal

CLOSING DATE: 22-April-2025



WELCOME



Dear Candidate,

At Sedgehill Academy, we offer an outstanding education in a warm and supportive environment, uniting high academic achievement with strong development of character. We have high expectations for all our students and reject the view that success in life is pre-determined or that our talents are fixed. Our ambition is to bring out the best in everyone.

We take a collaborative approach to teaching, learning and leading the school community, critically, as a united team of staff, we understand what our collective goals are. The Sedgehill Academy values have been deliberately designed to be four very simple words which are easy to recall and encapsulate the philosophy that underpins everything we do: Hard work, Kindness, Integrity, Excellence. Achieving an exceptional culture and climate does not happen overnight, and we have worked extremely hard to ensure that these values run through everything that we do at the academy, with staff role-modelling these values every day.

To work at Sedgehill Academy is to work in an ambitious, yet supportive environment, where everyone is encouraged to continue to develop themselves in order to provide the best possible experience for our students. Time is deliberately set aside for this in school. Being part of United Learning means that every member of staff has access to excellent shared resources, subject expertise and CPD opportunities, along with a host of additional benefits, including a generous pension scheme, health cash plan, staff wellbeing days and much more.

We are seeking staff who are driven, demand high standards, and who want to make a difference both to our students and to the wider community. I look forward to meeting you.

Clare Cassidy, Principal

Working at Sedgehill Academy

We are proud to be part of United Learning Trust, our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing, it's our core ethos we call 'the best in everyone'. Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at

<https://www.sedgehillacademy.org.uk/about-us/united-learning>

Job Description

POST:	Vice Principal
LOCATION:	Sedgehill Academy
SALARY:	competitive, commensurate with experience
CONTRACT TYPE:	Full Time
CONTRACT TERM:	Permanent
WORKING HOURS:	37.5h/week

Job Description & Overall Job Purpose:

We are an ambitious learning community where our PRIDE values bring out the best in everyone.

Our most important purpose is to teach young people things they would not learn outside school which empowers them. We believe that 'Knowledge Is Power'. We believe in teaching through explicit/direct instruction (Rosenshine and Engelmann) and utilising TLAC techniques.

We are unapologetically ambitious for every child, no matter what their background, prior attainment, or needs. We also believe in 'Education with Character' – we want young people to look back on a schooling that has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

Our Vice Principals lead, motivate and inspire students, staff, parents and the wider community to ensure every student achieves ambitiously and gains the knowledge and qualifications to succeed in life and at work. They develop the staff through high-quality CPD, line management and coaching and they are a visible and accessible leadership presence at all times.

Job Description

This is an exciting opportunity for a candidate with the vision, experience, and energy to join a dynamic Senior Leadership Team in a school that is committed to great progress for all students.

We have ambitious plans for the future of Sedgehill Academy and creating a rigorous academic ethos is at the centre of this. We believe that our children deserve only the best quality staff and so we recruit carefully and invest in training to ensure continuous improvement and an excellent quality of education.

Key accountabilities:

The post holder will provide significant presence and impact through school leadership. The specific Vice Principal roles each year will be determined by the needs of the School Improvement Plan and an appreciation of the balance of skills, experience, and development needs of the team. All Vice Principals have line management responsibilities for Assistant Principals and members of the Middle Leadership Team.

The Vice Principal:

The successful candidate will be:

- An experienced and highly effective Senior Leader, with an excellent track record of Senior Leadership and of teaching and leading in their own subject.
- Aligned to the values and mission of United Learning. If you are the type of person who fits with our culture, you will love working at Sedgehill Academy.
- Someone who passionately believes that all children can achieve, no matter what their starting point, background or needs. Someone that does not make excuses for what children can achieve.
- Ambitious for themselves, planning to develop the skills and gain the experience for future headship.

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Key tasks and behaviours:

As a Senior Leader at Sedgehill Academy, within United Learning, the Vice Principal will ensure that United Learning's ethos and values are deeply embedded and visible amongst students and staff, and that the school brings out 'the best in everyone'.

Broadly, the responsibilities of the role of a Vice Principal are as detailed below:

- To support the Principal in the modelling of outstanding positive leadership that inspires others to have the highest expectations.
- To be a strategic leader and thinker, able to successfully manage and implement change.
- To have the highest expectations of all students and a continual belief that they will achieve outstanding outcomes, communicating this belief to all stakeholders.
- To fully support our values and those of United Learning.
- To ensure the curriculum meets the needs of all students to enable the best possible progress, as well as meet statutory requirements and obligations.
- To lead on the rapid improvement of outcomes by ensuring data is accurate, informative, and used effectively to drive up standards and support rapid progress in all areas of the school.
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be and always leading by example.
- To support students' behaviour and conduct and develop their attitudes to their education so it is consistently positive and aspirational.
- To monitor student performance through effective assessment and reporting cycles.
- To take the initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage.
- To contribute to daily senior duties.

Job Description

- To regularly monitor and evaluate the relevance and effectiveness of specific areas of responsibility, ensuring that they continue to raise standards and support student progress.
- To carry out the professional duties of a teacher as required.
- To help lead the application of the Safeguarding and Safe Practices policy within the school General Accountabilities.
- To be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- To work in compliance with the Codes of Conduct, Regulations and policies of United Learning, and its commitment to equal opportunities and safeguarding.
- To ensure that output and quality of work are of a high standard and complies with current legislation/standards.



Hard Work

Kindness

Integrity

Excellence

Job Description

Reporting:

- The Vice Principal reports to the Principal and will line-manage colleagues as directed.
- The Vice Principal participates in an annual review as part of the agreed PDR process.

Explanatory notes

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.

This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible then management reserves the right to make changes to the job description following consultation.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

Person Specification

CRITERIA	Essential	Desirable	
QUALIFICATIONS	<ul style="list-style-type: none">• Qualified teacher status• A suitable honours degree• Professional development in preparation for a Senior Leadership role.		
PROFESSIONAL COMPETENCE & EXPERIENCE	<ul style="list-style-type: none">• An excellent teacher with successful experience in teaching one's own subject.• Successful Senior Leadership experience.• Experience of leading at a senior level within a successful school.• Evidence of work which has led directly to positive outcomes for students.• Effective understanding of school improvement planning.• The ability to use data to evaluate performance and take effective action on the basis of data.• Experience of, and proven skills with, manipulating, analysing, and reporting with data to a range of audiences.• A knowledge of curriculum developments and opportunities.• Experience in contributing to staff development.• Understanding of high-quality teaching, and the ability to model this for others and support others to improve		

Person Specification

CRITERIA	Essential	Desirable
	<ul style="list-style-type: none"> • Involvement in self-evaluation and improvement planning • Experience of working in inner-city multi-cultural school settings. 	
LEADERSHIP AND PERSONAL QUALITIES	<p>A person who shares our values and those of United Learning:</p> <ul style="list-style-type: none"> • Excellent communication and organisational skills. • Committed to an ethos of high standards, personal fulfilment, and academic success. • An innovative and forward-thinking strategist. • Capacity to inspire through leadership, energy, and vision. • The ability to relate well to our whole community. • Demonstrated leadership through example and has a research-informed and solution-focussed approach. • Able to react positively to challenges, seeing them as opportunities rather than barriers. • Committed to maintaining confidentiality at all times. • Committed to safeguarding and equality. • Eager to acquire further skills and career enhancement. • A sense of humour and the ability to remain calm under pressure. • Able to retain a sense of perspective. 	
MANAGEMENT SKILLS	<ul style="list-style-type: none"> • Ability to establish positive and sensitive interpersonal relationships within the community. • Ability to lead a team, involving people and delegating appropriately. 	

Person Specification

CRITERIA	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to work proactively and independently. • Ability to work under pressure, plan time effectively and meet required deadlines. • A clear awareness of whole school management issues. • An understanding of the management of change. • An understanding of people management. • Experience of effective self-evaluation methodology. 	
SECURING ACCOUNTABILITY	<ul style="list-style-type: none"> • Successful experience of budget control and resource management. • Experience of holding people to account in a supportive yet challenging way, taking action when needed however difficult. 	