

## VACANCY DETAILS

**Job title:** Vice Principal

**Responsible to:** Principal

**Salary:** Competitive Inner London salary

**Term:** Full time, permanent

**Starting:** September 2026

## Overview of the school

Marylebone Boys' School opened in September 2014 as a free school. We have 600 boys in Years 7-11. We launched our co-educational Sixth Form in 2019 and will eventually have approximately 840 pupils studying at our school.

In February 2026, we joined United Learning Trust and we will become a co-educational academy from September 2027. We will announce the new name for the school as *Marylebone Academy* from 1<sup>st</sup> September 2026. For the purposes of this advert, we will refer to our school as Marylebone Academy (MA).

United Learning is a group of schools committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life.

Our approach is underpinned by a sense of moral purpose and commitment to doing what is right for our pupils, supporting colleagues to achieve excellence and acting with integrity in all our dealings within and beyond the organisation, in the interests of children and young people everywhere. We summarise this ethos as 'the best in everyone'.

Marylebone Academy is an inner-city boys' (soon to be co-educational) school with a cohort of 50% Pupil Premium students. We are an academically rigorous school with an emphasis on excellent behaviour, commitment to disruption-free learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential.

We are located in the heart of the prestigious Paddington Basin area built by Westminster City Council. We are just a stone's throw from Paddington Station with all the benefits of the Elizabeth line as well as the existing Underground and National Rail connections. With two school sites (secondary and sixth form), both on North Wharf Road, we are a modern, vibrant inner-city secondary school.

In addition to our strong academic focus, we place great importance on personal development and supporting the ambitions of our students. The staff care passionately about the well-being of the pupils and are driven to ensure their educational experience is the best it can be. Our students are enthusiastic learners and actively engage with the extensive range of opportunities available to them.

The successful applicant will be dedicated, creative and talented with the ability to lead and inspire others. They will model outstanding practice in the classroom and in all interactions with parents, Governors, colleagues and of course, students. They will join a team committed to securing the highest quality learning experiences so that all of our students receive an outstanding education.

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

## **CORE PURPOSE OF SENIOR LEADERSHIP ROLES AT MARYLEBONE ACADEMY**

- All members of the SLT will ensure the highest possible educational outcomes and standards in the school by creating an ethos of 'the best in everyone' - where students and staff are valued, where all stakeholders are inspired, challenged, motivated, empowered and kept safe.
- All SLT members will play a crucial role in shaping the strategic direction of the school and support the Principal in implementing the long-term vision.
- SLT will lead on delegated areas of responsibility where they will develop policies and practice to ensure the smooth running of the school.
- The SLT will lead a climate of learning where they act as role models of classroom practice and discharge their teaching duties effectively.
- The SLT will be models of outstanding behaviour to all staff and students, ensure they have high visibility around the school, throughout the day, at school events and in and out of school time.
- SLT will use data to track and monitor student progress against targets and their starting points to ensure they make suitable progress.
- SLT will ensure outcomes for pupils are outstanding by embedding effective school evaluations systems to ensure continuous improvement.

## **OVERVIEW OF VICE PRINCIPAL ROLE**

We are seeking a truly exceptional leader with a proven track record of driving significant improvement and delivering measurable impact, either as a current Vice Principal or Assistant Principal. You will work with the SLT, which is made up of the Principal, four Assistant Principals and the School Business Manager, to create an exciting learning environment with an emphasis on academic excellence and exemplary standards of behaviour. The Vice Principal will share and support the Principal's vision for change and school improvement, underpinned by uncompromisingly high standards, exceptional teaching, and a rich character curriculum.

The Vice Principal will be able to balance strategic thinking with operational oversight to deliver exceptional outcomes for students.

This is an opportunity for an ambitious and driven senior leader to make a career-defining impact on school serving a diverse community at the heart of London.

## **JOB DESCRIPTION**

The Vice Principal will have a set of responsibilities as agreed by the Principal in consultation with the SLT and will be crucial in leading and supporting the implementation of school vision and policy. The appointed Vice Principal would be expected to deputise for the Principal in their absence. The exact responsibilities of the VP will be influenced by their skillset and the needs of the school, and could include a range of the following areas:

### **Curriculum**

School Strategic planning – oversight of the curriculum implementation.

Timetable – input into the school curriculum plan, staffing, rooming, timetabling.

Staffing – coordination of staffing plan, involvement in recruitment.

Cross-curricular – coordination of collaborative activities and projects.

Enrichment - oversight of the co-curricular life of the school and the focus on 'education with character' and personal development.

### **Pupil progress**

Assessment – overseeing the coordination of regular and timely progress checks, analysis of results and implementing impactful interventions

Exams – assisting the coordination of internal exams and baseline testing.

Reports – assisting the coordination of reporting system.

Progress monitoring – coordination of intervention strategies, overall responsibility for individualised learning.

### **School Self Evaluation**

Contribute to the overall self-evaluation of the school and lead on student voice.

### **Pupil welfare and behaviour for learning**

Work in conjunction with the Heads of Year in establishing effective behaviour for learning.

Work with outside agencies in providing suitable provision for students requiring additional welfare support.

Work with the SLT to manage behaviour, rewards and sanctions, and manage exclusions.

Support the trauma-informed approach to inclusion and behaviour.

### **Policies**

Implementation and review of relevant policies with the support of the Principal and Local Governing Board.

### **Line management**

Line management of faculty or subject areas.

Line Management of some Assistant Principals as determined by the Principal.

### **School events and operations**

Ensure the smooth functioning of the school day by day.

Lead on relevant parent meetings.

Attendance at Local Governing Board meetings as required.



The duties listed above are not an exhaustive list; the Vice Principal will be expected to comply with any reasonable request from the Principal that is not specified in this job description, including:

- Undertake any professional duties of the Principal as reasonably delegated by the Principal.
- Provide support for staff and students.
- Ensure the smooth running of the school and adherence to the various procedures within which the school operates and upon which its ethos and core values are based.
- Be an active member of the SLT.
- Undertake teaching responsibilities as appropriate.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Qualified teacher status</p> <p>Good honours degree in a relevant subject</p> <p>Recent evidence of involvement in professional development – delivering and receiving</p>	<p>A management qualification, either gained or working towards e.g. Leadership Pathways, NPQSL, NPQH</p>
Experience	<p>Experience at Assistant Principal level (or similar post)</p> <p>Success in a subject in a secondary phase, preferably at an urban multi-cultural school</p> <p>Leading and managing a department or key stage</p> <p>Leading or playing a significant role in a number of whole school initiatives</p>	<p>Experience of teaching at A level</p> <p>Experience of building relationships with parents, stakeholders and the wider community</p> <p>Experience of timetable construction and/or the willingness to train</p>
Knowledge and understanding	<p>Strategies for improving standards of learning and achievement especially for high ability pupils and those with English as an additional language</p> <p>A commitment to meeting the personal needs of every child</p>	<p>Knowledge of and practical experience of implementing a trauma informed approach to pastoral inclusion</p>



	<p>A belief in the role of individual learning in education with the ability to articulate and deliver this vision, to staff and ultimately to students</p> <p>Excellent strategies for discipline</p> <p>A strong belief in working in partnership with others</p> <p>The ability to market and represent the school to different stakeholders.</p> <p>The ability to continue to move the school forward</p> <p>An ability to assess data and communicate its findings, and act upon them</p>	<p>Experience of handling personal issues with tact and diplomacy, especially those faced by boys</p> <p>A good understanding of the role of parents and community in school improvement across a range of cultures</p> <p>A secure knowledge and up to date understanding of child protection, safeguarding issues and procedures and the ability to keep children and young people safe.</p> <p>Experience of pastoral care, especially in relationship to boys</p>
<p>Personal attributes</p>	<p>A successful enhanced DBS check</p> <p>Strategic planning ability</p> <p>A dedication to high standards</p> <p>Excellent communication skills, both verbally and on paper</p> <p>Ability to work under pressure</p> <p>Ability to acknowledge excellence and challenge poor performance across the school</p> <p>Ability to develop, empower and sustain individuals and teams</p> <p>Ability to challenge, influence and motivate other to attain high goals in a positive environment</p> <p>Excellent interpersonal skills and the ability to influence others</p> <p>Reliability and integrity</p>	<p>Range of interests which allow good work life balance</p> <p>Experience of mentoring and coaching</p> <p>A sense of humour</p>



	Good personal organisation Attention to detail	
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## APPLICATION & SELECTION PROCESS

- The deadline for applications is midday on Tuesday 21 April 2026.
- Applicants should complete and return the application form, applicant monitoring form and confidential disclosure to [jobs@maryleboneschool.org](mailto:jobs@maryleboneschool.org) or upload them directly to the TES.
- The selection process will take place during the week commencing Monday 27 April 2026.
- Prospective applicants are welcome to contact the school directly via [jobs@maryleboneschool.org](mailto:jobs@maryleboneschool.org) to arrange a visit or informal discussion with the Principal.