

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

## VICE-PRINCIPAL (HEAD OF UPPER SCHOOL)

September 2026



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
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Leading  
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## **VICE-PRINCIPAL (HEAD OF UPPER SCHOOL) September 2026**

Elizabeth College is seeking to appoint a Vice-Principal (Head of Upper School) to join its Senior Leadership Team, from September 2026.

The Vice-Principal (Head of Upper School) will play a central role in shaping and delivering the vision for the academic life of the College. Working closely with the Principal and Vice-Principal (Pastoral & Wellbeing), this role combines strategic responsibility with day-to-day operational leadership. They will line manage the Assistant Principals and oversee the academic life of the upper school, ensuring that students, staff and families feel supported, valued and engaged.

This post is likely to suit an aspirational leader who can provide collaborative and inspiring leadership, combining curiosity, compassion and courage - qualities that are central to the ethos at Elizabeth College.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

### **ELIZABETH COLLEGE**

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a selective day school with a broad ability range located in St Peter Port in Guernsey. One of the earliest members of the Heads' Conference, it provides a challenging and highly stimulating academic and co-curricular programme for children from 2 through to 18 years of age in a co-educational environment.

Whether it is for our youngest children in the Pre-School or the eldest studying for their A Level examinations, the Elizabeth College curriculum is vibrant, progressive and stretching. Our staff are focused on helping all our students to learn, to grow and to be better than they were yesterday. This is reflected in our students' examination performances and the variety of different pathways taken by our alumni. But success goes beyond exam grades and university acceptances; at Elizabeth College we nurture the whole child. Our school culture, our diverse offering of co-curricular activities and our comprehensive pastoral care instil in our students a set of core values that we hope will equip them for the rest of their lives.

Elizabeth College is situated in St Peter Port and is accommodated across 5 sites: The Upper School, The Junior School (ECJS), College Field and Memorial Field.

ECJS is split over two sites, joined by a school field: The ECJS Acorn House site for children aged 2 through to 7 (Key Stage 1) is located on King's Road and the ECJS Beechwood site for children aged 7 through to 10 (Key Stage 2) is on Queen's Road. ECJS is located approximately half a mile away from the Upper School, on The Grange. While the campus is split, common spaces such as sporting facilities are shared. Familiarity with the site, staff and routines allow for smooth transitions between the different educational stages, with staff working together to ensure continuity of pastoral and academic support.



The Upper School became co-educational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established co-educational offering in the Junior School and the positive impact of our Sixth Form partnership with The Ladies' College. The Upper School offers a wide variety of subjects with most students taking between eight and eleven GCSEs.

The co-curricular life of the College is central to our offer and there are extensive opportunities for students to become involved in Sport, Performing and Creative Arts, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

## **OUR VALUES**

Everything we do at Elizabeth College is centred around our students and living to our core values. They help steer how we behave, learn and treat one another, and they are embedded in and reflected upon in all aspects of school life.

An Elizabeth College education is designed to create well-rounded, resilient young people who have the skills, attitudes and values to be successful and to make a positive contribution to society. This focus begins right at the start of the Junior School with a simple set of easy-to-follow core values. Our youngest children are taught to: Aim High, Be Kind, and Be Brave. Providing this toolkit for school life, ensures we encourage them to develop self-confidence and a love of learning, while being sensitive to the feelings of others.

As students move up through the years and into the Upper School, we actively use our core values of Curiosity, Compassion and Courage to guide our daily interactions with one another and our approach to learning.

## **THE LEADERSHIP and GOVERNANCE OF THE COLLEGE**

The Board of Directors of Elizabeth College is made up of a maximum of 12 directors, which includes an ex-officio role for the Dean of Guernsey. Two of its members are also appointed in consultation with the Lieutenant-Governor of Guernsey. The Board works closely with members of the Senior Leadership Team on sub-committees and directors hold Faculty link roles as well as other significant responsibilities such as Safeguarding, GDPR and Cyber Security, Health and Safety, Staff Representative, Co-curricular and PSHE. The Principal and Vice-Principals attend full board meetings with other senior staff contributing by invitation.

Elizabeth College's Senior Leadership Team plays a core role in supporting the Principal in the overall leadership and management of the College. The Leader team brings together a diverse range of expertise and experience, currently comprising two Vice-Principals, three Assistant Principals, the Bursar, the Headteacher of Elizabeth College Junior School (ECJS) and the Head of Development and Marketing.

## **PARTNERSHIP WITH THE LADIES' COLLEGE**

Elizabeth College and The Ladies' College collaborate closely at Sixth Form level to offer an extensive range of A Level subjects, ensuring that nearly all subject combinations are available to students. This partnership also fosters leadership development through joint initiatives and shared activities. To maintain and strengthen this collaboration, the Joint Sixth Form Senior Leadership Team meets every half term.



## PERROT COURT

Elizabeth College was delighted to open the new Perrot Court facilities to students in February 2023. Perrot Court provides a substantial enhancement of the facilities at the College and ensures that Elizabeth College is able to fully support the educational demands of current and future students.

Perrot Court has been designed to provide flexible spaces tuned to the requirements of a broad 21st Century education and which complement and enhance the College's existing facilities. This includes generous and welcoming open spaces as well as classrooms, study areas and break-out rooms. The building has been fitted with up-to-date learning technology including projection facilities, whiteboard walls and laptop charging points.



## GUERNSEY

The beautiful island of Guernsey is situated approximately 70 miles south of Weymouth and 30 miles west of the French coast. It is the second largest of the Channel Islands and the east coast enjoys views of Alderney, Herm, Sark and Jersey, which are between 3 and 15 miles away. Roughly triangular in shape, the island has an area of 24 square miles and a population of around 63,000. The clear Atlantic air and average 7.5 hours of sunshine per day from May to September provide a very pleasant and refreshing climate. Winters are mild, whilst summer daytime temperatures are usually above 20°C.

Guernsey is part of the British Isles by virtue of its links with the Crown going back to William the Conqueror. We govern our own affairs through our own parliament called the 'States of Deliberation', setting our own taxes, customs duties etc, and we have no direct contact with either the UK Parliament or any UK political parties. We speak English, drive on the left, watch British TV and read British newspapers. Apart from the French house and place names, Guernsey could be a small corner of Britain.

The capital, St Peter Port, is a delightful harbour town with neat rows of Regency and Victorian buildings descending via cobbled streets to the busy and attractive seafront and marinas. The town prides itself on a number of excellent restaurants and contains the wide variety of shops and services you would expect to find in any British market town. Whilst the town has succeeded in fighting off many of the exterior signs of modernity, many of the historic buildings are occupied by the offshore banks, investment houses and legal companies, which ensure the island has the very latest telecommunications technology.

Beyond St Peter Port and the other sizeable town of St Sampson to the north, Guernsey has a much more rural feel and is not dissimilar to many parts of south-west England. Amongst the island's greatest assets are its wonderful beaches; secluded, rocky coves along the stunning south coast and wide, sandy bays to the west. Guernsey people are very much into their water-sports and other healthy activities, for which there is much opportunity. Whilst traditionally hard-working, the majority of people on Guernsey find an excellent work-life balance with all that is available to them at such close quarters. It is also an ideal place to raise children, especially given the community feel of the island and absence of serious crime.

Numerous flights link the island directly to Gatwick (45 minutes), Southampton, Exeter, Manchester, Bristol and Birmingham. There are also direct flights to Grenoble, as well as the other Channel Islands and many UK destinations. Car and passenger ferries operate regularly to St Malo and various ports along the south UK coast.

### **Employment on Guernsey**

*Salary, Taxation and Pensions (as of 2025):* Pay scales on Guernsey are higher than the UK Inner London Salary Scales. From the point of view of taxation, personal allowances are roughly equivalent to the UK (currently £14,600 pa personal allowance) and there is a flat rate of income tax of 20% above this, with no higher band as in the UK. Social Insurance contributions by employees are set at 7.4% (the UK National Insurance contribution for employees is currently 8%). The post is pensionable, and staff are members of the States of Guernsey Superannuation Scheme for Teachers and Civil Servants. Staff can transfer their pension rights into (and out of) the Guernsey scheme, subject to the Scheme Rules.

*ECTs:* Teachers relocating from the UK having completed a PGCE can complete their Early Career Teacher years in Guernsey, which is recognised by the DfE. On occasion, graduates have been employed who are not teacher trained. Such staff have been supported by the College in gaining QTS through the University of Buckingham.

*Residency & Relocation:* Whilst there are restrictions upon residency in Guernsey, the appointee would automatically qualify for a Long-Term Employment Permit, allowing them to purchase a house or rent property in the cheaper 'local' market and which, subject to completion of the qualifying period. For those considering buying property on the island, there is currently tax relief on mortgage interest payments (with a cap on the mortgage interest allowable of £3,500 per person currently).

With effect from 1st January 2021 all EU nationals, other than British or Irish nationals, travelling for anything other than visitor purposes, are required to apply for a visa to enter the UK, Bailiwick of Guernsey, Jersey or the Isle of Man, prior to travel. Those coming for employment to Guernsey require a Visa AND a Population Management document. Further information for EU nationals wishing to live and/or work in Guernsey can be found via the following link: <https://gov.gg/eunationalsbrexit>.

Applicants with a partner should note that your partner would automatically be granted the right to work, though there is still a process required to apply for the right to work via the Population Management Department.

The College provides a comprehensive support package for appointees relocating to Guernsey. This includes removal expenses from the UK and the cost of an island visit, from the UK, prior to taking up the post. Please note that subsidised College accommodation may be available on one of the College-owned sites for the first year in post for those relocating to the island.



## OUR SAFER RECRUITMENT PROCEDURE

All candidates who apply for a role within Elizabeth College will be subject to a safer recruitment process, including a disclosure of criminal records and other vetting checks. The interview will include questions about safeguarding and the protection of children and young people.

All information provided on the application form by candidates will be shared only with HR and the interview panel and processed for recruitment purposes only. All information will be stored in accordance with our data protection policy.

Applicants who meet the shortlisting criteria will be contacted by the HR Team to request consent from to contact the nominated referees, ideally in advance of interview. The following information is requested from the referee:

- Applicant details including dates of employment, how long they have known the individual and if they would re-employ
- The applicant's qualities and achievements
- Areas of development
- Reason for leaving
- Current salary
- Suitability for the role
- Safeguarding
- A personal evaluation
- The opportunity to provide further comments

**Interviews will be held in the week commencing 08 December 2025.**

*Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.*

**Applications for this position must be submitted on the Elizabeth College application form available on our website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or on request from:**

The HR Team E: [HR@elizabethcollege.gg](mailto:HR@elizabethcollege.gg)  
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.***

*Potential candidates who may be unable to complete the application form but whose qualifications and/or experience meet the requirements of the role should contact the HR Team as above.*

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*Online and Social Media checks will be conducted for all successful candidates.*

*All applications are welcome and will be considered in line with the Guernsey Discrimination Ordinance.*

The closing date for applications for this post is **noon on Monday 01 December 2025.**



## Job Description

### Vice-Principal (Head of Upper School)

**Place of Work:** Elizabeth College, The Grange, St Peter Port, Guernsey

**Reporting to:** Principal

**The role:** The Vice-Principal (Head of Upper School) will be a key member of the Senior Leadership Team and play a vital role in shaping and delivering the educational, pastoral and co-curricular life of the College. Working in close partnership with the Principal and the Vice-Principal Pastoral, the Vice-Principal (Head of Upper School) will provide visible leadership across the Upper School community. They will line manage the Assistant Principals and oversee the academic life of the Upper School, ensuring that students, staff and families feel supported, valued and engaged.

This role combines strategic responsibility with day-to-day operational leadership. The Vice-Principal (Head of Upper School) will take delegated responsibility for specific areas, lead initiatives that contribute to the College's vision and development and deputise for the Principal as required. A focus on collaboration, inclusivity, high standards, and the wellbeing of students and staff is central to the role.

**Remuneration:** Aligned with the importance of this role and commensurate with the qualifications and experience of the successful candidate.

*Elizabeth College is committed to safeguarding and promoting the welfare of young people and staff. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.*

## Key Responsibilities

### Strategic Leadership

- Support the Principal in the development and delivery of the College's vision and strategic plan, as agreed with the Board of Directors.
- Contribute to the operational planning of the College, taking delegated responsibility for specific priority areas to ensure delivery of the strategic priorities.
- Provide visible and motivating leadership, fostering a culture where all staff can excel.
- Remain up to date with educational developments and contribute to discussions that inform the College's strategy.
- Develop our Partnership strategy with primary and secondary school partners, both on and off island.
- Deputise for the Principal when required, including representing the College at key internal and external events.

### **Educational and Pastoral Leadership**

- Support the Principal in ensuring a clear educational vision, taking the lead on academic oversight to ensure continuity and development of our students' high academic achievements with a curriculum that matches our high aspirations.
- Lead a culture of high expectation of student academic development through a focus on curriculum developments and effective teaching and learning strategies.
- Work closely with the Vice-Principal (Pastoral and Wellbeing) to ensure a joined-up approach to student intervention and support.
- Lead research informed curriculum reviews for the Upper School working with The Ladies' College on any KS5 reviews.
- Work with the Assistant Principal (Academic) to support the development of effective learning strategies, oversight of academic rewards, the curriculum model, staff deployment, timetabling and use of data and interventions.
- Oversee the Learning Enrichment Department which encompasses the full range of student attainment, including the provision for students who are More Able and Talented.
- Oversee the embedding of the College's digital and AI strategy, modelling and encouraging the use of new and emerging technology and innovation. Working closely with the IT Manager, Director of Digital Learning and the AI Training and Development lead.
- Embrace and support the development of the extensive co-curricular offering at the College
- Be a member of the Joint SLT committee in the Sixth Form Partnership
- Work with the Headteacher ECJS to explore ways to strengthen the learning journey through the College and the transition from Junior to Upper school.
- Take an active interest in students' spiritual, moral, social and cultural development.
- Oversight and development of Prizegiving events working with the AP (Academic).

### **Business and Risk Management**

- Support the Principal and the Bursar in ensuring that compliance and risk management policies and procedures are kept updated, efficient and consistently implemented.
- Represent the academic staff on the GDPR committee.

### **Management**

- Oversee the day-to-day management of the Upper School, ensuring operational excellence and supporting staff in delivering high-quality education.
- Manage the Upper School Senior Leadership Team, line managing the Assistant Principals, Director of Digital Learning, Exams Manager and Head of Learning Enrichment.
- Implement and oversee policies and procedures delegated by the Principal to ensure the efficient day-to-day running of the Upper School.
- Build positive and collaborative working relations with staff to model high professional standards and encourage colleagues to excel.
- Build positive and collaborative relationships with parents to ensure we are working together effectively to support their children.
- Work closely with your link Heads of Faculty.
- Work closely with the Principal, AP (Training Development and Engagement) and HR Manager to ensure the relevant policies help to support the recruitment and retention of excellent staff.
- Work closely with the Principal and Registrar to support and develop our admissions process.
- Management of the quality of staff performance through the College staff policies: Disciplinary, Capability and Grievance, as required.

## Vice-Principal (Head of Upper School)

- Management of parental complaints and oversight of the Complaints and Concerns policy.
- Champion professional development and promote wellbeing initiatives across the staff body working closely with the AP (Training Development and Engagement).
- Lead by example in upholding the College values, safeguarding duties and commitment to equality, diversity and inclusion.

### Meetings and Committees

- Chair College Committee and liaise with senior and middle leaders on the agenda content
- Represent upper school teaching staff on the GDPR committee
- Work with the Clerk to the Board to organise and set the agenda for meetings of the Directors' Upper School Education Sub-Committee

### Other duties relevant to this post

- Teach a reduced number of lessons across a week (usually 4 but timetable dependent). This job description should be read alongside a standard teacher's job description.
- Attend Board of Directors meetings as required
- Contribute fully to ISI BSO Inspections at the College.
- Be aware of the Safeguarding Policy at Elizabeth College and be responsible for applying that policy correctly and in a timely manner to safeguard the students.
- Be aware of, and comply with, policies and procedures relating to health and safety, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Provide general support for colleagues in the maintenance of student progress, discipline and the ethos and values of the College.
- Maintain confidentiality at all times in respect of Senior Leadership Team and other College-related matters, and to prevent disclosure of confidential and sensitive information.
- Lead and oversee staff on duty on one day of the week.
- Undertake any other duties of a similar level and responsibility as may be required.

No job description can fully cover all aspects of such an appointment, and therefore, the successful person must be flexible and willing to take on other reasonable responsibilities and tasks in order to fulfil the role.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



## Person Specification: Vice-Principal (Head of Upper School)

### Education and/or Qualifications:

Strong academic credentials, including a degree, ideally with additional leadership, coaching and/or management qualifications.

### Experience:

Varied senior leadership experience in schools, with responsibility for a range of roles.

A proven and demonstrable track record of excellence across school life and a commitment to holistic education.

A proven and demonstrable track record of raising academic standards and securing strong outcomes for students.

Demonstrable experience of contributing to the development, implementation and monitoring of school development plans.

Experience of leading teams, managing change and delivering improvements across areas of responsibility held.

Experience of engaging and building relationships with staff, students, parents, directors (governors) and external stakeholders.

### Knowledge, Skills and Attributes:

Academic and intellectual ability and the capacity to develop strong strategic thinking skills.

Strong and effective communication skills with the ability to inspire and motivate colleagues and students.

Warmth, emotional intelligence, open-mindedness, diplomacy, and a calm and approachable manner.

Resilience, drive, energy and the ability to support and build resilience in others.

Understanding of, and interest in, building a coaching culture to shape personal and professional development.

A strong understanding of the current and future challenges facing the independent school sector, with a willingness to contribute innovative solutions.

Ability to work with staff and parents to provide high quality support for students.

Interest in the spiritual development of students and supportive of the ethos and values of the College.

Ability to anticipate and manage complex issues, seeking inclusive and collaborative solutions with the Head and SLT.

Excellent decision-making and problem-solving skills, with the ability to prioritise effectively.

Knowledge of the regulatory, safeguarding and legal requirements relevant to a school.

A commitment to driving educational excellence, intellectual curiosity, reflection and debate.

An interest in the opportunities and challenges presented by developments in digital technology, including AI, in an educational setting.

Desire to be part of a supportive and collaborative team.