



All Saints'  
Academy  
Cheltenham

# Application Pack Vice Principal



Where every member of our extended family realises their God-given potential, inspired by **John 10:10**. Jesus said 'I have come so you may have life in all its fullness'.





All Saints'  
Academy  
Cheltenham



[www.asachelt.org](http://www.asachelt.org)

**All Saints' Academy**, Cheltenham, Gloucestershire.

Interim Principal: Mr Liam Wilkinson

### **Vice Principal**

**Start date:** September 2024

**Salary:** Leadership Points 19 – 23 (£73,509 - £81,070 per annum)

**Hours of work:** Full Time

**Contract:** Permanent

**Closing date:** 9am Wednesday 13<sup>th</sup> March 2024

**Interview date:** Wednesday 20<sup>th</sup> March 2024

Thank you for taking an interest in the role of Vice Principal at All Saints' Academy.

We are a church Academy sponsored by the Anglican Diocese of Gloucester serving Christian families of Gloucestershire and the local families of Cheltenham.

The new Vice Principal joins the Academy at an exciting time. Building on excellent recent outcomes, the Trustees have recently appointed Ben Williams as Principal to lead the Academy from June 2024 onwards. Whilst there is a great deal to be proud of, there remains work to do building to the future.

We believe that our ethos enables our whole community, students, parents and staff, to realise their God-given potential. Indeed, Ofsted recognised us as an inclusive Academy. This mission will be central to the role of Vice Principal.

We are looking for a Vice Principal who is committed to seeing the Academy's vision lived out every day, an individual who will be ambitious for all the students at All Saints' Academy. The Vice Principal will work within the Senior Leadership Team which consists of two Vice Principals. This position will lead particularly on student behaviour, attendance and safeguarding, but also assuming cabinet responsibility with the senior leadership team, for all workings of Academy life.

This role is an important appointment for the Academy and the post holder will bring significant influence on the Academy.

If you would like to understand more about the role please contact Katie Jordan, HR Manager at [hr@asachelt.org](mailto:hr@asachelt.org) who can arrange a tour of the Academy and a phone call with Mr Ben Williams (appointed Principal from June 2024).

We are an inclusive Church Academy who welcomes applications from all denominations and those of none.

What we offer:

- The Academy is in an attractive new building, within easy access to Cheltenham, Tewkesbury and the M5 with onsite catering facilities
- Entry into the Teachers Pension scheme
- Free access to the onsite gym facility
- Access to our Employee Assistance Scheme
- Free onsite parking including electric car charge points

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2022 recommendations. Successful applicants will be subject to enhanced DBS clearance.

To apply for this role please complete an online application form that can be found on the Academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions regarding this role please contact the HR team at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*

## **Job Description**



<b>Post:</b>	Vice Principal
<b>Reporting to:</b>	Principal
<b>Responsible for:</b>	Assistant Vice Principals, Heads of Faculty, teaching staff and other relevant personnel
<b>Salary Scale:</b>	Leadership Scale Points 19-23

### **Main purpose**

The Vice Principal will:

- Support the Principal to outwork the vision and values of All Saints' Academy both strategically and on a day-to-day basis
- Serve as the Designated Safeguarding Lead, ensuring that systems are in place and well executed across the Academy
- Ensure that behaviour across the Academy is exemplary
- Ensure that levels of student attendance continue to improve
- Deputise for the Principal in their absence

### **Duties and responsibilities**

#### **Academy culture and behaviour**

Under the direction of the Principal, the Vice Principal will:

- Create a culture where pupils experience a safe, positive and enriching Academy life
- Ensure a culture of staff cohesion and professionalism
- Encourage high standards of behaviour from pupils, built on systems outworked across the Academy community
- Evaluate the effectiveness of behaviour management across the Academy

#### **Safeguarding**

Under the direction of the Principal, the Vice Principal will:

- Ensure rigorous safeguarding practices which keep students and adults safe at All Saints
- Manage child protection records with data protection regulation
- Raise awareness of safeguarding amongst staff
- Ensure you are up to date with current developments
- Ensure that staff are trained regularly, meeting statutory requirements and best practice

#### **Teaching, curriculum and assessment**

Under the direction of the Principal, the Vice Principal will:

- Establish and sustain high-quality first teaching to meet student needs
- Ensure new teachers are supported in managing behaviour effectively

- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### **Additional and special educational needs (SEN) and disabilities**

Under the direction of the Principal, the Vice Principal will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the Academy works well with parents in identify SEN and evaluating provision
- Make sure the Academy fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and Academy improvement**

Under the direction of the Principal, the Vice Principal will:

- Establish and sustain the Academy's ethos and strategic direction together with the governing board and through consultation with the Academy community
- Lead and manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to Academy effectiveness, and develop strategies for Academy improvement that are realistic, timely and suited to the Academy's context
- Make sure these Academy improvement strategies are effectively implemented

### **Governance, accountability and working in partnership**

Under the direction of the Principal, the Vice Principal will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the Academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other Academics and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **ADDITIONAL DUTIES**

To play a full part in the life of the Academy community, to support its distinctive vision, mission and ethos to encourage and ensure staff and students follow this example.

This job description sets out the main duties of the post 2023-2024. The Vice Principal is required to undertake any other reasonable tasks at the discretion of the Principal. These responsibilities will be discussed annually as part of the annual performance management review and are subject to change in order for the Academy to develop strategically and effectively.

## PERSON SPECIFICATION



### Vice Principal

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified Teaching Status</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership qualifications such as NPQ</li> <li>• Designated safeguarding lead training (willingness to complete this)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school supporting disadvantaged students</li> <li>• Demonstrable experience within safeguarding</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a senior safeguarding role within a secondary educational setting</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of high-quality pastoral care and support, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Ability to honestly appraise their own work</li> </ul>	

<p>Personal qualities</p>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Academy</li> <li>• Explicitly support the Christian ethos in the Academy</li> <li>• Ability to build positive and respectful relationships across the Academy community</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• A great listener and a clear communicator</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul>	
---------------------------	--	--