

Head of College (Vice Principal)

Milestone 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 2021, our Trust comprises 31 geographically organised academies (15 secondaries, 14 primaries and 2 special) educating 20,000 students, and employing 2,500 talented staff. The Trust is establishing four 'clusters' of academies: North West 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 2025 document available on our website.

We are now recruiting for the position of Head of College (Vice Principal) at Milestone Academy, our large all-through PSCN special school judged outstanding three times in a row by Ofsted. This is a truly rare leadership opportunity within a very successful and financially sound, mature and geographically local multi-academy trust that combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for the children and wider Milestone community to enhance their life chances and provide a bright future for them and their families.

Our successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. You will work with other senior colleagues and a dedicated governing body as Milestone Academy moves well beyond its current triple Ofsted outstanding rating. This is a career defining opportunity and we look forward to hearing from senior leaders who are ready for the next step.

Sarah Goosani

Principal
Milestone Academy



Milestone Academy

We are a proud school serving students aged 2-19 with Special Educational Needs. Our primary needs are ASC and PMLD with pupils with ASC making up the largest percentage of our pupils. Milestone Academy is a very special place to work with a team who display immense knowledge and skills along with a passion for their work.

We have been judged outstanding by Ofsted three times and are judged to be a leading school by Challenge Partners with an area of excellence linked to high quality, personalised and bespoke CPD to support inclusion and improved outcomes in mainstream and special settings. With such a high validation we can guarantee the best training and career opportunities for our staff and exceptional provision for our students.

There are many reasons to consider applying for a position at Milestone Academy, not least the fact that we welcome professionals to apply from mainstream and other settings. Our training programme is robust and supportive, ensuring that whatever your starting point when you join us, you will have the opportunity to develop into an expert member of staff in our academy. If you have not done so already please view our introduction film on our website.

As well as the core subjects we place great importance on the impact of the performing arts and media on our students. We have a large horticulture area alongside beautiful grounds, learning outdoors is essential for our students and encouraged here.

Each day our students bring their own unique energy into their school. In turn we ensure that they receive a high quality educational provision delivered through the immensely capable and effective hands of our staff. We are currently recruiting to a new leadership structure requiring two new Vice Principals covering either primary or secondary as Heads of College. The roles will include responsibility for monitoring the quality of teaching and learning, safeguarding and admissions.

If you are interested in joining a team of outstanding professionals and have the energy and passion to work creatively delivering a personalised curriculum to achieve the very best outcomes then apply to Milestone today!

Vacancy

The role of Head of College (Vice Principal) is an exciting opportunity for the right candidate. The role will provide opportunities for personal growth and professional development. There will be high expectations around the quality assurance of the curriculum and teaching and learning, monitoring safeguarding and supporting the very complex admissions process of the academy. We are recruiting for two positions: one Head of College for primary and one Head of College for secondary. Whilst being responsible for certain phases of education both roles also share overarching key responsibilities across the whole academy. We expect the successful candidate to lead their team by example through coaching, mentoring and demonstrating exemplary practice.

Milestone has a main site and four satellite provisions connected to four of the Leigh Academy Trust mainstream academies. Heads of College will be responsible for maintaining a high profile at these settings and extending quality assurance activities across these sites, developing inclusive links with the main site and the mainstream settings.

The academy is currently involved in an exciting curriculum development project in partnership with the International baccalaureate (IB) Primary Years Programme (PYP). The aim of the project is to develop a world class curriculum for pupils with SEND that is inline with the principles, standards and ethos of the IB PYP. The successful candidate will need to be confident and passionate about driving this agenda.

To view the structure of the senior leadership team, please [click here](#).

For our successful candidate, being a member of staff at Milestone Academy and the wider Trust means you'll receive access to a great range of employment benefits from day one. [Click here](#) to view the current benefits package, and be mindful that the list is always growing.

We wish to hear from you if you are committed to changing our education world and are:

- an enthusiastic, energetic and ambitious leader with a successful track record;
- a motivational and inspirational leader with high expectations of staff;
- confident and able to communicate a clear vision for the school;
- able to develop children to reach their full potential regardless of background or circumstance;
- approachable and keen to work with staff across the Trust to ensure wide success;
- able to establish and develop excellent relationships with the community and other stakeholders.

Position	Head of College (Vice Principal)
Location	Milestone Academy
Responsible to	Principal
Basis	Permanent, Full-Time
Commencement	September 2022
Salary	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, you can arrange this by contacting Fiona Tozer (Office Manager) - fiona.tozer@milestoneacademy.org.uk. Visits will be offered in March/April 2022 and will be hosted by a member of the Senior Leadership Team. Social distancing and other Covid-secure safety measures will be observed at all times following latest government guidelines. Please ensure you offer Fiona 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 SLT about this role can also arrange for a telephone call. Those wishing to do so should also contact Fiona Tozer (as above) in the first instance.

To submit an application in full, please do so online via the following link;

[Head of College \(Vice Principal\) \(Milestone Academy\) - Online Application](#)

If you have any queries on any aspect of the application process or need additional information please contact Holly Neve (Recruitment Coordinator) on 01634 412 263 or holly.neve@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.

Closing date for applications	Monday 25th April 2022 (midday)
Shortlisting date	Monday 25th April 2022 (pm)
Selection activity date	Thursday 5th May 2022



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Job Profile

Role: Head of College (Vice Principal) - Milestone Academy
Reporting to: Principal

Core Purpose

The Vice Principal is required to work with the Principal in providing the leadership and management necessary to secure high quality teaching and learning, and to continually raise standards of each pupil's personal and academic progress and achievement across the entire academy. In turn, the Vice Principal will be a key agent in securing our continual improvement with regards to the delivery of Milestone's 'Core Moral Purpose'. The post holder will line manage two of the four Assistant Principals, each of whom works as a Director of one of the four Phases or 'small schools'. As the Vice Principal over Primary or Secondary, there will be occasions when the post holder will hold local 'in situ' responsibility for the entire academy.

Expected Performance

It is expected that the Vice Principal's effective leadership will result in:

An academy where:

- The welfare of students is safeguarded at all times
- Pupils feel safe because of the excellent transparent and trusting relationships with all adults
- The Vice Principal takes a lead on the safeguarding of all children in their college unless directed otherwise by the Deputy Principal or Principal.
- Continuous Improvement is a fundamental tenet of the way all adults perform their duties
- Staff feel valued, supported and where necessary, professionally challenged
- There is a positive ethos that reflects the

academy's commitment to high achievement, effective teaching and learning and good relationships

- Staff, governors and parents having confidence in the leadership and management of the academy
- Staff and governors recognise their accountability for their tasks and the academy's success and contribute fully to the development and successful implementation of LAT and academy policies and practices
- The life of the academy and the curriculum effectively promote students' spiritual, moral, social and cultural development and prepare them as internationally minded students for a life in modern Britain
- Expectations are high for all vulnerable groups
- There is a clear annual Academy Performance Agreement (aka School Improvement Plan) in place that is reviewed regularly to ensure the ongoing development of the Academy is maintained at all times
- A termly Module Review is formatted in preparation for the Academies Director to hold the academy to account
- The International Baccalaureate Primary Years Programme is being introduced in the context of a Special school setting.
- Efficient and effective use is made of staff, accommodation and resources
- There is a positive contribution to the life of the Trust
- Financial control and administration are effective and the carefully costed Academy Performance Agreement is focused on improving educational outcomes
- Good value for money is provided

Pupils who:



- Have their on going progress in both personal and academic secured in equal measure
- Have their provision plans within their EHCPs effectively delivered
- Make progress in relation to their prior attainment to expected, or better than expected, levels
- Feel proud to be a member of Milestone Academy
- Where appropriate, benefit from working as members of a Milestone Satellite located at a fellow LAT main stream academy
- Have clear and relevant programmes of transition through their time in Milestone Academy

Teachers who:

- Have a secure knowledge and understanding of the subjects they teach and the overall learning process
- Set the highest expectations for all their students
- Plan lessons and learning that address the needs of all students within the class
- Employ the most effective approach(es) for any given content and group of students
- Pace lessons appropriately, using time and resources effectively
- Provide immediate, appropriate, targeted feedback to inform students next steps and assess students' progress
- Understand the importance of a regime of individualised behaviour support.
- Are systematically monitored, evaluated and supported in their work.
- Are solution focussed particularly when they see pupils facing barriers to their learning

Staff, in general, who:

- Demonstrate the same attitude as set by the Principal and are inspired and motivated to reach

their full potential for the benefit of the academy, regardless of their role

- Are fully engaged with the direction and activities of the academy, and show a willingness to go the extra mile wherever necessary
- Are resilient to the everyday challenges of academy life and are supportive towards each other at all times
- Have their performance assessed on a regular basis via a variety of methods and are given constructive feedback on areas to improve as well as praise for their achievements
- Are communicated with openly and clearly at all times
- Are supported with their development throughout their career and encouraged to progress within the Trust

Parents who:

- Have faith and confidence in the way in which the Vice Principal/Head of College carries out his/her duties
- Enjoy an effective partnership with the academy, which contributes to their child's learning
- Understand and support the work of the academy
- Are kept fully informed about their child's achievements and progress as well as other developments at the academy
- Know how they can support and assist their child's progress and who they can approach should they have any questions in this area

Governors and Members who:

- Fulfil their statutory responsibilities and hold the Academy to account for the quality of education it provides and the standards students achieve

'We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.'

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 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

As a Trust we seek to recruit talented individuals that can not only help to build the success of our academies but also people that are engaging and passionate about what they do.

When we recruit we look for specific experiences and qualities, however, we also place importance in diversity as we recognise the importance of people bringing their own diverse backgrounds, experiences, perspectives and ideas to the Trust.

For the role of Vice Principal, the successful candidate will demonstrate the following:

- Sound knowledge and understanding of Safeguarding in particular in relation to an SEND setting.
- Knowledge and understanding of Education, Health and Care Plans and the SEND code of practice: 0-25 years.
- A sound knowledge and understanding of the National Curriculum, EYFS and Post 16 depending on the position applied for.
- Professional wisdom in all areas of leadership.
- The understanding of and the ability to foster a psychologically safe working environment for all.
- An ability to pursue the notion of excellence through continual improvement
- Positive impact on student outcomes
- Ability to drive standards through collaboration and leading staff
- The capacity to publicly lead change for the good of our pupils
- The ability to inspire and motivate staff and students
- Excellent interpersonal and communication skills
- Through strategic thinking and planning and the use of effective emotional intelligence, support staff wellbeing through periods of calm and crises.
- The depth of experience that can bring not just support but also well informed challenge to the Principal and Deputy Principal
- Passion for working within an SEN setting and a solid understanding of what constitutes an outstanding school
- Significant relevant experience in a similar leadership role
- Creativity and the ability to be innovative in finding solutions
- Google competent IT skills
- The ability to build strong relationships with governors, parents and other stakeholders
- The ability to positively impact through reflective thinking.
- A commitment to personal and social development of self and others
- Resilience and the ability to remain calm under pressure and the ability to adapt well to change
- Reliability and integrity
- The ability to meet deadlines
- Excellent organisational skills
- The ability to laugh at oneself in the face of adversity!



All of our academies
work closely and
collaboratively together,
along with our partners,
seeking to exploit the key
educational philosophy of
human scale education.

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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;

- 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.

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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.

Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, 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 in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our 'can-do' attitude towards 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 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: Shaping Lives,
Transforming Communities**

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