LEIGH
Academies Trust

Job Pack

Head of College (Vice Principal)
Leigh Stationers' Academy

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

Any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263

Welcome from our CEO

Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our **Vision 2030**, available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE

Welcome from the Principal

Leigh Stationers' Academy

Welcome to Leigh Stationers' Academy, an academy which possesses all the essential ingredients to become a truly exceptional school.

In line with the ethos of all Leigh Academies Trust schools, our commitment to 'human-scale' education through a schools-within-schools model ensures every student is recognised and valued. At the heart of Leigh Stationers' Academy is robust pastoral care, which prioritises strong partnerships with parents and carers.

'Pupils appreciate the close working relationships that they build with staff through belonging to one of the four small schools' - OFSTED January 2023

As an International Baccalaureate (IB) World School, the IB philosophy is at the heart of our curriculum. We offer the IB Middle Years Programme for Years 7-9, a programme designed to nurture happy, curious, well- rounded, independent, globally aware, and resilient students. Moreover, our students enjoy an extensive range of clubs and activities. We are one of the largest Duke of Edinburgh (DofE) Award providers in the South, with hundreds of students achieving Bronze, Silver, and Gold levels every year. Additionally, as one of only six state schools with a Marine Combined Cadet Force (CCF), we offer a unique experience to every pupil.

'A rich range of visits and activities are made available to pupils. ' - OFSTED January 2023

Our dedicated and skilled team of professionals is key to transforming lives and securing the best outcomes for every student. We provide a wealth of professional development opportunities demonstrating our investment in our staff's professional growth.

'Staff at all levels feel supported by leaders' - OFSTED January 2023

If you are ready to join a talented team of practitioners and make Leigh Stationers' Academy a truly exceptional school, please get in touch today!

Joseph Sparks
PRINCIPAL, Leigh Stationers' Academy

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 Gabrielle Holland (PA to Principal)- gabrielle.holland@stationers.latrust.org.uk. Visits will be offered and will be hosted by a member of the Senior Leadership Team. Please ensure you offer Gabrielle 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 SLT about this role can also arrange for a telephone call. Those wishing to do so should also contact **Gabrielle Holland** (as above) in the first instance.

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

Job Pack | Head of College (Vice Principal) | Leigh Stationers' Academy

If you have any queries on any aspect of the application process or need additional information, please contact Charlotte Herberts (Recruitment Advisor) on **01634 412 245** or charlotte.herberts@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, 2 February 2026, 9am
Shortlisting date	Monday, 2 February 2026, PM
Interviews and assessment activities	Wednesday, 4 February 2026 (all day)
Start date	Easter 2026

Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: **latcareers.org.uk/benefits**

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, 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 because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

Job Description

Leigh
Stationers' Academy

Job Title: Head of College (Vice Principal)
Reports to: Principal
Location: Leigh Stationers' Academy

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, through an IB curriculum, transforming their lives and ultimately the communities in which they live. This position would suit an experienced Vice Principal/Deputy Head Teacher with an aspiration for Headship.

Core Purpose:

- To assist the Principal in the development of the College alongside the overall academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced.
- To support the development of the whole child, within a safe and healthy environment, fostering positive community values.
- To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress.
- To effectively promote the educational vision associated with the Leigh Academies Trust.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Principal, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Principal may from time to time ask the post-holder to perform. All Heads of College have responsibility for the academic outcomes of their small school, alongside whole academy outcomes. Key emphasis is placed on knowing the students in the College and how best to support them. The successful candidate will be expected to create a College ethos that is unique but reflective of the whole academy vision. The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined based on the successful candidate's skill-set.

Key responsibilities

Strategic

- Support the Principal in developing and communicating a clear strategic vision to develop the academy successfully to the judgement of 'Outstanding'
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership

- Promote the high standards within the academy. Implement accurate performance indicators for students and staff and ensure accountability is robust
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self review framework is embedded within the academy
- Lead on designated sections of the Academy Performance Agreement
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching.
- Support the Principal in managing the academy effectively and ensuring the successful implementation of necessary change, and deputise for him on the rare occasion that they're off-site or absent.
- Work in harmony with the Principal, Trust, Governors, local schools, other academies and other partners as appropriate

Learning and Teaching

- Work with the Principal in the strategic leadership for a key area of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policy and practice are at the highest standard
- Effective use of data with the academy to raise standards
- Frequently review and quality assure the student tracking systems across the academy
- Understand and implement an assessment framework that will provide accurate and timely information for students, parents, teachers and governors
- Oversee the quality of learning and teaching through regular reviews within the academy and line manage bespoke subject areas of the school
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of vulnerable groups

Leading and Managing Staff

- Create a School ethos that fits with the academy vision
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Model and sustain personal motivation to inspire others
- Promote the academy ethos in which the highest achievements are expected from all members of the Academy community
- Contribute to an effective and rigorous Performance Management process

Efficient and Effective use of Staff and Resources

- Work with the Principal, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided
- Support the Principal and Trust Estates team in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Principal in seeking to ensure adequate resources for the academy

Standards

- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Movate students and staff to achieve the highest possible standards and secure the best possible outcomes
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Use assemblies to motivate and inspire students

Community

- To attend Governors' meetings, evening and special events
- Ensure that the Personal Development Provision is of the highest quality and goes beyond the national government expectations. This would be through an active role of working with community partners

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

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/Academies 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.

Person Specification

Leigh Stationers' Academy

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

For the role of Head of College (Vice Principal), we would expect candidates to demonstrate:

Education & Qualifications

Essential

- Degree and teaching qualification
- Qualified teacher status

Desirable

- Accredited postgraduate study
- Masters/MBA
- NPQLS

Experience

Essential

- Proven record of significant senior leadership impact
- Proven track record of raising standards
- Experience of management of human and financial resources at a senior level
- Proven curriculum leadership
- Excellent track record as an effective innovator of education
- Successful experience of promoting equal opportunities, inclusion and appropriate strategies for children with special educational needs
- Experience of developing student involvement in schools
- Experience of working with parents
- Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of young people
- Experience of using performance management processes successfully to contribute to school improvement
- Sustained record of professional development
- Successful establishment of links with the local community
- Extensive experience in developing staff, team building and developing student involvement in schools
- Setting and achieving ambitious and challenging goals and targets
- An Outstanding classroom teacher
- Proven leadership skills, including a range of leadership styles as required
- Effective behaviour management
- Strategic management, resource management, development planning & personnel management
- Effective interpretation, analysis and use of data

- Wide experience of managing change, leading innovations and meeting challenges and understanding of Performance Management successfully

Desirable

- Experience at deputy/assistant head level or equivalent
- Experience of full 11 - 19 age range in a co- educational setting
- Experience of leading in challenging circumstances
- Experience of leading highly effective whole school assessment systems.
- Experience of working within a MAT
- Experience of developing SEN at a strategic level
- Experience of working with a range of agencies
- Experience of working with Governors
- Experience of challenging 'satisfactory' performance
- Experience of leading staff development in own/other schools and settings
- Experience of leading change in challenging circumstances

Knowledge & Understanding

Essential

- In-depth knowledge and understanding of current educational priorities
- Good understanding of the Ofsted framework and Self ReviewAble to deal sensitively with students, parents and staff to resolve conflicts

Skills & Attributes

Essential

- Positive attitude towards change
- Well-developed coaching and mentoring skills
- Well-developed interpersonal and communication skills (including written, oral and presentation)
- Effective ICT Skills
- Presence, drive and a passion to raise standards for all in the pursuit of excellence
- Shared vision with sponsor
- Ability to both lead and be a member of a team
- Strong solution-focused approaches to problem-solving
- Energetic, resilient, empathetic
- Able to develop and maintain good relationships with staff, parents, students, governors and the community
- Commitment to continuous improvement
- Ability to plan and prioritise
- Attention to detail
- Innovative and self-reflective
- Stay calm under pressure
- Retain a sense of proportion and good humour

Desirable

- Advanced skills in one or more areas
- Efficient in Google Suite
- Subject teaching expertise in an EBacc subject area

Your Application

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by clicking here.

A member of the Recruitment Team will be in touch to help find the right role for you!