



Samuel Whitbread Academy Application Pack

Vice Principal





CONTENTS

1. Introduction
2. About BEST
3. About Samuel Whitbread Academy
4. How to Apply
5. Job Description
6. Person Specification

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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Principal's PA

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Samuel Whitbread Academy

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www.samuelwhitbread.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 19th January 2025

Interview date: w/c Monday 20th January 2025

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Vice Principal
Based at	Samuel Whitbread Academy
Salary/Grade Range	Leadership Scale Points 23 to 27
Responsible to	Academy Principal
Responsible for	Safeguarding, Pastoral Support & Personal Development

Purpose of Role

To lead in the following areas:

- Safeguarding for Samuel Whitbread Academy (SWA) to include the role of Designated Safeguarding Lead (DSL), leading the Safeguarding Team and fulfilling the role of Senior Mental Health Lead (SMHL)
- The quality of pastoral support, including the standards of behaviour, attitudes and attendance for all students.
- Personal Development for the Academy, including personal, social, health, and economic education (PSHE), equality, diversity, and inclusion (EDI), values education, spiritual development, sex, relationships education, and British values.

Duties and Responsibilities

- Deputise at SWA in the absence of the Academy Principal
- Develop, implement and keep up-to-date relevant SWA and BEST policies and procedures
- Take part in the review of mechanisms within the aims and objectives of SWA and BEST
- Contribute to a strong and supportive culture and ethos across SWA and BEST



- Ensure that Health and Safety policies and practices, including Risk Assessments, are in line with national requirements and regularly updated - liaising with the SWA Health and Safety representative and the BEST Chief Operations Officer where necessary
- Work with the Local Governing Body and BEST Board of Trustees to ensure that they are fully briefed on all significant strategic developments
- To promote teamwork and to motivate staff to ensure effective working relationships
- To work within the allocated CPD funds and appraisal processes to ensure that staff development needs are identified and that appropriate programmes are designed and implemented to meet such needs
- To organise and participate in regular observations of Teachers using the SWA lesson observation feedback systems and forms
- To undertake appraisals of line-managed staff at SWA
- To participate in the formal interview process for posts as required
- To ensure new staff and staff new to post are inducted in line with SWA and BEST procedures, providing feedback on progress as appropriate
- To participate in SWA's and BEST's ITT activity and NQT programme as appropriate
- To undertake an appropriate programme of teaching in accordance with the duties of a Vice Principal (to be determined by the Academy Principal).

Specific Duties:

The Vice Principal will:

- **Lead the Safeguarding Team at Samuel Whitbread Academy and fulfil the role of DSL in line with Annex C of Keeping Children Safe in Education to ensure:**
 - A strong culture of safeguarding within the Academy
 - Liaison with and coordination of the contribution of external agencies and Local Authority officers in relation to all aspects of safeguarding
 - Liaison with the Academy Principal to inform them of any issues, especially ongoing enquires under Section 47 of the Children Act 1989 and Police investigations



- Production of reports to evaluate of the effectiveness of safeguarding at the Academy, including an annual development plan as part of the school development plan
 - Up-to-date advice and guidance on safeguarding for staff across the Academy, including whole school CPDL, and dissemination of any updates or recommendations from BEST and DfE policy and guidance
 - To organise non-clinical supervision for members of the Safeguarding Team.
- **Lead on the development, planning and implementation of systems and procedures to ensure:**
 - Best practice safeguarding, excellent student attendance and high-quality pastoral support across the Academy
 - Tools are designed to monitor and evaluate staff and student attendance rates, the quality of safeguarding and pastoral support
 - Support and professional development for staff is targeted where needed most and delivers value for money.
- **Strategically plan, deploy, monitor and evaluate use of resources to ensure:**
 - Staff receive focused and highly effective professional development
 - Highly effective and meaningful engagement takes place with staff at all levels, and when any issues are identified, they are dealt with appropriately and quickly
 - Staff absence, cover, and recruitment are managed effectively
 - They deliver value for money.
- **Line manage areas of the academy to ensure that:**
 - Senior Leaders, including the Assistant Principal for Behaviour and Values and the SENDCO, are supported in developing a clear vision and delivering upon their action plans
 - Administration teams, including HR, Attendance and Cover, effectively support staff in their professional duties
 - Middle Leaders, including Heads of Houses, are fully supported and coached in their leadership roles



- Departments deliver the highest standards of Teaching and Learning, leading to outstanding student outcomes
 - Tutors deliver the highest standards of pastoral support, and all students are effectively safeguarded.
- **Lead on the strategic development and delivery of standards of behaviour and attitudes to ensure all students:**
 - Demonstrate consistently highly positive attitudes and commitment to their education
 - Have consistently high levels of respect for staff, learners and members of the community
 - Act as role models and mentors for others.
- **Lead on the intent, implementation and impact of Personal Development across the Academy to ensure that:**
 - It offers a broad and balanced curriculum that delivers outstanding student outcomes and meets the requirements of all learners. This will include coordinating assemblies, Engaging Minds lessons in Year 9, and tutor time in Years 9, 10, and 11
 - It meets the requirements of Government policy.

ADDITIONAL DUTIES:

- Carry out the duties expected of a member of the Senior Leader Team, including duties, evening events, detentions and on-call
- Regularly meet with the Academy Principal and other SWA and/or BEST staff when required or directed
- Attend Local Governing Body meetings as required.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Vice Principal

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Professional Development in preparation for senior leadership 	<ul style="list-style-type: none"> • Postgraduate qualifications • NPQs
Relevant Leadership & Management Experience	<ul style="list-style-type: none"> • Experience as a senior leader in a school setting and demonstrated the ability to work strategically with impact • Safeguarding experience within a secondary school setting, Knowledge of and commitment to the implementing of the safeguarding agenda • Working successfully with external agencies, link partners and other educational providers 	<ul style="list-style-type: none"> • Successful experience in Ofsted inspections.
Shaping the Future	<ul style="list-style-type: none"> • Evidence of strategic thinking that builds, communicates and carries forward a coherent and shared vision • Evidence of having successfully planned, led and evaluated significant change, leading to whole-school improvement • Ability to advise on the latest policy, new government initiatives and best practice 	
Securing Accountability	<ul style="list-style-type: none"> • Demonstrates a clear understanding of the principles and practice of quality assurance systems, including self-evaluation and appraisal • Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging performance • Significant experience holding individuals and teams accountable for student learning outcomes. 	
Developing Self & Working with Others	<ul style="list-style-type: none"> • Promote high expectations for the behaviour and values of students and staff • Understands the significance of interpersonal relationships and strategies for promoting individual and team development • Knows how to promote an open, fair and equitable culture • Has a clear understanding of using different leadership styles in individuals and organisations. • Experience in delivering whole-school CPDL 	



Managing the Organisation	<ul style="list-style-type: none"> • Successful experience in the delegation of leadership responsibilities and management tasks as appropriate and monitoring their implementation • Successful experience establishing and sustaining effective organisational structures, systems, policies and practices. • Experience in day-to-day monitoring and usage of information management systems, such as CPOMS. 	
Strengthening Community	<ul style="list-style-type: none"> • Understands the importance of listening to, reflecting and acting on community feedback • Experience of strategies that encourage parents and carers to support their children's learning • Experience in building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of students. 	
Personal Qualities	<ul style="list-style-type: none"> • Inspire, challenge, motivate and empower teams and individuals to achieve their goals • Demonstrate personal enthusiasm, resilience and commitment to leadership aimed at making a positive difference to children and young people • Demonstrate personal and professional integrity, including modelling the values and vision • Think analytically and creatively and demonstrate initiative in solving problems • Be aware of their strengths and areas for development and listen to, act and reflect constructively upon feedback from others 	
Relevant Teaching Experience	<ul style="list-style-type: none"> • Demonstrated outstanding, sustained and successful experience as a Teacher in a secondary context • Substantial experience of teaching students up to Key Stage 4. 	<ul style="list-style-type: none"> • Experience of teaching students up to Key Stage 5
Physical	<ul style="list-style-type: none"> • Ability to perform all the physical duties of the post. 	
Other	<ul style="list-style-type: none"> • Values and respects the views and needs of children and young people • Post is subject to obtaining appropriate DBS clearance (after offer made). 	<ul style="list-style-type: none"> • Clean driving license and ability to travel independently to other academies within the Trust

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

