

NORTHERN SCHOOLS TRUST

GATEACRE SCHOOL | VICE PRINCIPAL

(BEHAVIOUR, ATTENDANCE
& SAFEGUARDING)

Candidate Application Pack



Gateacre School



Northern Schools Trust is seeking to appoint an exceptional candidate to the role of Vice Principal (Behaviour, Attendance and Safeguarding) at Gateacre School.

The Vice Principal (Behaviour, Attendance and Safeguarding) has overall responsibility for all aspects of student conduct and welfare at Gateacre School. The role involves direct responsibility for behaviour, attendance and safeguarding as well as the line management of heads of year and members of the support team.

As a member of the Senior Leadership Team, the Vice Principal (Behaviour, Attendance and Safeguarding) is responsible for overseeing the effective running of the school and ensuring that the highest standards of conduct are maintained at all times. The Vice Principal (Behaviour, Attendance and Safeguarding) reports directly to the Principal, and deputises for him/her as required.

The role will suit a talented, experienced and passionate senior leader who has recent experience of school-wide leadership, who is deeply committed to the trust's vision for education and who can demonstrate substantial impact in their current role.

Before applying, interested candidates are encouraged to learn more about the trust and the school by visiting their websites and to read Gateacre School's most recent Ofsted Report.

The Chief Education Officer is keen to talk informally and confidentially with interested candidates via the telephone or MS Teams and visits to the school are welcomed. Either can be arranged by contacting Corinne Gerrard, Personal Assistant to the CEO, at c.gerrard@northernschoolstrust.co.uk.

Northern Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Northern Schools Trust is an equal opportunities employer and welcomes applications from men and women of all ages from any background and from candidates with disabilities.

Competitive remuneration, commensurate with the importance of the role and the experience of the successful candidate, will be offered.

“
We are what we repeatedly
do. Excellence, then, is not an
act, but a habit.”

— Aristotle

LETTER FROM

THE CEO

Paul Smith | National Leader of Education

Dear Applicant,

Thank you for showing an interest in the post of Vice Principal (Behaviour, Attendance and Safeguarding) at Gateacre School. I am delighted that you are considering applying for a position at our Trust.

Northern Schools Trust was founded with the aim of improving the life chances and raising the aspirations of young people. To achieve these goals, the Trust believes in the power of a first-rate, academic curriculum: such an education is the best foundation for helping young people to succeed and overcome social barriers, irrespective of their backgrounds or starting points.

Northern Schools Trust currently comprises eight schools. Its four secondary schools and four primary schools serve a range of urban communities across Liverpool.

As a regional training centre for Initial Teacher Training, the trust delivers the highest quality of teacher and leader development across the region. Our schools benefit from this by having access to a stream of well-qualified and expertly-trained teachers, middle leaders and senior leaders.

Working in communities that are often materially and socially deprived, Northern Schools Trust seeks to provide a first-rate education and to raise aspirations at all its schools. We believe in replicating in the state sector what is most often found in the independent sector; we are committed to ensuring that our students receive the quality of education and access to the same sorts of opportunities their peers whose parents can pay for education receive.

Our aim is for our students to leave our schools ready to take their place in the world - well-educated, motivated and with strong leadership skills, personally accomplished and determined to make a positive and lasting contribution to the world. We firmly believe that a child's background should not be a barrier to success and we are committed to delivering an education that broadens students' horizons in a truly transformative way.

To become the Vice Principal of Gateacre School is a unique opportunity for someone who is ambitious and resilient, and who relishes a challenge. It will involve driving change and realising the Trust's ambition for Gateacre School to become an excellent school for its local community. The successful candidate will be supported fully by the Trust's central team in achieving this, and in turn, will be able to contribute more widely to the future development of the Trust.

If you think you have the knowledge, experience and attributes we are looking for, I encourage you to learn more about the trust and the school by visiting their websites and to read Gateacre School's most recent Ofsted Report.

We are keen to talk informally and confidentially with interested candidates via the telephone or MS Teams and visits to the school are welcomed. Either can be arranged by contacting Corinne Gerrard, Personal Assistant to the CEO, at c.gerrard@northernschoolstrust.co.uk.

I look forward to hearing from you and to receiving your application.

THE ROLE

The Vice Principal (Behaviour, Attendance and Safeguarding) has overall responsibility for student conduct and welfare at Gateacre School. The role involves direct responsibility for behaviour, attendance, safeguarding as well as the line management of heads of year and members of the pastoral team.

As a member of the Senior Leadership Team, the Vice Principal (Behaviour, Attendance and Safeguarding) is responsible for overseeing the effective running of the school and ensuring that the highest standards of conduct are maintained at all times. The Vice Principal (Behaviour, Attendance and Safeguarding) reports directly to the Principal, and deputises for him as required.

As Vice Principal (Behaviour, Attendance and Safeguarding),

- To be responsible for the leadership aspects of school life, including students' conduct and welfare
- To act as the school's Designated Safeguarding Lead and oversee all issues relating to Child Protection and Safeguarding. (A separate job description for this aspect of the role is available)
- To ensure exemplary standards of uniform and appearance
- To support colleagues in promoting high standards of behaviour
- To advise the principal on disciplinary action, up to and including exclusion
- To promote the physical, emotional and mental wellbeing of students
- To ensure new staff receive appropriate induction training on the school's pastoral system
- To liaise with external agencies, attending meetings and keeping appropriate confidential records
- To oversee the work of the year teams
- To oversee the effective implementation and periodic review of policies and procedures
- To review regularly the outcomes of interventions and initiatives, measuring their effectiveness and making improvements as necessary
- To take a proactive approach to pastoral care, ensuring appropriate liaison with parents and external parties
- To provide professional development in pastoral matters for all staff, contributing to INSET days as appropriate
- To deputise for the Principal as required

As a teacher, they will also be responsible for:

- Delivering excellent lessons, achieving excellent results and acting as a role model to students;
- Having the highest expectations of every student in terms of achievement, character and conduct;
- Loving their subject and cultivating a similar passion in their students;
- Supporting their students through academic intervention, as required;
- Contributing to the co-curricular programme and the wider life of the school; and
- Attending academy events and meetings.

As a member of the leadership team, they will be expected to:

- Maintain confidentiality, collective responsibility and collegiality;
- Support, promote and embody the trust's vision and ethos;
- Be a source of inspiration, support and guidance to colleagues;
- Maintain a visible presence about the school;
- Conduct lesson observations, learning walks, work scrutiny and other quality assurance tasks;
- Set performance expectations and conduct performance evaluation for assigned staff;
- Contribute to academy self-evaluation and development planning;
- Contribute to the success of the academy, in the widest possible sense;
- Regularly update the pages of the academy's website for which they are responsible; and
- Deputise for other senior colleagues, as necessary.

As an employee of Northern Schools Trust, they will be expected to:

- Promote the aims, values and ethos of the trust
- Adhere to all trust and school's policies and procedures
- Maintain discretion when privy to confidential information
- Participate in any appropriate meetings with colleagues
- Participate in performance management arrangements
- Undertake further training as required
- Be committed to equality, diversity and inclusion
- Work flexibly, prioritise workload and use one's initiative
- Carry out any other duties appropriate to the post, as required
- Act with professionalism and integrity at all times; and
- Contribute to the wider success and development of the trust.



TERMS AND CONDITIONS

Salary: **Competitive**
Contract type: **Full time, permanent**
Start Date: **September 2025**

The successful candidate will lead with confidence and conviction, and will be passionate about the power of education to transform lives. They will demonstrate impeccable professionalism, unwavering determination and relentless optimism. They will lead by example and be a source of inspiration, support and guidance to colleagues. They will have the highest expectations of every student, in terms of achievement, character and conduct. They will love their subject and cultivate a similar passion in their students.

As an educational trust, Northern Schools Trust is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

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 duties as set out in the foregoing.



APPLICATION PROCESS

Closing Date: **Monday 24th February - 11:00**

Interview Days: **Wednesday 12th and Thursday 13th March**

The search for the Vice Principal (Behaviour, Attendance and Safeguarding) for Gateacre School is being led by Northern Schools Trust.

The Chief Education Officer is keen to talk informally and confidentially with interested candidates via the telephone or MS Teams and visits to the school are welcomed. Either can be arranged by contacting Corinne Gerrard, Personal Assistant to the CEO, at c.gerrard@northernschoolstrust.co.uk.

Candidates should complete the Northern Schools Trust application form electronically. Your completed application should include a short covering letter of no more than two sides of A4, addressed to the Chief Education Officer.



PERSON SPECIFICATION

		Essential (E) Desirable (D)
Qualifications	1. Strong academic credentials, including as a minimum, a 2.1 undergraduate degree from a leading university	E
	2. Qualified Teacher Status	E
Knowledge, skills and experience	3. An excellent classroom practitioner	E
	4. An appreciation of what educational excellence looks like	E
	5. An understanding of the demands involved in leading a large, successful school	E
	6. Experience of impactful leadership as part of a school leadership team	E
	7. Experience of bringing about significant and sustained improvements in behaviour	E
	8. Excellent numerical skills, including the ability to interpret, interrogate and quality assure data	E
	9. An appreciation of the role of a vice principal within a multi-academy trust structure	E
	10. Able to communicate confidently and effectively in both written and spoken English	D
	11. Proficient in the use of IT, including a working knowledge of MS Excel	D
	12. Knowledge and experience of best practise in child protection and safeguarding	E
	13. Confident in the use of educational IT software, including CPOMS and the MIS	D
	14. Familiarity with the Ofsted inspection framework and a detailed understanding of how Ofsted inspects, evaluates and judges 'Behaviour and Attitudes' and the effectiveness of safeguarding	D

		Essential (E) Desirable (D)
Personal attributes	15. Deeply aligned with the vision and ethos of Northern Schools Trust	E
	16. A commitment to an academic curriculum and teacher-led instruction	E
	17. A visible, energetic and principled leader	E
	18. Relentless ambition for all staff and students	E
	19. A strong belief in the importance of clear systems and consistency	E
	20. The ability to lead confidently and with conviction, to put students first and to accept no excuses	E
	21. Open to giving and receiving support within a MAT structure and willing to contribute more widely to the future development of the trust	E
	22. A calm and measured temperament – able to display positivity and diplomacy in a fast-paced and, at times, pressured environment	E
	23. Ability to work flexibly, prioritise workload and meet deadlines	E
	24. Excellent attention to detail	E
Other requirements	25. Ability to maintain discretion when privy to confidential information	E
	26. Commitment to safeguarding and promoting the welfare of children and young people	E
	27. Willingness to undergo appropriate checks, including enhanced DBS checks	E
	28. Commitment to equality, diversity & inclusion	E



KEY DATES

MONDAY
10TH FEBRUARY

ACADEMY TOUR

MONDAY
24TH FEBRUARY

APPLICATION DEADLINE

WEDNESDAY
26TH FEBRUARY

SHORTLISTING

WEDNESDAY
12TH MARCH

INTERVIEW | DAY ONE

THURSDAY
13TH MARCH

INTERVIEW | DAY TWO