



THE BILLERICAY SCHOOL

Job Title	Vice Principal
Grade/Salary	Leadership Scale Point 20 – 24 (£84,092 - £92,595 per annum)
Starting Date	1 September 2026
Closing Date	Friday 8 May, at midday <i>Based on the quality and quantity of application received TBS reserves the right to close this vacancy sooner than the specified date.</i>
Interview Date	14/15 May 2026
Reporting To	Headteacher

Due to one of our Vice Principals gaining a headship of their own, the school is seeking a Vice Principal to execute the vision and values and continue to drive with us towards establishing the school as a centre of excellence. That person will be dynamic and responsive; an effective collaborator and communicator, somebody who upholds high expectations of others and even higher standards of personal responsibility. That person will join a school looking to the future and continuing to strive to provide an even better school experience for our community. They will be part of a strong leadership team, and even stronger staff body, who work collegiately to ensure every student is able to succeed. The successful candidate will benefit from the support of a highly engaged trust, working closely with experienced Headteachers and former Headteachers to ensure the school continues to improve. At The Billericay School we take pride in embedding high expectations across all standards within a broad academic curriculum and robust pastoral programme, complimented by an extensive provision of enrichment.

Strategic Leadership and Development

The post of Vice Principal is one that mirrors the role of the Principal. Therefore, the school will be supporting the successful candidate as they aspire to Principalship.

Vice Principal Expectations:

- Deputising for Principal, both in the school and where appropriate in external meetings.
- To ensure there is seamless transition between all key stages at the school.
- To ensure that the school specialisms run throughout the school successfully and effectively.
- To play a leading and highly visible role in the day-to-day management of the school ensuring both the pastoral/academic success of all students across the faculty areas.
- To oversee standards and provision throughout all key stages, identifying the strategic issues that need to be addressed by the school Leadership Group.
- To work with the Principal to establish a system of self-evaluation and review within the school that will secure outstanding student achievement through the professional success of all staff. This will be supported by rigorous systems for monitoring, evaluation and review.
- To oversee the development of subject SEFs and subject improvement plans.
- To line manage Assistant Principals, ensuring that their school responsibilities are of the highest standard.

Main Areas of Responsibility:

This will be negotiated with the individual candidate but could involve:

- To oversee the strategic management of data, assessment and target setting (including reporting achievement data to governors and external bodies as required), working with the Principal to set challenging and aspirational school targets.
- To lead on teaching, learning and assessment across the school, providing the necessary Professional Learning opportunities to ensure the highest of standards are maintained in the classroom and in student outcomes.
- To lead on effective behaviour and inclusion, ensuring that the needs of all students are met within and beyond the classroom.



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General Expectation of School Leadership Group:

- Collaborate as a member of the school Leadership Group in order to build and realise the shared vision of excellence and high standards for all students.
- To play a major role in determining strategy for the school.
- Contributing actively towards the formulation of all school policies and procedures and ensuring their consistent implementation throughout the school.
- Agreeing challenging subject targets, including student achievement targets, ensuring rigorous monitoring, evaluation and review of progress towards these through faculty improvement plans.
- Ensuring high quality teaching and learning in line with managed faculties, following the school policy for self-evaluation and review.
- To manage delegated budgets effectively.
- To attend school leadership meetings as appropriate.
- To engage in the process of appointing new staff including the interview process.
- To participate in duties lunch/break/before and after school.
- Contributing to assemblies.
- Sharing in the management of student disciplinary incidents, making recommendations to the Principal regarding exclusions and facilitating the process of student re-integration.
- To actively participate in the monitoring evaluation and review of teaching and learning in line managed faculties. Managing any capability or disciplinary procedures in line with the school policy where appropriate.

Teaching:

- To undertake an appropriate programme of teaching according to the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To contribute to the School Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons in line with school policy.
- To contribute to the whole school's planning activities.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the school.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Enterprise are reflected in the teaching/learning experience of students.
- To undertake assessment of students as requested by external examination bodies, subject area and school procedures.

Management of resources:

- To manage the available resources of space, staff, budget and equipment effectively within the policies and procedures of the school.
 - To work with the ALG to ensure that the subject areas teaching commitments are effectively and efficiently time-tabled and roomed.
 - To ensure the school health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.
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School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as Open Evening.
- To promote actively the school's corporate policies.
- To adhere to the school's Dress Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Federation policies and procedures, in particular those relating to conduct, child protection (as above) health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

Additional Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and Essex, and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris. Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

How to apply

When applying for this position, please use My New Term, details can be found on our school website under 'Working with us: How to apply'

If you have any questions, please do not hesitate to contact Miss M Sturley, at msturley@billericayschool.com

We look forward to hearing from you.

Person Specification		
Category	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Graduate (with a good degree) • Qualified teacher • Minimum of three years at senior leadership level • Experience of delivering high quality INSET to teaching staff • Proven success in raising achievement across at least two key stages • Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance • Successful experience of processes of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning • Good level of ICT skills and experience of how new technologies can be used to raise achievement, including the use of interactive white boards • Recent experience of involvement in innovative curriculum development • Experience of presenting to a wide audience including teachers, managers, governors and parents • Ideas of how Language, Literacy and Numeracy can be used across the curriculum to raise standards • Experience of embedding innovative strategies for improving teaching and learning in a whole school situation • Experience of managing and implementing change successfully at a whole school level • Experience of using coaching as a model for ensuring on going professional development particularly with subject leaders 	<ul style="list-style-type: none"> • Further qualification • Teaching to Advanced level • Evidence of continuous self-development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for the post • Experience of presenting in local and/or national education forums
Personal Qualities	<ul style="list-style-type: none"> • Willingness to work hard • Enthusiastic and Exceptional teacher, with a proven track record of excellent results in public examinations • Flexible, adaptable, results orientated, able to prioritise, resilient under pressure • Awareness of and commitment to equal opportunities and valuing diversity • To command and demand respect from the school community • A commitment to “personalising learning” for all students in the school • Creativity and enthusiasm to promote a positive school image to the local and national community • The aspirations, talent and enthusiasm to become a Principal 	
School Ethos	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the School’s overall vision for success at all levels • Motivation to work with children and young people • Ability to build and sustain professional standards, relationships and personal boundaries with young people • Emotional maturity and resilience in dealing with challenging behaviours • Ability to contribute towards creating a safe and protective environment • Empathy with the aims and objectives of Harris Federation • Willingness to continue professional development • Commitment to maintaining high standards and expectations • Commitment to contributing to school life as a whole • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students 	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job holder will ensure that school policies are reflected in all aspect of his/her work, in particular those relating to: 1. Equal Opportunities 2. Health & Safety 3. General Data Protection Regulations (2018) and Data Protection Act (2018) 4. Safeguarding Children