



**WAVERLEY  
ACADEMY**

Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Vice Principal

## Candidate Pack



# Introduction

Thank you for your interest in the Vice Principal position at Waverley Primary Academy.

At Waverley Primary Academy, children are at the centre of everything we do. We teach academic knowledge and skills as well as developing the whole child, in order to prepare pupils for their next stage of education and to enable them to lead active and happy lives. Our values of Tenacity, Empathy, Curiosity, Scholarship and Happiness run through all parts of school life and create a calm, happy and hardworking atmosphere with a strong commitment to all pupils achieving their full potential, regardless of their starting points.

We are now seeking an exceptional Senior Leader to build on this strong foundation and to help guide the Academy into its next phase. The successful candidate will be a talented, knowledgeable, and committed professional with a deep belief in the potential of all children. You will bring the ambition, determination, and resilience needed to support the Principal to lead a school where high-quality teaching and learning are at the heart of everything we do.

At Waverley, we are passionate about developing children as confident learners who aspire, achieve, and thrive. Our curriculum, culture, and use of the Astrea Values are designed to support children not only academically but in developing the life skills they need for future success. Our pupils behave well, enjoy coming to school, and benefit from a warm, caring environment where every member of staff is dedicated to providing the very best for them.

Teamwork is a defining feature of our Academy. You will be joining a supportive and collaborative staff body, as well as a wider Astrea professional community committed to excellence.

We are keen to welcome a Vice Principal who places children firmly at the centre of all decisions, who is committed to their own professional growth, and who will help to lead with clarity, compassion, and high expectations.

If you feel you can champion our ethos and support the Principal in leading Waverley Academy with ambition and integrity, we would be delighted to receive your application.

I encourage you to read the pack carefully, including the job description and role profile. If you are considering an application, I strongly recommend arranging setting up a telephone/teams call with Danielle Wilby. To set this up, please contact [admin@astreawaverley.org](mailto:admin@astreawaverley.org).

With very best wishes

**Jo Leishman**  
**Director of Primary Education**



# About the Trust

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## The trust has 26 academies across South Yorkshire and Cambridgeshire

We are committed to ensuring that all children in the trust have accelerated opportunities that enable them to learn, thrive, and lead successful lives. Our ambition is to tackle historical educational disadvantage and to play our part in the social regeneration of areas that have experienced poor education opportunities.

The trust has grown rapidly since its creation and now educates around 15,000 students in 26 academies. In Cambridgeshire, the trust comprises four secondary schools and one SEMH special school. In South Yorkshire, the trust works through seventeen primary academies, one all-through school, and three secondary schools.

The trust's Executive Team is led by Rowena Hackwood as Chief Executive Officer. A wider central team supports the work of individual academies in core areas such as academic support, inclusion, governance, finance, HR, estates, and IT. With a 2030 strategy in place, we are clear and specific about our vision for behaviour, curriculum and teaching quality.

All our academies are rated **GOOD** by Ofsted.



# Astrea in Numbers

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**26**  
ACADEMIES

**2,000**  
MEMBERS  
OF  
STAFF



**£115m**  
TOTAL  
INCOME

**100%**  
RATED 'GOOD'

**14,000** PUPILS

**£3.9m**  
REINVESTED  
INTO SCHOOLS  
TO IMPROVE  
FACILITIES AND  
INFRASTRUCTURE



# Our Vision and Values

Our future success is underpinned by a strong set of shared values. These values are important because they support the vision, shape the culture, and make a statement about what we hold dear.



## **SCHOLARSHIP:**

We are informed by the best of academic and organisational thinking and research, using this where we can and expanding it where possible.



## **CURIOSITY:**

We ask searching questions, not taking things at face value, seeking out the best of what is known and engaging in appreciative enquiry.



## **TENACITY:**

We deliver on our promises and see things through to completion. We embody pace, urgency and determination in our focus on improving outcomes for children and on our own performance.

# Our Academies

## PRIMARY



## SECONDARY



## ALL-THROUGH



## SPECIAL



# About Waverley

Thank you for your interest in this role and our academy. At Waverley Academy, children are at the heart of everything. Pupils are taught academic knowledge and skills as well as developing the whole child, in order to prepare pupils for their next stage of education and to enable them to lead active and happy lives.

Our vision, “All in - no learning lost” and our core values of Tenacity, Scholarship, Curiosity, Empathy and Happiness run through all parts of school life and create a calm, happy and hardworking atmosphere with a strong commitment to all pupils achieving their full potential, regardless of their starting points.

Pupils begin their learning journey in our Foundation Stage, where excellence underpins every aspect of provision. The learning environment, both indoors and outdoors is exceptional, carefully designed to inspire curiosity, spark imagination, and encourage independent exploration.

High-quality interactions, rich language experiences, and a love of stories are at the heart of everything we do.

As children progress through school, the curriculum builds on these strong foundations, developing their knowledge and skills through an engaging and **enjoyable learning** experience. This ensures that pupils leave Waverley fully prepared for the next stage of their education, with a wealth of meaningful memories that will stay with them for life.

The Academy is seeking to attract a **talented, knowledgeable, and committed** team member who can demonstrate high aspirations for all our children along with the **enthusiasm and resilience** to support all aspects of a child’s education. The successful candidate will have the opportunity to join a supportive team and play a key part in helping ensure a brilliant education for all. Thank you for your interest in joining our team.

We are looking forward to hearing from you.

Louise Stanton  
Principal at Waverley Academy

**We offer an ambitious and inclusive**

**curriculum that challenges pupils**

**to think deeply, explore**

**widely and succeed academically.**



# About the role

|                       |                |
|-----------------------|----------------|
| <b>Role Title</b>     | Vice Principal |
| <b>Responsible to</b> | Principal      |
| <b>Salary</b>         | LS7 - LS11     |

## **PURPOSE**

The Vice Principal will assist the Principal in ensuring the educational success of Waverley Primary Academy within the framework of the academy's strategic plans. They will provide professional leadership and management and must help to establish a culture that promotes academic excellence, equality and high expectations for all scholars. They will implement the academy vision and be responsible for matters relating to the efficient and effective organisation, management and leadership of the academy. They will deputise for the Principal if absent, on all matters, where required.

## **KEY ACCOUNTABILITIES**

- The effective implementation and embedding of the agreed Astrea vision, principles and policies within the academy
- Creating a culture of constant improvement and being an inspirational leader, committed to the highest standards in all areas of academy work
- Take responsibility for day-to-day management of the school alongside the Principal and leadership team, and in the Principal's absence, take full responsibility for the school
- In partnership with the Principal and rest of the leadership team, ensure the safeguarding of all scholars, and that the safety and wellbeing of scholars and staff is promoted and maintained at all times
- To support colleagues in the development and improvement of the academy, to achieve high standards of behaviour and attainment.

## **MAIN DUTIES & RESPONSIBILITIES**

### **Shaping the Future (Strategic Leadership)**

- Work under the guidance of the Principal to develop the shared vision and strategic plan for the academy, which is responsive to the community it serves. At the core of this should be the academic and personal development of the scholars
- Support the Principal in implementing the academy's vision and strategic direction so that is understood and acted upon by all stakeholders
- Work within the academy community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain academy improvement
- Ensure the sustained raising of aspiration, achievement and attainment, is met in an academically rigorous, inclusive and sustainable manner

# About the role

## **MAIN DUTIES & RESPONSIBILITIES:**

### **Shaping the Future (Strategic Leadership) - Cont.**

- Ensure the academy achieves its performance targets
- Demonstrate the vision and values of Astrea in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Promote the academy, and the Trust and develop effective and productive relationships with a wide range of stakeholders
- Secure the commitment of parents and the wider community to the vision and direction of the academy and the Trust
- Challenge, motivate and empower others to attain ambitious outcomes

### **Leading the Educational Provision**

- Drive and inspire a passion for learning in every member of the academy community
- Provide a model of outstanding practice to all staff in teaching and academy leadership
- Ensure the curriculum is rich, relevant and develops a general knowledge of the world
- Foster a welcoming ambience in which impeccable standards of behaviour are sustained on a daily basis in order to provide a calm and purposeful environment for scholars
- Secure and sustain effective teaching and learning throughout the academy by ensuring sound strategies are in place for developing, monitoring and evaluating the quality of education delivered using benchmarks and setting targets for rapid improvement
- Ensure a continuous and consistent focus on academic achievement and personal development
- Support the creation of a positive culture of challenge, support and high expectations, in order to achieve the academy Strategic Academy Development Plan
- Ensure that all scholars make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion
- Ensure effective and appropriate pastoral support is available to scholars
- Ensure innovation and the use of appropriate new technologies which improves the educational delivery for scholars

### **Developing Self and Working with Others**

- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures
- Ensure a high standard of professional development for all staff and for yourself, including attending all mandatory training events
- To build a collaborative learning culture within the academy and actively engage with other academies within the Trust and the wider Astrea family to build effective learning communities
- Work with all staff to build effective teams
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff

# About the role

## MAIN DUTIES & RESPONSIBILITIES:

### Developing Self and Working with Others - Cont.

- To support the Principal to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and delegation of responsibilities
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below
- Support the effective and consistent implementation of the Astrea Appraisal Policy and other systems of quality assurance and professional development of teachers
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy, the Trust and the wider Astrea family
- Develop capacity through coaching and mentoring members of the staff team
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development across the Trust.
- Have due regard and up to date knowledge regarding all matters relating to safeguarding children and young people

## Operational success

relies fundamentally  
on **the success**  
**of our people** 

# Person Specification

## QUALIFICATIONS

- Qualified Teacher Status (QTS)
- Further academic qualifications or management training - desirable
- Evidence of continuous INSET and commitment to further professional development

## EXPERIENCE

- Currently a senior leader who has a track record of securing clear improvements within your areas of responsibility
- Raised standards of behaviour by raising expectations through clear communication, thorough organisation and high quality staff training
- Worked closely with Special Educational Needs colleagues to improve the academic outcomes of SEND scholars
- Understand and can demonstrate how you have developed departmental teams to improve aspects of the quality of education
- Experience of monitoring and evaluating aspects of teaching and learning and/or performance management
- Evidence of a commitment to self-improvement as a professional
- Experience of working in a multi culturally diverse school
- Evidence of an ability to plan strategically, build and communicate a coherent vision in a range of compelling ways

## KNOWLEDGE & UNDERSTANDING

- Excellent working knowledge of national curriculum
- Demonstrate personal and professional integrity, including modelling Astrea values and vision

## PERSONAL SKILLS & ATTRIBUTES

- Have a commitment to children, their families and the community
- Excellent written and oral communication skills
- Ability to observe and monitor progress, and maintain records
- Outstanding organisation and management skills
- Be able to work successfully as part of a team
- Proactive in supporting scholars in class
- Proven ability to inspire, lead and participate actively in building and sustaining a learning community and network with others within and beyond the school
- Ability to work from instructions and own initiative
- An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration
- Confident, enthusiastic and motivated with a passion for education
- Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these
- Genuine passion and a belief in the potential of every student
- Commitment to Diversity, Equality and Inclusion

# How to apply



## Your application

If you like what you've read so far and think you can see yourself as a key member of the Astrea team, it's time to fill in your application.

Applications from senior leaders with experience of leading in schools with a strong rooted community, an exceptional knowledge of teaching and learning and staff development will also be viewed positively.

**All applications must be submitted through My New Term - the link to our careers page is:**  
**[Astrea Academy Trust Careers Page Link](#)**

## Tips for a great application

- Check out the person specification - this highlights the key aspects we're looking for.
- Be yourself. Your personality, values and vision are the most important to us - you must be a great fit!
- Be sure to read this pack and our policies thoroughly to ensure you are fully aligned to our ways of working. If so - tell us about it!
- Make sure you tell us what skills you have that make you perfect for this role. Tell us the impact of your work, don't just list the tasks that you have completed.
- List any formal qualifications on your application. We'll need to see the certificates for your qualifications at interview stage.
- Make sure you include paid work, unpaid work and any work experience in your employment history. Start with your current employment, or if you are currently unemployed, your most recent employment. If there are any gaps in your employment, you must tell us why for safer recruitment purposes.
- At least one of your referees should be your current employer. If you are not currently employed, provide your most recent employer. If you don't have any employment history, think about professional referee's who would best describe your strengths for the role and your suitability to work with children.

# How to apply



Astrea Academy Trust are an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure & Barring Service check and satisfactory employment references.

As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties.

## **DISABILITY CONFIDENT EMPLOYER**

Astrea Academy Trust is delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



# Candidate Charter

**We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.**

## **OUR COMMITMENT TO YOU**

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we'll ensure your information is secure and handled sensitively.
- Understanding – you will be given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and we'll act on what you have to share.
- Inclusivity – our hiring decisions align with our commitment to create a high quality, diverse workforce.

## **WE WILL:**

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

## **IN RETURN WE ASK THAT YOU:**

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

# Any questions

## **Who do I contact if I have any questions about the role?**

We highly encourage all prospective applicants to arrange an informal conversation. This discussion will provide valuable insight into the academy, the expectations of the role, and its strategic priorities.

To schedule a conversation, contact Danielle Wilby – [admin@astreawaverley.org](mailto:admin@astreawaverley.org).

## **Who should I contact if I have any special requirements?**

If you're unable to complete our online application form and need some support, and/or you need our documents in an alternative format, for example, large print, please contact our recruitment team [Recruitment@astreaacademytrust.org](mailto:Recruitment@astreaacademytrust.org).

## **How long will it take for you to decide if I've got an interview?**

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make or decision and contact applicants invited for interview within a week of the closing date.

## **Will I be notified if my application is unsuccessful and will I receive feedback?**

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. During the shortlisting stage, you application status will be updated on MyNewTerm & you will receive an automated email from the system. Due to the volume of applications we receive, we're unable to provide feedback to unsuccessful candidates at the shortlisting stage.





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learn more

**[www.astreawaverley.org](http://www.astreawaverley.org)**