



**EGGBUCKLAND**  
COMMUNITY COLLEGE  
*Everyone can*

## Recruitment

Vice Principal  
Candidate Pack

*Everyone can...  
be exceptional.*

# Dear Candidate

I am delighted that you are interested in applying for the role of Vice Principal: Culture and Standards at Eggbuckland Community College.

This is a pivotal time for the College; under new leadership since September 2023, the College is on a rapid-improvement journey from Requires Improvement to nothing less than Good. This role of Vice Principal is crucial in driving our school improvement. Together with the Vice Principal for Quality of Education, you will work closely with the College Principal to secure excellence and allow 'nothing less than good' on a daily basis, ensuring a consistent, rigorous approach that removes excuses and barriers.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We are oversubscribed year on year, and are proud to be the school of choice for our community. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people. We recognise the importance of routines and consistently high standards, coupled with a strong team ethos to support all staff and students to achieve their very best.



*Heather Lilley  
Principal*

Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential; they understand the power of knowledge and education to enable them to fulfil their future ambitions to the highest.

As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



# Our Mission, Vision and Values

## Our Mission

At Eggbuckland, we *will* foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

---

## Our Vision

***To be recognised as a great school where students receive a great education, regardless of their starting point.***

***Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.***

---

## Our Values



### Tenacity

*"I have a goal and work hard to achieve it"*

*"I seek challenges to improve myself"*

*"I view setbacks as an opportunity for learning"*



### Integrity

*"I am strong and stand up for what is right"*

*"I am honest"*

*"I am guided by strong moral principles"*



### Compassion

*"I allow the voice of others to be heard"*

*"I accept people for who they are"*

*"I relish opportunities to improve the fortune of others"*



### Knowledge

*"I am committed to instilling knowledge to my long term memory"*

*"I value the link between knowledge and increasing my learning and life chances"*

*"I utilise all opportunities to increase my wider knowledge"*



# From the Trust

This is an extremely exciting time at WeST. Our Trust is currently formed of 31 schools in south Devon, Plymouth and Cornwall. We have made considerable investment in our school improvement capacity, and are excited about the further value we can bring and seeing the dividend of our work through even stronger outcomes.

WeST is an outward-looking, multifaceted trust that operates in partnership with the RSC Office, Teaching School Council, numerous schools, Higher Education Institutions and employers across the South West and beyond. Indeed, we are proud that within WeST there is a cohort of Teaching Schools that has been effectively supporting children beyond our own boundaries for nearly a decade.



Rob Haring CEO  
Westcountry Schools Trust

WeST is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focused on teaching and learning.

Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a manner that ensures our children always receive a first-class education. This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

At WeST we are committed to equality, diversity and inclusion, starting with ensuring that our recruitment process is inclusive and accessible for all.

# Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



## **Vision**

Every child in a great school



## **Mission**

Empowering children to impact positively on society



## **Values**

Collaboration, Aspiration,  
Integrity, Compassion



**WESTCOUNTRY**  
SCHOOLS TRUST

# Why work for the Trust

WeST is a close-knit family of schools with a common mission of giving children the best start to life . . . with a vibrant staff community who care passionately about each other and what they do.

---

**“Staff want to come and work in WeST schools, they want to work because of the investment in them as a professional. They also want to come and work at WeST schools because of the ethos and principles that underpin the way that we work.”**

---

## Employee Benefits:

- A highly competitive salary
- An exciting career path with opportunities for further progression
- Teachers' Pension Scheme
- Cycle to Work and Tech Schemes
- Employee Assistance Programme
- Occupational Health Services
- Corporate Flu and eye care voucher schemes
- Staff discount schemes provided via Employee Benefits Choice and Discounts for Teachers

## Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention with our own ITT provision.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.





# Overall Purpose and Accountability

This crucial post is to support the Principal in raising standards for all students across the College. In particular, you will be deeply committed to excellence for all, demonstrated through our core values of:

- Tenacity
- Integrity
- Compassion
- Knowledge

This role demands someone who cares deeply, knows that glass ceilings, low expectations and poor aspirations do not exist. At Eggbuckland, we believe that 'Everyone can' and know that all children can and will succeed when the right ingredients are in place. You will relentlessly support and challenge staff and students to do and be better because we all can be.

This is a pivotal time for the College; under new leadership since September 2023, the College is on a rapid-improvement journey from Requires Improvement to nothing less than Good. The College celebrated its best ever exam results this summer, realising significant improvement and students achieving above national expectation. A relentless focus on improving curriculum delivery whilst maintaining the highest standards of student behaviour across the College will ensure that this improvement becomes sustained and maintained, resulting in Eggbuckland being firmly placed with the most successful schools in Plymouth.

The role of the Vice Principal is crucial in driving our school improvement. We are proud that students behave well at Eggbuckland and that our disruption-free classrooms provide the perfect conditions for excellent learning. This does not happen by chance. As Vice Principal, you will have strategic direction of Behaviour and Attitudes and Personal Development across the College. Your work will be fundamental in setting the climate for success and further establishing a culture of Tenacity, Integrity and Compassion, in and outside of the classroom. You will strategically lead our pastoral, safeguarding and behaviour teams to ensure that students are ready and supported for learning at every level. You will be responsible for ensuring the highest standards of behaviour across the College, securing strong rates of attendance for all students and ensuring that the our pastoral system supports all students to achieve their very best. With the support of the Assistant Principal for Behaviour and Safeguarding, you will provide the highest level of strategic and visible leadership. You will ensure that tight and robust systems and procedures are in place to monitor attendance and will support the Assistant Principal for Attendance to act swiftly to improve attendance of every child. You will use data regularly and insightfully to identify patterns and track interventions.

You will deputise for the Principal when and where needed and as such, demonstrate consistently the ethos, attitudes and values required of all staff, inclusive of Leadership team members. You will be committed to improving the outcomes of all students and fully live out our commitment to providing an exceptional and inclusion education for all. Together with the Vice Principal for Quality of Education, you will work closely with the College Principal to secure excellence and allow 'nothing less than good' on a daily basis, ensuring a consistent, rigorous approach that removes excuses and barriers. You will be strategic and experienced in behaviour and pastoral leadership and in securing ambitions. You will be an advocate for all children to succeed because they deserve to; 'everyone can'.

Additionally, you will support the Principal in the efficient and effective delivery of the Trust's vision, strategic aims and corporate plan; to uphold and model the Trust's values and to provide outstanding leadership across the organisation.

Specifically playing a major role, under the overall direction of the Principal in:

- Formulating the aims and objectives of the College;
- Establishing the policies through which they are to be achieved;
- Managing staff and resources to that end;
- Monitoring progress towards their achievement;

and undertaking any professional duties of the Principal reasonably delegated by the Principal.

# Vice Principal Job Description

Location: Eggbuckland Community College

Reports to: Principal

Salary: L21 - L25

## Role Purpose

1. Lead all aspects of the pastoral provision as well as strategic oversight of safeguarding.
2. Develop the positive ethos, values and practices of the school.
3. To be responsible for the line management of all Pastoral areas (Behaviour, Attendance and Safeguarding).
4. To ensure that the Assistant Principal (DSL) is fulfilling their statutory responsibilities.
5. To ensure high standards of student behaviour, in and out of the classroom.
6. To ensure high rates of attendance.
7. To lead our Pupil Premium strategy across the College and ensure that the gap between disadvantaged and non-disadvantaged students closes rapidly.
8. To work closely with the Attendance and Student Movement Lead to manage admissions and the effective induction of all students.
9. Oversee all Trips and Visits, including responsibility for all relevant policies and processes, and hold the role of EVC.
10. Working with the relevant Assistant Principals, develop, organise and implement College policies and procedures for the personal and social development of students including pastoral care and guidance
11. Promote among students, standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour.
12. Work with the Principal and Senior Leadership Team to secure the strategic vision of the College in line with the broad educational vision of Westcountry Schools Trust.
13. Liaise with all stakeholders and external agencies in matters relating to the College.

## Key Accountabilities

1. The Deputy Principal will be instrumental in enhancing the existing Senior Leadership Team in providing direction, leadership and accountability across their areas of responsibility.
2. As an experienced leader you will play a key role in developing a highly talented and motivated Senior Leadership Team at Eggbuckland Community College to drive the College forward.

## Strategic Leadership and shaping the future

1. To work closely with the Principal, having a significant role in leading the College by providing a clear vision and communicating the vision to all members of the College community.
2. Demonstrate the vision and values in everyday work and practice.
3. With the Principal, to lead the process of College Improvement through continual self-evaluation and development of the College Improvement Plan.
4. To hold responsibility for the monitoring and evaluation of specific and significant areas of academic performance and leadership of the College. Preparing regular reports for the Principal and wider Trust colleagues.
5. Establish a culture that promotes aspiration within the College community and celebrates success and achievement.
6. To take a lead role in ensuring the College is fully prepared for Ofsted inspections.
7. To be responsible for the efficient and effective strategic operation of support services alongside the core Teaching and Learning operations.

# Vice Principal Job Description - continued

## Teaching and Learning

1. Maximise the achievement of all students through high quality Teaching and Learning which motivates, challenges and empowers.
2. Facilitate and encourage a learning experience that enables teachers to flourish and provides students with the opportunity to achieve the highest standards.
3. Provide effective, collaborative and inspirational leadership, building strong and focused teams that constantly seek to further enhance Teaching and Learning.
4. Ensure all staff benefit from appropriate teaching and leadership professional development that supports professional growth and strives for best practice.
5. Empower students to take an active part in their own learning.
6. To be responsible for the development, implementation and monitoring of strategies that secure high standards of behaviour and attendance.
7. Challenge underperformance at all levels and ensure effective support and evaluation through both informal and formal processes at the College.

## Managing the College

1. Line manage team members in line with appraisal and performance management.
2. Understand how to distribute resources effectively, ensuring that the principals of value for money are achieved without compromising the quality of education or safety of our staff and students.
3. Work closely with stakeholders to create and review structures that reflect the College and the Trust's values and enable the delivery of exceptional education for all. Providing proposals and business cases for the development of structures and roles.
4. Support the line management of policies and practices that take into account the College and Trust's values and are in line with national guidance and legal requirements.
5. To be responsible for the development and evaluation of a strategy for maintaining effective Behaviour for Learning strategies, improving attendance and monitoring the number of fixed-term exclusions against College policies and procedures.
6. To act on behalf of the Principal in dealing with potential student hearings for exclusion matters or relevant other formal processes.
7. Promote and develop a safer working practice culture to ensure all staff and students are supported and safe.

## Developing self and working with others

1. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
2. Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels in the College.
3. Develop and maintain effective strategies and procedures for staff induction and professional development.
4. Develop and maintain a culture of high expectations for self and others and take appropriate action where necessary.
5. Regularly review own practice.
6. To ensure a high-profile presence around the College amongst staff and students, promoting good order, discipline, high expectations and achievements.
7. To attend meetings in accordance with role and responsibility and ensure they are effectively and efficiently run.

# Vice Principal Job Description - continued

## Securing accountability

1. To be accountable to a wide range of stakeholders including students, parents, carers, partner schools, HAB Members and the local community.
2. Develop a collective ethos in the College that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
3. Provide the governors with accurate, timely and transparent information and data, objective advice and support to allow the Governing Board to meet its responsibilities.
4. Use a range of evidence bases, including national data comparisons where appropriate, to monitor, evaluate and improve all aspects of the College. Review data analysis and provide summary reports in a range of formats with advice on recommendation/risks.
5. Ensure that parents and carers are well informed about the curriculum and attainment and progress, and about the contribution they can make in supporting their child's learning and achieving the College's targets for improvement.
6. Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed.
7. Develop suitable proposals for quality assurance systems which are fit for purpose and liaise with the Principal on implementation.
8. Present a clear, coherent and accurate account of performance to a range of audiences including the Hub Advisory Board.
9. To contribute to all aspects of College self-review, including a lead role in quality assurance, and a lead role in updating/maintaining the SEF.

## Strengthening Community

1. Create and promote positive strategies for challenging discrimination.
2. Develop the College culture for engagement and inclusion of all.
3. Collaborate with external agencies to provide a holistic approach to well-being of staff, students and their families.

## Safeguarding

1. Support the Principal in playing a key role in all safeguarding matters at Leadership level.
2. Comply with policies and procedures on Safeguarding and Child Protection.

## General

1. Together with the Vice Principal: Quality of Education, take full responsibility for the College in the absence of the Principal, by ensuring the daily operations and responsibility for decision-making.
2. Attend whole College events beyond those required by the directed time calendar, e.g. Annual College productions, musical events, presentation evenings, etc.
3. Represent the College as directed at external meetings (local and national).
4. Line manage staff as required.
5. Keep abreast of educational initiatives, locally and nationally.
6. Maintain high standards of professional conduct and personal appearance.
7. Carry out any other reasonable task at the request of the Principal

# Vice Principal Person Specification

E = Essential, D = Desirable

<b>Method of Assessment</b>	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.			
<b>Qualifications</b>			
Qualified Teacher Status	E	X	
Degree, teaching qualification in the specified curriculum area	E	X	
Recent record of appropriate CPD being undertaken	E	X	
Has successfully undertaken appropriate statutory Child Protection Training (Level 2)	E	X	
Higher Level Degree, further educational qualifications D	D	X	
Has successfully undertaken Child Protection Training at Level 3 (Designated Safeguarding Lead).	D	X	
<b>Experience:</b>			
To have substantial and current experience as a senior leader in a secondary school.	E	X	X
To have had active and effective leadership of a team/department/key stage/ curriculum area.	E	X	X
To be able to demonstrate successful/effective leadership in a College in a similar community/facing similar challenges.	E	X	X
To have taken an active involvement in school self-evaluation and development planning.	E	X	X
To have implemented, reviewed and developed a whole school initiative.	E	X	X
To have had responsibility for policy development and implementation.	E	X	X
To have had experience of and the ability to contribute to staff development across the secondary range (e.g. coaching, mentoring, CPD for staff).	E	X	X
To have experience of financial planning and budget management.	E	X	X
Experience of teaching in a school in similar circumstances/serving a similar community.	E	X	X
Significant teaching experience within the secondary phase.	E	X	X
To have a knowledge and understanding of both Key Stages in the secondary phase.	E	X	X
To be able to exemplify how the needs of all students have been met through high quality teaching.	E	X	X
Demonstrable evidence of developing and implementing strategies to help children and their families	E	X	X
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	E	X	X
Experience of teaching in more than one secondary school.	D	X	X
Experience of working and liaising with outside agencies and to support students	D	X	X
To have experience of working within a wider network.	D	X	X
To have experience/training in SIMS	D	X	X
To have experience/training in Class Charts	D	X	X
To have experience/training in CPOMs	D	X	X
To have experience/training in EVOLVE	D	X	X

# Vice Principal Person Specification - continued

<b>Skills and Abilities</b>			
Set high expectations which inspire, motivate and challenge students and staff.	E	X	X
Excellent understanding of SEND policies and procedures.	E	X	X
Promote good progress and outcomes by students.	E	X	X
Demonstrate good subject and curriculum knowledge.	E	X	X
Plan and teach well-structured lessons.	E	X	X
Adapt teaching to respond to the strengths and needs of all students.	E	X	X
Have an astute understanding of both qualitative and quantitative data.	E	X	X
To be able to translate data so it is understood by all.	E	X	X
Make accurate and productive use of assessment.	E	X	X
Manage behaviour effectively.	E	X	X
Fulfil wider professional responsibilities.	E	X	X
<b>Personal Qualities</b>			
To act in accordance with and promote the Trust's strong educational philosophy and values.	E	X	X
Inspire, challenge, motivate and empower teams and individuals to achieve their goals.	E	X	X
Inspire trust in the College community.	E	X	X
Communicate clearly and effectively both orally and in written English.	E	X	X
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	E	X	X
Build and maintain quality relationships through interpersonal skills and effective communication.	E	X	X
Demonstrate personal and professional integrity, including modelling the Trust values and vision.	E	X	X
Manage and resolve conflict.	E	X	X
Prioritise, plan and organise yourself and others.	E	X	X
Think analytically and creatively and demonstrate initiative in solving problems.	E	X	X
Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others.	E	X	X
Demonstrate a capacity for sustained hard work with energy and vigour.	E	X	X
<b>WeST Values Based Behaviours</b>			
<b>Compassion</b>			
Acting with positive intentions and real concern for others to create higher level	E		X
of performance and well-being in a safe and stimulating way	E		X
<b>Aspiration</b>			
Works to high expectations, modelling the delivery of high quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity</b>			
Acting always in the interests of children and young people, and with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Integrity</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
Building and securing value from relationships, developing self and others to achieve positive outcomes	E		X

# Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

## Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.





## How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact William Bridge at Academicis, our recruitment partner, on [wbridge@academicis.co.uk](mailto:wbridge@academicis.co.uk) or by phone on 07825 346535 / 01223 907979

Closing date: 14th January 2025  
Interviews: w/c 20th January 2025

