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Part of Unity Schools Trust



Vice Principal Candidate Pack

Location: Woking, Surrey Start date: April 2025

Bishop
David
Brown
School



Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto - Excellence through collaboration - encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer



Welcome from the Acting Principal

It is with great pleasure that I welcome you to Bishop David Brown School, a vibrant 11-16 learning community in the heart of Woking. I am proud to lead a school that is deeply committed to nurturing the potential of every student, both within and beyond the classroom. Our school is over-subscribed, which speaks to the strong reputation we have built within our community and the trust families place in us to provide an exceptional education.

At Bishop David Brown, we believe that learning is transformative—it opens doors, shapes futures, and inspires lifelong curiosity. Our dedicated staff work tirelessly to create a safe, supportive, and stimulating environment where students can thrive academically, socially, and personally.

Having been part of Unity Schools Trust for nearly two years, I have been continually struck by the family atmosphere that defines our school. Our community is built on mutual respect, shared ambition, and a commitment to ensuring every student feels valued and empowered to succeed.

A cornerstone of our approach is the extensive enrichment program we offer, designed to broaden horizons and nurture individual talents. From cooking and journalism to the Duke of Edinburgh Award, these varied activities provide students with opportunities to develop new skills, explore their passions, and grow in confidence. Through these experiences—whether in the classroom, on the sports field, or in leadership roles—we aim to inspire students to embrace challenges, celebrate their achievements, and contribute meaningfully to their communities.

I look forward to working with our students, families, and staff as we continue to grow as a school where every individual is inspired to learn and equipped to achieve their best.

Warm regards,

Lisa Minshull
Acting Principal



About Unity Schools Trust



Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community-students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT, operations and HR.



Excellence through collaboration

Why join our team



The recruitment and development of an exceptional staff team is a top priority for us at The Bishop David Brown School as well as across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the community we serve.

At The Bishop David Brown School, you will benefit from:

- Great behaviour with a centralised detention system that is run by school leaders
- A two-week October half term
- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

All staff have a designated SLT Line Manager as well as Head of Department. Staff are also able to ask for support from our Trust HR department if needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'



Bishop David Brown School

Enabling all to Excel



Bishop David Brown is passionate about providing a well-rounded education for its students, not only academically but also culturally and artistically. This is provided through its diverse and rich curriculum that makes a major contribution to the students' moral and cultural development.

The school is proud of its cultural and ethnic diversity and the vibrant community that this has created. Links with the local community are vital and the school works closely with parents/carers, other schools, and local organisations to achieve this.

The students and staff are committed to transforming the school into one which is truly exceptional. At Bishop David Brown School, we want all students to be challenged in order to achieve academic success.

Our aim is to give students opportunities and experiences to learn beyond the classroom and strive to ensure all their students feel happy and safe. This has been reflected in the school's most recent 2024 Ofsted inspection which resulted in a 'Good' result.

Bishop David Brown School is part of the Unity Schools Trust which is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge and engendering the positive habits which support future development.

Job Description

Accountable For:


The specific responsibilities of the postholder will be agreed each year in consultation with the Principal and in line with the school's strategic objectives. The Vice Principal is expected to be familiar with the National Professional Standards for Headteachers and the Teacher Standards. These will form part of the Performance Management process.

Understanding, operating and developing the ethos of the school so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

Responsibilities

Leadership

- Deputising for the Principal as and when required.
- Working in partnership with other senior leaders across Unity Schools Trust (UST) to develop and realise the Trust's vision of excellence through collaboration.
- In partnership with UST, the Principal and the wider Senior Leadership Team, developing the school's vision and establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations for all staff and students.
- In partnership with the Principal, to lead the school community to achieve or exceed the school's Key Performance Indicators (KPIs) and targets for student outcomes.
- Leading specific initiatives and coordinating development programmes to ensure both UST and the school promotes and achieves the highest standards of learning and teaching.
- Embedding ambition and driving improvement, specifically within line managed faculties/ teams and across areas of responsibility.
- Being accountable for the progress line managed faculties/ teams make towards meeting the school's development targets.
- Drafting policies and procedures, ensuring they take account of statutory requirements and/ or national and local priorities and promote collective responsibility for their implementation.
- To inspire by example, setting high standards of leadership in support of outstanding student progress.
- Participate in the day to day management of the school by being a visible and effective presence.



Job Title: Vice Principal
Salary: L22 - 26 Fringe
Accountable To: CEO & Board of Trustees
Responsible To: Principal



Job Description continued

Learning

- Monitoring and evaluating the quality of learning and teaching across the school.
- Promoting strategies for raising the achievement of all learners and managing strategic intervention programmes.
- Making effective use of assessment for learning and benchmark data to monitor and promote students' progress, identify and challenge in-faculty variation and under-performance.
- Lead by example and consistently model good practice in building students' resilience and learning power.
- Encourage an ethos that promotes and enables close co-operation between colleagues and teams across UST and the school.
- Contribute to planning a diverse and flexible curriculum and effective assessment framework in keeping with the Trust's inclusive ethos.
- Supporting and co-planning learning experiences for students which are linked into the wider community and take account of students' academic, spiritual, moral, social, emotional and cultural well-being.
- Implementing strategies to ensure high standards of behaviour and attendance.
- Reporting national and local educational strategies and developments to all staff and Governors/ Trustees as appropriate.

Growth and Development

- To ensure that all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication
- Implementing effective procedures, in line with statutory requirements and obligations, to safeguard students and staff at all times.
- Contribute to the recruitment, induction and professional development of staff.
- Implementing clear and consistent Performance Management processes across the school.
- With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to your areas of responsibility.
- Managing own workload, and that of others, to ensure an appropriate work/ life balance.

Job Description continued



Community

- Liaising with other staff in external agencies to protect children to ensure their development, health and well-being.
- Sharing the Trust and school's vision and ethos through assemblies, Parents' Evenings, achievement awards and other appropriate means.
- Planning and delivering specific whole-school or inter-school training sessions related to the priorities of the post.
- Ensuring timely and professional communication with parents and other stakeholders in all correspondence.

Environment

- Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed in the line managed faculties/ teams to improve the quality of education for all students and ensure value for money.
- Contributing to the development of the school site to ensure it meets current and future needs within a sustainable framework.
- Generating new income streams to complement and enhance the achievement of the school's strategic objectives and which support the school's ethos

Other Requirements

- To carry out any other duties as may reasonably be required by the Principal/CEO.
- To be aware of and adhere to all Trust and school policies and procedures.
- To maintain confidentiality at all times.
- To promote and safeguard the welfare of children and young people at the school.
- To participate in supervisory duties as scheduled and commensurate with the responsibilities of the post.
- The responsibilities defined in this job description are undertaken within the context of your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.

Person Specification

Application - A; Interview - I;



	Essential	A/I*	Desirable	A/I
Qualifications	<ul style="list-style-type: none"> A good honours degree A Qualified Teacher Recent, relevant professional leadership development 	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> A good honours degree NPQ qualification Recruitment training Evidence of post-graduate study/ research 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
Strategic Leadership	<ul style="list-style-type: none"> The ability to play a significant role in the development and implementation of a shared strategic vision for the Trust and the school The ability to motivate, enthuse, engage and influence all stakeholders in the school community to deliver the vision and collectively raise standards Knowledge and understanding of recent government initiatives in relation to education, curriculum and potential impact on the school Able to understand, interpret and articulate complex data trends to others in order to improve learning outcomes Responsibility for the school's Self Evaluation Report (SEF) 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Understanding of the benefits of working in a Multi-Academy Trust Understanding of the issues relating to Academy status Experience of working with external agencies to support teaching and learning 	<p>A/I</p> <p>A/I</p> <p>A/I</p>
Educational Excellence	<ul style="list-style-type: none"> An outstanding classroom practitioner Proven track record of successfully and systematically improving learning outcomes for students Experience of understanding how to raise standards in teaching and learning Recent experience of successfully leading major school initiatives and evaluating their impact on student outcomes Experience of curriculum development Knowledge of using data effectively to bring about change. Understanding of successful strategies for closing achievement gaps for different groups of students 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Experience of developing SMSC Experience of developing student voice and rewards initiatives 	<p>A/I</p> <p>A/I</p>
Operational Management	<ul style="list-style-type: none"> Evidence of successful management of monitoring and evaluation strategies relating to: quality of teaching and learning, pupil outcomes, quality of provision and efficiency Evidence of participation in an evidence-based performance management system resulting in rigorous accountability Experience of participation in the process of curriculum planning Provide a significant input on the new OFSTED School Inspection Framework Ability to delegate efficiently and monitor the implementation of initiatives Experience of SIMS reporting and pastoral modules Track record of developing, empowering and supporting individuals and teams 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> Understanding of the budget setting process Knowledge of timetabling (Nova T6 and SIMS) 	<p>A/I</p> <p>A/I</p>

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If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at **Academicis, Will Bridge: wbridge@academicis.co.uk or 01223 907979/07825 346535.**

Closing date: 3rd February 2025 • Shortlisting: 5th February 2025 • Interviews: W/C 10th February 2025



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