

St Paul's Academy

Vice Principal Recruitment Pack



St Benedict
CATHOLIC ACADEMY TRUST



Abundance, Achievement, Ambition
“You are Gods Work of Art”

Welcome message from our Principal



St Benedict
CATHOLIC ACADEMY TRUST

As Principal of St. Paul's Academy, I extend a warm and heartfelt welcome to prospective applicants for the pivotal role of Vice Principal for Behaviour and Inclusion. This is a first-class opportunity to join our forward-thinking, inclusive Catholic state school.

We are seeking a strategic visionary who believes deeply in the calling of delivering God's Work through education. At St. Paul's Academy, we are devoted to ensuring all students receive a first-class Catholic education rooted in the values of respect, nurture, and devotion. Every student deserves a positive educational experience that allows them to showcase their talents and become the very best version of themselves.

Your mission will be to guide the next generation, fostering a high-performing school environment that extracts the highest standards in all that we do. We are specifically looking for an individual dedicated to enhancing students' positive behaviour, instilling lifelong self-discipline, and fostering a deep love of learning.

This role is integral. You will work effectively and collaboratively alongside me, the Principal, and directly with the Senior Leadership Team to shape the very fabric of our school. Your expertise in pastoral care and nurture will be essential in driving the cultural change necessary to create a culture of behaviour for learning that permeates every classroom and corridor. We seek a committed team player ready to positively drive high standards across the pastoral and wider senior leadership teams. The entire school community is eagerly looking forward to embracing the future candidate who will help us move forward.

I am personally committed to providing the new Vice Principal with robust coaching and support, ensuring your professional growth and development is progressive and reflective of the positive, ever-changing educational landscape. St. Paul's Academy is nestled in the desirable, leafy Royal Borough of Greenwich, offering fantastic transport links into Central London and Kent—truly on our doorstep.

I strongly encourage you to take the positive step of visiting the school to see our mission in action. Experience the vibrant energy and high standards of our academy first hand before making your application for what promises to be a transformative and positive role.

Yours Sincerely,

Anton Innocent
Principal of St. Paul's Academy



Being part of the St Benedict Catholic Academy Trust



The St Benedict Catholic Academy Trust was formed in December 2022 and officially opened in April 2024. We currently consist of three large Secondary Academies, one large All-Through School and four Primary Academies serving nearly 6000 children within the Archdiocese of Southwark.

Over the coming months we will be warmly welcoming more schools from the Southeast London area into the Trust.

The Trust has 5 Members, led by the Archbishop, and a Board of Directors, of which the Foundation Directors are appointed by the Archbishop. We work in close partnership with the Archdiocese of Southwark and the RCAOS education commission.

All Leaders in our Trust are committed to providing the highest quality of education for every child and young person we serve and we aim to ensure that every child and young person benefits from the strengths from within the Trust and beyond.

The young people across our Trust deserve Catholic excellence and a curriculum that allows their fullest expression and formation. We are inspired by our Patron St Benedict to 'listen with the ear of our heart' whilst being driven by our mission. We believe that our family of schools are the future of Catholic education and commit to sharing with and learning from others.

The schools in our Trust lay the foundations for all of our children to seek academic and spiritual growth. Each school seeks to improve the life chances of every child by raising their aspirations, equipping them with the qualifications, knowledge, and skills they need to flourish as human beings and make a meaningful contribution to their community.

The St Benedict Catholic Academy Trust vision is, as a family of schools to be a beacon of exceptional Catholic education. Our mission is inspired by the Trust Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

Our Vision

As a family of schools, our vision is to be a beacon of exceptional Catholic education.

Our mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

We provide the best possible opportunities for every child's education, with an overarching mission focused on delivering a strong Catholic education, firmly rooted in the belief that Christ should be at the core of all our endeavour.

This is a really exciting time in education across our Diocese and it is a great privilege for us to be able to play a central role in shaping the all round education of the young people in the St Benedict Catholic Academy Trust.

For further information on St Benedict CAT please visit: <https://www.sbcats.co.uk>

Our Aims

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn

Our Culture



St Benedict
CATHOLIC ACADEMY TRUST





Introduction

St Paul's Academy's is part of the St Benedict Catholic Academy Trust and the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Archdiocese of Southwark. At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the Vice Principal for Behaviour and Inclusion Lead at St Paul's is to provide professional leadership and management. In our Catholic schools, that professional leadership is provided in the context of a community rooted in the Catholic Faith recognising a joint responsibility across all schools. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic education as a vibrant part of the mission of the Church in education. The Trust, the governing body and the Archdiocese acknowledge the importance of the role of the Catholic Vice Principal and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.



Application Process



The application pack and supporting documents provide the background to the qualities, attributes and requirements that we are looking for in our new Vice Principal. Applicants will be required to complete the SBCAT application form together with a supporting statement of no more than 1300 words (font size 11). This can be found on our website www.sbcats.co.uk.

Please note we do not accept CV's.

All applications should be sent to Mrs Karen Robertson k.robertson@sbcats.co.uk

The closing date for applications is Thursday 15th January 2026

Visits to the College are by appointment only. Contact should be made via Mrs. Lindsey Wood (lindsey.wood@stpauls.greenwich.sch.uk)

Interview date: TBC

We very much look forward to hearing from you.



Role - Vice Principal, Inclusion, Behaviour and Safeguarding Expert

Salary - Leadership Scale L20 to L27 Negotiable depending on experience

Required - January 2026 or Easter 2026

Contract / Duration - Permanent, Full-Time

Location - London Borough of Greenwich, Abbey Wood, London



St Benedict
CATHOLIC ACADEMY TRUST

We are seeking an inspirational and dynamic Vice Principal to join St Paul's Academy. You must be passionate about Inclusion and social justice and understand that education is an instrument and tool that facilitates the best futures for young people.

St Paul's Academy has 1200 students aged 11-16 and is a diverse community which is united in the charism of St Paul as a missionary, seeker of truth and a champion of justice. St Paul's Academy seeks to serve young people from both the Catholic and the local community, welcoming all those who embrace its values and share its quest for excellence.

In the Catholic School's Inspection we had in February 2024, St Paul's achieved an Outstanding grade for Catholic life and Mission and rated 'Good' for all other areas. St Paul's was praised for the "deep pastoral care" that is provided and for integrating "fully in the wider community through faith in action and service". OFSTED 2023 also commented on the ambition being put into the curriculum and the strength of the leadership of the school to raise ambitions and expectations at St Paul's.

We are seeking a Vice Principal who believes in the power of education to transform the lives young people and has the vision to deliver a first-class education where personal development and 'soul' drives the motivation for each day.

The successful candidate will be a highly visible, collaborative and aspirational leader who will model the highest levels of professionalism and inspire, motivate, and develop staff and students.

The St Benedict Trust Directors are seeking candidates that will:

- Be a practising Catholic, who will strive to uphold and develop strong spiritual and moral values throughout the whole school and wider community.
- Be an inspirational leader with a clear vision for the future of the school, building on its current strong reputation.
- Lead by example, with a 'can-do' attitude that inspires commitment from students, staff and the local community.
- Have a proven track record of raising standards in teaching and learning, resulting in measurable whole school improvement, within an aspirational, caring and accountable ethos.

If you would like to arrange an informal, confidential conversation with Jonathan Ronan (SBCAT CEO) please contact Karen Robertson (k.robertson@sbcacat.co.uk)

Closing date: Thursday 15th January 2026

This post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau. We are committed to safeguarding and promoting the welfare of children and young people. Shortlisted candidates will be subject to an online search.

Job Description



St Benedict
CATHOLIC ACADEMY TRUST

Job Title	Vice Principal
Salary	L20 to L27 - <i>depending on experience</i>
Reporting to	Principal

Designation of Post within the School Structure

St Paul's Academy has been designated a with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of St Benedict Catholic Academy Trust. At all times the school is to serve as a witness to the Catholic Faith in our Lord Jesus Christ. The Local Governing Committee and the Trust Board will appoint a practicing Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all its aspects.

The Local Governing Committee and the Trust acknowledge the importance of the role of the Catholic Principal and will actively offer continued support, encouragement, affirmation, and realistic challenge to the successful candidate. This appointment is with the St Benedict CAT under the terms of the Catholic Education Service contract to be signed with the Trust as the employer.

The appointment is subject, where applicable, to the current conditions of service for Principals contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation and statutory guidance. This job description utilises the key areas identified in the National Standards of Excellence for Principals (2020). Principals' standards 2020 - GOV.UK (www.gov.uk) St Benedict CAT are committed to safeguarding and promoting the welfare of children and young people. The Vice Principal must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters. This job description identifies the responsibilities attached to this post.

Main Duties and Responsibilities

The postholder will be part of the Leadership Team and lead the development of whole school policy and practice in the area for which they have responsibility. The postholder is expected to make a significant contribution to school improvement. This post comes under the terms and conditions of staff on the Leadership Pay Spine (see School's Teachers' Pay & Conditions Document for further information).

The successful candidate will carry out their professional duties in accordance and subject to: The provision of the Education Acts:

- Any orders and regulations having effect here under
- Any rules, regulations and policies laid down by the Trust Board/Governing Body under its powers as derived from any of the sources specified above.
- The terms of their appointment under the Catholic Education Service contract.
- The requirements of the Diocesan Education Service and the Code of Canon Law of the Catholic Church.
- Any communication, instruction or visit from Ofsted (including CSI Inspections) or other external Governmental organisations such as the HSE and PSE.
- Co-operation with the St Benedict Trust, DFE, ESFA and Southwark Diocese as required.
- Strong ability to analyse and interpret behaviour, attendance, exclusion, and inclusion data to identify trends, inform targeted interventions, and report accurately to the Principal and Governing body.
- A deep understanding of current pedagogical and behavioural research and theory to lead the development of positive, restorative, and consistent behaviour strategies across the school
- Proven experience leading a pastoral team (Heads of Year, Inclusion staff, support staff, Attendance Officer, SENCO) to deliver high-quality support, nurture, and positive interventions.



- A strong commitment to, and understanding of, equality, diversity, and inclusion issues, ensuring fairness and opportunity are at the heart of all school practice.
- Skilled in building strong partnerships with parents/carers, particularly for vulnerable students, and liaising effectively with external agencies (e.g., local councils, social services, CAMHS).
- Effective communication, coaching, and resilience are crucial for a senior leader in this challenging environment.
- Proven ability to lead, motivate, and coach both teaching and support staff, modelling outstanding professional practice and developing the skills of others (e.g., through instructional coaching).
- The emotional intelligence, self-control, and resilience to remain steady under pressure, act decisively in a crisis, and manage high-stakes situations calmly.
- A commitment to the highest standards of personal integrity, honesty, and professional ethics, role-modelling the values of the school.
- The capacity to work collaboratively as part of a Senior Leadership Team, contributing strategically to whole-school improvement beyond the specific remit.

Purpose of Post

Core Purpose and Accountability:

- To play a major role under the direction of the Principal in setting the aims and objectives of the school, establishing policies through which they will be achieved, managing staff and resources to achieve the aims and objectives of the school and monitoring progress towards their achievement.
- To undertake the professional duties of a Vice Principal as reasonably delegated by the Principal. To undertake the professional duties of the Principal, in the event of absence from school (if required to do so).
- To provide professional leadership of key aspects of the school and to shape priorities within the School Development Plan.
- To contribute to the Local Governing Board to enable it to meet its responsibilities.

Strategic Leadership:

- Support and secure the commitment of others to the visions, ethos and policies of the school and promote the highest levels of achievement for students.
- Ability to develop, implement, and monitor whole-school behaviour and inclusion policies and systems that align with the school's overall vision and national benchmarks.
- Embed ambition and drive improvement across the school.
- Articulate the vision of the school and ensure that it is understood, shared and acted upon by all.
- Demonstrate the vision and Gospel values of the school in everyday practice.
- Effectively support colleagues in how they lead and manage students and staff.
- Contribute to the creation and implementation of the School Development Plan and take responsibility for leading key aspects of it.
- Lead on school self-evaluation - in relation to attitudes, behaviour, pastoral welfare and safeguarding - and thereby identify priorities for improvement.
- Identify key professional development needs in relation to the areas for which you have responsibility and ensure that these are addressed.



Students' Attitudes and Behaviour

- To be responsible for aspects of the School Development Plan and SEF relating to students' attitudes and behaviour.
- To ensure that all Ofsted and statutory requirements in relation to students' attitudes and behaviours are in place and rigorously monitored with the Principal.
- To promote a clear understanding for staff and students of what constitutes outstanding attitudes and behaviour so that high expectations are consistently understood and maintained and result in students demonstrating Gospel values through their behaviour, with consistently high levels of respect for others as well as excellent behaviour for learning.
- To develop, disseminate, implement, monitor and regularly evaluate the school behaviour policy so that it reflects the ethos and values of the school, expectations are clear to all stakeholders and the policy is applied consistently by all staff.
- To ensure that appropriate and effective systems are in place to deal successfully with students who present with challenging behaviour and a purposeful, supportive and safe learning environment, conducive to student learning can be established.
- To lead the work of the Assistant Principals i/c of KS3, KS4 attitudes and behaviour so there is consistency of leadership and expectations for attitudes and behaviour across SLT, between Leaders of Learning and across year groups.
- To oversee all exclusions with the Principal and oversee arrangements for re-integration meetings.
- To maintain a database to monitor exclusions and provide information as required to the Principal, Governors and the Local Authority and to monitor and analyse the exclusion data, co-ordinate a strategic response for the school with the Principal and to provide the Principal and Governors with termly written reports on exclusions.
- To prepare and present papers required for Governors' disciplinary panels
- To be the School's representative on the borough Fair Access Panel and negotiate managed moves with the Principal and the local authority as necessary.

Students' Pastoral Welfare including Safeguarding

- To be responsible for aspects of the School Development Plan and SEF relating to pastoral welfare and safeguarding.
- To work with the School's designated safeguarding lead and work with, the Principal and the Trusts external safeguarding consultant to deliver training to School staff and Governors.
- To ensure that all Ofsted requirements in relation to pastoral welfare, safeguarding and inclusion are in place and rigorously monitored with the Principal and to evaluate the impact on student progress and achievement using outcomes to inform improvement.
- To lead, monitor and evaluate the effectiveness of care, guidance and support with the Assistant Principals i/c KS3, KS4 pastoral welfare so there is consistency of provision and support across SLT, between Leaders of Learning and across year groups.
- To oversee the work of the Assistant Principals i/c Student wellbeing and Personal development and enrichment to ensure that personal development curriculum across the whole school is coherently planned and makes a positive contribution to the pastoral welfare and personal development of students as well as to their understanding of safeguarding and healthy lifestyles.
- To work with the Principal and relevant senior leaders of the personal development curriculum and Catholic Life to ensure all statutory requirements and Diocesan guidance in relation to Relationships and Sex Education are met across the school and rigorously monitored.
- To lead the work of the School's Inclusion team, to support and direct them in their work both in school and with external agencies to provide for the effective pastoral welfare and personal development of students across the school.



Leading and Managing Staff

- To support staff in achieving high standards through effective professional development.
- To promote positive working relationships with and between students and staff throughout the school.
- To monitor and review the performance of those colleagues for whom you have line management responsibility.
- To lead Assistant Principal/ Heads of Department/Head of Year meetings as they relate to your sphere of influence.
- To ensure that the Principal and governors are well informed and advised about educational plans, policies and priorities in the areas for which you have responsibility and that progress is evaluated and outcomes shared.
- To be committed to self-development by reviewing your own practice, setting targets and taking responsibility for your own professional development
- To work with the Principal to provide effective organisation and management of the school and seek ways to improve organisational structures and systems based on rigorous self-evaluation.
- To ensure the school and the people and resources in it are organised and well managed to provide an efficient, effective and safe learning environment.

Strengthening Community:

- To work with the Principal to create and maintain positive and supportive relationships with parents, carers and the wider community.
- To promote St Benedict Trust wide collaboration with other schools

Teaching

- To undertake a programme of teaching if required in accordance with the STPCD.
- To further develop a culture and curriculum which takes account of the diversity and richness of the school's communities.

Safeguarding Pupils and Safer Recruitment

- Uphold all relevant school and trust policies in respect of child protection and safeguarding, which are based on KCSIE (2023) and Working Together to Safeguard Children (2018). Demonstrate and model the Nolan Principles (The Seven Principles of Public Life): Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. <https://www.gov.uk/government/publications/the-7-principles-of-public-life> Demonstrate your commitment to the school's equality policy and all related work to promote diversity, inclusion and belonging.
- St Paul's Academy and St Benedict CAT are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Health & Safety

- To undertake a programme of teaching if required in accordance with the STPCD.
- To further develop a culture and curriculum which takes account of the diversity and richness of the school's communities.



Additional Duties & Information

- To carry out the duties of a school teacher as set out in the 2017 Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may reasonably be directed by the Principal and expected of class teachers at St Paul's Academy.
- To be aware of, implement and comply with policies and procedures relating to safeguarding, child protection, equality, health and safety, confidentiality and data protection – reporting all concerns to the appropriate person.
- To promote learning that enables students to achieve high standards and to share and support the school's responsibility for the well-being, education and discipline of all students in its care.
- To uphold the school's principles and policies that underpin good practice and the raising of standards and to promote the school's aims and values.
- To play an active role in the school's self-evaluation process as a member of the teaching staff as well as a senior leader.
- To engage in professional development, keeping up-to-date in the latest thinking, coaching, mentoring, self-evaluation, peer review, learning walks, work scrutiny, lesson observation and other quality assurance processes.
- To contribute to the gathering and collation of stakeholder views.
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take school assemblies and to support other staff with assemblies.
- To undertake student supervision duties as required, this may include on Saturdays and during school holidays.
- To prepare and present reports, as required, for example, governors, Trust Board, LA officers, parents and outside agencies.
- To be a practicing Catholic

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, wellbeing and care of pupils.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Principal.



Person Specification	Essential	Desirable	Evidence
Degree in appropriate subject area	*		Application
Qualified Teacher Status	*		Application
Practicing and committed Catholic with the ability to lead acts of worship	*		Reference Interview
NPQH		*	Application
Working knowledge of the theory and practice leading a school environment.	*		Application Interview
Working knowledge of the theory and practice of teaching in a secondary school	*		Interview
Evidence of leading strategically at a senior leadership level.	*		Application
Evidence of continuous professional development.	*		Application
Experience of leading self-evaluation, monitoring, and school improvement, which impacts positively on pupils.	*		Application letter Interview
Up-to-date with current educational developments and their potential impact on schools	*		Application letter Interview
Experience of managing large, diverse teams.	*		Reference Application Interview
A clear understanding of the current school progress and attainment measures across both primary and secondary phases.	*		Application letter Interview
Evidence of being committed to working collaboratively within and beyond the school setting	*		Application Interview
Relevant Skills and Aptitudes			
Evidence of commitment to the development of Catholic Education.	*		Application Interview
Evidence of supporting the development of teaching and learning.	*		Reference Observed lesson
Evidence of leading middle leaders in improving practice/raising attainment.	*		Reference Application letter Interview



To create and lead a positive, inclusive learning environment including behaviour.	*		Reference Interview
To support the differentiation of teaching so that the learning of all students is addressed.	*		Interview Observed lesson
To analyse relevant data to inform school improvement and to set realistic & challenging targets for students and staff.	*		Application letter Interview

Personal Qualities

Enthusiastic and approachable	*		Reference Interview
Commitment to extra-curricular involvement	*		Interview
Flexibility	*		Interview
Good interpersonal skills	*		Interview
Optimistic outlook	*		Interview
Clear educational philosophy	*		Interview
Commitment to supporting both personal and the professional development of others	*		Interview
Willingness to share expertise	*		Interview
High expectations of students and their behaviour	*		Interview
Hardworking and conscientious	*		Reference Interview
Excellent communication skills with parents and other stakeholders	*		Interview
Ability to prioritise own workload and that of others	*		Interview



Commitment to positive relationships



Pupils feel part of a caring school community. Typically, they enjoy respectful working relationships with staff and with each other. Pupils have opportunities to develop their leadership skills. They take part in fundraising events, such as sponsored walks for charity. Pupils run a food bank to help local families. They can train as mentors in support of their peers. Pupils take part in the annual musical production and have organised a cultural day.

Ofsted Report 2023

Opportunities for Students

Students readily take on leadership opportunities to put their faith into action, speaking openly about how, when working in their respective roles, they live out Catholic social teachings.

CSI report 2024



St Paul's Academy

51 Finchale Road, Abbey Wood, SE2 9PX



St Benedict
CATHOLIC ACADEMY TRUST



Tel:

020 8311 3868



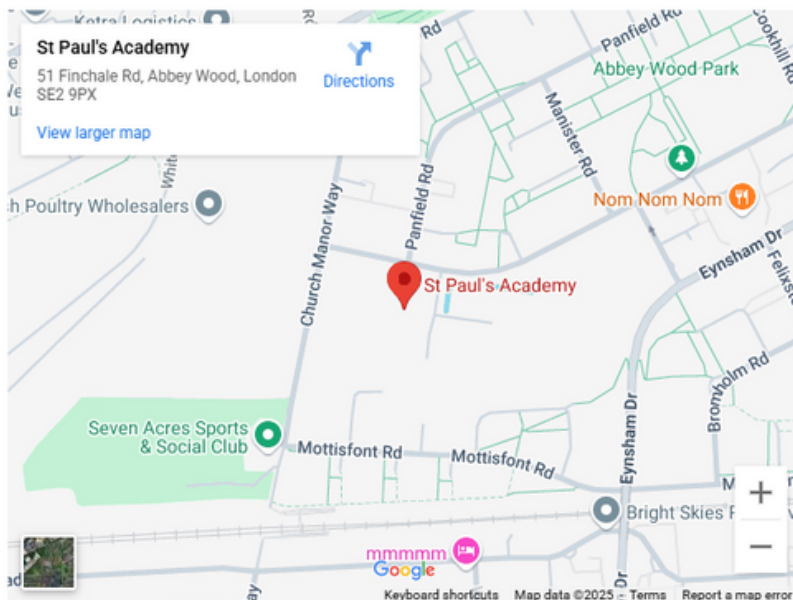
Email:

office@stpauls.greenwich.sch.uk



Website:

www.stpaulsacademy.org.uk



St Benedict
CATHOLIC ACADEMY TRUST

Wisdom, Faith & Virtue