



VICE-PRINCIPAL REQUIRED FROM SEPTEMBER 2025

The School

St Gabriel's is a co-educational independent day school founded in 1929, which incorporates St Gabriel's Nursery, our EYFS provision. Situated in 33 acres of beautiful parkland, landscaped by Capability Brown, the school has evolved and developed over its 90-year history to provide a wonderful learning environment for children aged 6 months to 18 years.

St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils. We fuel our pupils' intellectual curiosity and broaden their horizons, developing their confidence and self-belief and ultimately ensuring that they achieve their academic potential.

Our passionate staff deliver inspirational teaching and exceptional pastoral care creating a relaxed and friendly environment for learning. Pupils are provided with the opportunities to develop their confidence, talents and potential, enabling them to achieve high levels of success and readiness for the future.

Our excellent examination results speak for themselves. At A Level, we saw 42% of grades at A*/A with 71% of entries achieving an A*-B grade, with our pupils going on to study a wide range of subjects at top universities. At GCSE, 37% of grades were at 7-9 and 22% of these were at grade 8 or 9.

The Role

The Vice-Principal has a pivotal role at St Gabriel's and assists the Principal in the leadership and management of the School, including the inspiration, motivation, counselling, and where necessary, the disciplining of pupils and staff. As a member of the Executive and Head of Senior School, he/she shares in all policy and decision making at all levels and, together with the Bursar and Head of Junior School, assists the Principal in securing the informed and enthusiastic support of Governors with regard to the future strategic direction of the School. The Vice-Principal attends Governors' Meetings and both Senior School and Junior School Leadership Team Meetings.

St Gabriel's structure allows for a distributed leadership that encourages far greater empowerment of senior & middle leadership. Our Senior Leadership Teams focus on the interactions, as well as the actions, of the leaders involved.

The Vice-Principal is responsible to the Principal in all matters pertaining to the whole School, and its day to day running. She/he will assist and support the Principal in:

- formulating, developing and reviewing policies that enable the whole School to achieve well its aims and values in consultation with colleagues.
- the organisation of the school term dates and organisation of the school calendar.
- the selection and appointment of staff throughout the School in collaboration with the Deputy Head Academic, Head of Junior School and HR Manager.
- the leadership, management, support and guidance of the Senior School, Junior School and Nursery Leadership Teams.
- the selection, where appropriate, of new pupils and Scholars.
- encouraging the effective communication between staff, pupils and parents that fosters partnership, goodwill and excellent relations.
- assuring high levels of general discipline, in keeping with the School's Code of Conduct and ethos, in consultation and cooperation with Heads of School.
- Stepping in should the Principal not be in school for any reason.

Key Tasks:-

Governance, Leadership & Management

- To assist the Principal in the leadership and management of St Gabriel's, including the nursery, and in apprising Governors, as necessary, within the Principal's Report to Governors at Governors' meetings.
- To lead the weekly Senior Leadership team meetings.
- To attend the weekly Executive and Junior Leadership team meetings.
- To attend all School events as appropriate, and as required by the Principal.
- To oversee the Assembly programme.

Policy & Procedure

- To assist the Principal in formulating policy and procedures that both ensure regulatory compliance and the efficient organisation of the school in liaison with the Compliance Manager.
- To oversee whole School attendance with the Deputy Head Pastoral.
- To liaise with the Director of Marketing & Admissions and Junior Leadership Team on school uniform.
- To line manage the Compliance Manager and EVC.
- To line manage, and work together with the Deputy Head Pastoral on behaviour and safeguarding.
- To support the Deputy Head Academic with the examination results' days.

Finance & Resources

- To assist the Principal in formulating and implementing a School Strategic Plan, underpinned by sound financial planning, which ensures pupils of all abilities achieve high standards and make progress, increases teacher effectiveness and secures continued school improvement
- To agree and implement all departmental budgets throughout the School with the Executive and in consultation with the Heads of Section.

Staffing

- To have an effective overview of arrangements for staff recruitment and interviews, together with the Deputy Head Academic and with the support of the Executive Assistant and HR Manager.
- To assist the Principal in promoting high quality teaching in the School by implementing an appropriate induction programme, in collaboration with the Deputy Head Academic and HR Manager.
- To maintain an overview of arrangements for staff absence, cover and duties.
- To oversee 'whole school' staff INSET at the beginning and end of terms.
- To foster good staff relationships between teaching staff, Principal and Executive.
- To provide wise counsel and pro-active pastoral support to teaching staff.

- To promote and enforce when necessary professional standards of courtesy, communication, conduct and dress amongst teaching staff.

Teaching & Learning

- To maintain an overview of all reporting patterns, including parents' meetings, in consultation with the school leadership teams.
- To maintain an overview of individual pupil progress, assessment and reports in consultation with the Deputy Head Academic.
- To write on whole school reports, as and when appropriate.
- To manage and maintain a complete overview of all departmental and co-curricular visits throughout the School in consultation with Heads of School and the Extra Curricular Visits Coordinator(s) for whom he/she is responsible.
- To oversee staff CPD and ensure the training log is kept by the HR Department.

Pupil Development & Wellbeing

- To provide counsel and pro-active pastoral support to pupils and parents
- To promote, and enforce when necessary, excellent standards of behaviour in an environment that values mutual trust and respect
- To support the Deputy Head Pastoral, to include weekly meetings.
- To organise & oversee students' participation in public occasions such as Harvest Festival, Speech Day, and the Carol Service.

Person Specification

The successful candidate is likely to possess all or most of the following attributes:

- Educated to degree level or equivalent.
- An enthusiasm and commitment to Continuing Professional Development
- Substantial and successful management experience, either as a Deputy Head or Senior Leadership Team member.
- Proven leadership experience within an educational setting with an exceptional ability to convert strategy and vision into results that are executed to completion.
- A collaborative, person with proven ability to build positive working relationships, negotiate with and influence individuals and relevant groups.
- Able to communicate with a wide range of audiences including pupils, parents, teachers, support staff and Governors, as well as external contacts required by the role.
- Understanding of the characteristics of a vibrant and creative learning environment and the key elements of successful behaviour management
- A strong performance management ethos with an emphasis on accountability for goals, standards and continuing professional development

Above all the successful candidate will enjoy an autonomous role in a forward thinking school with a difference. Similarly, an enjoyment of working with young people and working in an environment that values collegiality and mutual respect is important.

A sense of perspective, warmth, an ability to forgive when people make mistakes, together with a sense of humour is absolutely vital!

Salary

St Gabriel's has its own generous salary scales and the APTIS Superannuation Scheme applies.

Method of Application

Please apply by completing an Application Form (either through TES, or the St Gabriel's application form found on the website) to camilla@stgabriels.co.uk. Applications should arrive by 8am on Monday, 20 January 2025.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school, s/he must report any concerns to the school's Designed Safeguarding Lead or to the Principal.