



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Vice Principal

Candidate information

Welcome to King Edward VI High School for Girls



Thank you for your interest in the role of Vice Principal at King Edward VI High School for Girls (KEHS).

This is an exceptional opportunity to join our diverse school in an exciting phase of its development, and to play a pivotal role in the academic and wider life of one of the UK's leading independent schools.

KEHS occupies a unique place in the educational landscape: we enjoy ever-closer ties with our brother school King Edward's School (KES); both independent schools are governed by the King Edward VI Foundation which additionally sponsors an Academy Trust comprising 12 grammar and comprehensive academies. Together we aim to make Birmingham the best place to be educated in the UK.

KEHS offers its pupils a broad, inclusive, liberal education, and the opportunity to flourish, whatever their strengths and interests. Pupils develop a deep-seated love of learning, in a scholarly yet warm environment. Our examination results are consistently outstanding, and our pupils go on to leading destinations in the UK and overseas.

The school is one of the most diverse independent schools in the UK, reflecting the demographics of the city.

Mrs Kirsty von Malaisé
*Chief Master & Principal,
KEHS and KES*



The role

The Vice Principal role supports the Chief Master & Principal of King Edward's School (KES) and King Edward VI High School for Girls (KEHS) and Headmaster of the Foundation, to deliver operational leadership at KEHS. The Vice Principal will work closely with the Chief Master & Principal (CM&P) to build on the outstanding strengths of this leading school and deliver a new strategic vision, which has been in train for the last two years.

The Vice Principal role is an exciting opportunity for an ambitious current Deputy Head to run the day-to-day operations of a leading school in the UK, as well as having some strategic oversight in the school's development. Reporting to the CM&P of KES and KEHS, the Vice Principal will represent the school, and lead his/her internal team. S/he will be accountable for the overall performance of KEHS, including academic outcomes, pupil wellbeing, staff engagement, parental satisfaction, admissions targets, delivering agreed objectives, targets and standards established by the CM&P and Governors.

S/he will play a key role in the King Edward's Independent Schools' Executive Team, working with his/her counterpart at KES towards greater alignment and parity of pupil and staff experience.

Duties are not exhaustive but are likely to include those set out later in this pack and whatever is reasonably expected of the postholder.



Independent Schools' Executive Team focus

- To contribute to the strategic vision for the independent schools through regular meetings of the CM&P's Executive Team, to deliver the strategy in the school, and, by having a willingness to see his/her school evolve as needed, to meet the wider needs of the Independent Schools.
- To contribute to the Independent Schools' shared principles and have responsibility for their delivery in the school.
- To participate in, and contribute to, Independent Schools Governing Board (ISGB) meetings and ISGB sub-committees.
- To stand in for the CM&P in her absence.
- To develop excellent working relationships with the CM&P and joint staff in the Executive Team.



Responsibilities

Leadership

- To be a visible advocate for the school, in conjunction with the CM&P, promoting it energetically.
- To lead the development, implementation and evaluation of the KEHS Strategic Plan and report regularly to the CM&P and Governors on progress against agreed objectives and KPIs.
- To provide reports and commentary on the school's achievements against agreed performance indicators.
- To ensure that safeguarding and child protection policies and procedures are at the heart of school operations.
- To act as the school's accountable leader for inspection readiness, regulatory compliance and safeguarding assurance.
- To directly lead, performance manage, and develop the KEHS Senior Leadership Team, ensuring clear accountability for school priorities and outcomes.
- To advise the CM&P and other key personnel on risk, threats, and opportunities relating to the school.
- To work closely with the Second Master at KES, contributing to the development of consistent approaches, shared standards and joint initiatives across KES and KEHS.
- To be accountable for maintaining and developing an inclusive, ambitious and values-led culture across KEHS.
- To play a lead role in school events, as determined by the CM&P.
- To attend Foundation Education Group meetings and develop strong links with other Foundation Schools.

School accountability

- The Vice Principal is the accountable leader for the day-to-day performance and operation of KEHS. The postholder will ensure the effective delivery of the school's strategic plan and be responsible for educational outcomes, pastoral provision, safeguarding, staffing, financial performance, parental engagement and regulatory compliance.
- The Vice Principal will provide assurance to the CM&P and Governors regarding the performance, quality and sustainability of the school.

Academic and co-curricular

- To ensure that the academic and co-curricular offering is excellent, and that examination results remain outstanding.
- To promote excellence in teaching and learning, and to encourage innovation.
- To monitor, evaluate and review classroom practice; celebrate and promote excellence, challenge under-performance at all levels and ensure appropriate action.
- To seek to enthuse both pupils and staff with the sense of being part of a 'learning organisation' by modelling enthusiasm for learning and encouraging the development of life-long learning habits.
- To provide regular, transparent reviews of school data.
- To oversee the structure, breadth and balance of the school's curriculum and co-curricular offer.
- In conjunction with the Director of Sixth Form Studies, to ensure quality of experience for pupils.
- As appropriate, to undertake a limited timetable of teaching.
- To contribute to the school's extensive co-curricular and trips offering

Pastoral

- To ensure that the school offers excellent pastoral care to all its pupils.
- To ensure that all safeguarding requirements are implemented in the school and that there is a culture that puts the care, safety and welfare of children at the centre.

Pupil relations

- To act as a role model for pupils, take an interest in their lives, and understand their concerns.
- To support school events such as concerts, sporting fixtures and productions, and to deliver assemblies.
- To ensure equality of opportunity to all pupils.
- To work with the Senior Deputy Head on disciplinary matters, as required.

Parental relations

- To be the day-to-day lead contact in the school, with a focus on creating strong relationships with parents, including acting as the senior leader responsible for the management and resolution of parental concerns and complaints.
- As appropriate, to be the point of contact for parents and prospective parents in matters relating to their child's education.
- To communicate clearly with parents and carers to engender a climate of mutual support.

Staffing

- To foster excellent relations with school staff, ensuring a strong sense of community.
- To ensure that systems are in place to encourage all staff to be active in their personal and continuous professional development.
- To ensure that appraisal is carried out in the school.
- To develop an ethos which ensures regular involvement of staff in school developments and encourages collaboration, innovation and individual and team creativity.
- To lead staff engagement, consultation and wellbeing initiatives across the school and ensure effective communication between staff and senior leaders.
- By agreement with the CM&P, to lead workforce planning, recruitment, retention and deployment of staff across KEHS.
- To ensure that quality training is provided to staff, in line with the school's strategic aims.
- To take a lead in managing the use of staffing resources in the school.
- To meet Staff Room representatives regularly and ensure the wellbeing of staff.

Finance, ICT, HR, Estates

- To participate in determining the budgetary, estate and ICT needs of the school.

Marketing, Admissions

- To build and maintain relationships with prospective and current parents, feeder preps and primary schools, in conjunction with the CM&P.
- To be accountable for the delivery of the admissions process, conversion rates, the applicant experience and school visits.

Fundraising

- To identify opportunities for the school, and to play an appropriate role in any subsequent activity.
- To support fundraising events as appropriate.

Person specification

Personal qualities

- Committed to creating an inclusive environment where every member of the school community is known and valued.
- Strong presence and presentation skills.
- Is ambitious for the school and committed to their continued leadership development.
- Has the highest expectations for pupils' learning and achievement.
- Able to demonstrate creative and innovative thinking with evidence of recent success.
- Able to demonstrate ongoing professional development and a commitment to developing others.
- Is articulate and approachable with excellent interpersonal skills, both in person and in writing.

Integrity and professionalism

- Can prioritise and demonstrate personal organisation, time management and strong leadership skills especially under pressure.
- An ability to make considered and objective decisions and to prioritise effectively.
- Is willing to work some Saturdays and commit to a share of attendance at school events in the evenings, while maintaining a good work/life balance.
- Is committed to collaboration and thrives in a team dynamic.
- Is resilient and able to perform consistently well in a busy and demanding environment.

Expertise

- Has gained significant experience as a Deputy Head or equivalent.
- Has worked in a high performing school and can demonstrate impact on outcomes.
- Can demonstrate success in a number of previous roles.
- Experience of change management.
- Experience of implementing operations, systems and procedures.
- Has a good understanding of what makes an outstanding modern education, and of current and future educational issues.
- Has an excellent understanding of how to create a positive school culture.
- Has a proven track record of providing strategic leadership for safeguarding and child protection, ensuring compliance with statutory requirements and fostering a culture where the welfare of children is paramount.



How to apply

To apply for this role, please forward a completed application form, equal opportunities monitoring form (both available for download at <https://kehs.org.uk/about-us/work-with-us/> and a covering letter addressed to Mrs Kirsty von Malaisé (Chief Master & Principal) by email to: recruitment@keschools.org.uk

The deadline for applications is Monday 2 November at 9am

First round interviews – Thursday 12 November

Final round interviews – Wednesday 18 November

A provisional start date of September 2027.

If you have any queries about the role or would like to discuss it in more detail, please contact the Chief Master & Principal's Executive Assistant, Maria Romera Navarro by email: M.RomeraNavarro@keschools.org.uk

✳ *King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the websites www.kes.org.uk or www.kehs.org.uk*

