

BLOOMFIELD COLLEGIATE SCHOOL



Vice Principal

Culture & Standards

Information Pack



WELCOME

Thank you for your interest in the post of Vice Principal (Culture & Standards) at Bloomfield Collegiate School, commencing as soon as possible post-appointment.

For over a century, Bloomfield Collegiate has provided generations of young women in East Belfast with an outstanding education built upon high academic standards, strong pastoral care and a commitment to personal success. Today, we remain a thriving girls' grammar school where excellence is nurtured within a caring community and where every pupil is encouraged to fulfil her potential.

This is an exciting opportunity for an exceptional leader to join our Senior Leadership Team and play a key role in shaping the future direction of the school. Working alongside the Principal and Vice Principal (Academic & Curriculum), the successful candidate will actively champion and embed the school's core values, providing strategic and operational leadership in pastoral provision, learning and teaching, assessment and progress, safeguarding, attendance, Sixth Form development and wider school organisation. The successful candidate will ensure that our guiding principles inform the holistic development and growth of every pupil, fostering a supportive environment where curiosity and lifelong learning can thrive. By collaborating closely with staff, families, and the wider community, the Vice Principal ensures that high standards are met through mutual respect and solidarity, ultimately nurturing a vibrant, inclusive atmosphere.

We are seeking a leader who empowers and motivates, inspires confidence in others and is committed to securing the very best outcomes for all pupils; they will work closely with staff, pupils, parents, governors and the wider community to ensure Bloomfield Collegiate continues to flourish as a school where high expectations, strong relationships and a shared sense of purpose underpin everything we do.

If you share our commitment to excellence in a caring community and are excited by the opportunity to contribute to the next chapter of Bloomfield Collegiate's development, I encourage you to submit an application.

I look forward to learning more about your experience, leadership and vision.

Mr Gary Greer
Principal
Bloomfield Collegiate School



ABOUT US

We are a Controlled Grammar School, providing a high class education for over 770 girls aged 11-19, in a campus set back from the main Upper Newtownards Road in Ballyhackamore, Belfast.

We provide a welcoming, caring and stimulating environment with excellent teaching facilities and results, which can be viewed online.

We have a broad and diverse intake of pupils who strive to maximise their achievement through the opportunities offered and the support of parents who work with us in partnership.

We believe qualifications open doors but are only part of the story; all children deserve a full rounded education. Extra-curricular provision is important to us, and we offer a broad range of opportunities for pupils including many sports, dance and drama, music, Combined Cadet Force and foreign trips.

We are embarking on an exciting new three-year School Development Plan focusing on learning and teaching, use of data, inclusion and relevant pathways.

We have excellent transport links; we are convenient to a wide range of Translink Bus Services which travel along the Upper Newtownards Road, King's Road and Sandown Road to Dundonald, Newtownards, Comber, Portaferry and Millisle. The Glider service operates a direct cross-city service between east and west Belfast and has a halt at our school gates.

We have a high-quality staff who are encouraged and supported in their own personal and professional development.

We are a Being Well, Doing Well school, with a whole-school approach to emotional health and wellbeing. As a Controlled School, members of staff can also avail of EA staff benefits, which include Beneden Healthcare, Cycle to Work scheme, Car Salary Sacrifice scheme and a range of lifestyle savings.





JOB DESCRIPTION & SELECTION PROCESS

PURPOSE OF THE ROLE

The roles of the Vice Principal (Culture and Standards) and the Vice Principal (Academic and Curriculum) form a symbiotic partnership, bridging the gap between student well-being and scholastic achievement. Together, they ensure that a pupil's learning environment directly supports their academic outcomes. The purpose of the role of Vice Principal (Culture and Standards) is to provide strategic and operational leadership in learning, teaching, pastoral provision, school organisation and community engagement, while taking specific responsibility for key Bloomfield Collegiate School priorities including culture and standards, assessment and progress, pastoral provision, external examinations, Sixth Form and cover. The roles of the Vice Principals will be reviewed in line with a changing educational landscape, the needs of the school and professional development priorities.

KEY RESPONSIBILITIES AND DUTIES

1. Leading learning by example, promoting and sustaining the highest standards of teaching, learning, assessment and pupil achievement across the school.
2. Assisting the Principal in all aspects of school leadership, including learning and teaching, administration, management, organisation and strategic development, serving in particular as Senior Leadership Team link for identified departments, ensuring consistency of standards, accountability, challenge and support across all curriculum areas.
3. Assisting the Principal in leading and supporting School Development Planning, self-evaluation and school improvement, including benchmarking, target setting, monitoring provision and driving continuous improvement.
4. Curriculum co-ordination in relation to assessment and progress across all Key Stages, ensuring high standards of learning and effective curriculum implementation.
5. Assisting the Principal in developing culture and standards, including planning, benchmarking, target setting, PRSD and monitoring the quality of provision.
6. Acting as Assessment Coordinator, leading pupil tracking, data analysis, examination performance review and the use of assessment information to inform school improvement.
7. Assisting the Principal in leading the promotion of positive behaviour for learning, citizenship, attendance, punctuality, uniform standards and conduct, ensuring policies and referral procedures are applied consistently across the school.
8. Chair of the Safeguarding and Pastoral Leaders Teams, leading and evaluating pastoral provision and overseeing the Personal Development and Preventative curricula, ensuring all pupils are supported to achieve their full potential by leading effective implementation, monitoring and review of pastoral policies, procedures and improvement plans, safeguarding relevance, progression and compliance with statutory requirements, school ethos and best practice.

9. Manage attendance procedures and external agency liaison, including working closely with the Education Welfare Officer and other relevant support services.
10. Assisting the Principal in financial management, including budget planning, projections, resource allocation, expenditure monitoring and reconciliation processes.
11. Overseeing the organisation of school events, duties, and major school functions.
12. Developing effective formal and informal partnerships and communication with parents, governors and the wider community, attending community events and Board of Governors meetings, presenting reports as required.
13. Assisting the Principal in further developing and ensuring effective communication with stakeholders, promoting the school's positive image.
14. Leading the development of Sixth Form provision, including UCAS support.
15. Assisting with cover.
16. Undertaking such other duties as the Principal may require.

Full Terms and Conditions of Employment may be found online by searching for this post at <https://www.eani.org.uk/jobs>.

The successful candidate's remuneration will be at the appropriate level determined by the Department of Education for Northern Ireland. The Vice Principal (Culture & Standards) will be placed on the pay spine for the Leadership Group 6, which is point L16 to L20.

SELECTION PROCESS

An Appointments Panel made up of members of the Board of Governors, assisted by the Principal, will oversee the Selection and Appointment process, which will consist of:

- Completion of Application Forms (available on EANI website) by candidates;
- Shortlisting of candidates to be confirmed;
- First interview of shortlisted candidates week commencing 5th October 2026;
- Second interview of selected candidates, if required, week commencing 17th October 2026.

All interviews are in person. Changes to timings may not normally be accommodated.

Applications must be completed online and submitted via the EANI online portal (eani.org.uk) no later than 12 midnight on 22nd September 2026. Late applications will not be considered. Completed applications will be assessed by the Appointments Panel against the Essential and Desirable criteria found in the Person Specification section.

Both shortlisted and unsuccessful candidates will be notified by email.



PERSON SPECIFICATION

The criteria that will be applied at shortlisting is as follows; please note applicants must meet the criteria at the closing date for applications:

SECTION A ESSENTIAL CRITERIA

Qualifications

1. Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland.

Experience

2. Have a minimum of 5 years' post qualification teaching experience in post primary education, and/or equivalent experience in an affiliated educational body working in an area that relates to the post primary sector, within the last 10 years.
3. Currently hold or have held, in a temporary or permanent role for a minimum of 3 years AND within the last 8 years:
 - a. A post with experience of strategic leadership or co-ordination of a whole school area at a minimum level of Subject Co-ordinator/Head of Year to include monitoring and evaluation resulting in measurable school improvement; and/or
 - b. A post of Principal or Vice Principal; and/or
 - c. A post with leadership and management experience within an affiliated body.
4. Evidence of how your leadership has led to measurable school improvement in one or more key responsibilities and duties of the role, using self-evaluative processes.
5. Demonstrable evidence of measurable success in strategic planning in one or more key responsibilities and duties of the role, using a self-evaluative processes.
6. Demonstrable evidence of effective organisational leadership and management.

Personal Qualities (to be assessed at interview)

1. Empathy and emotional intelligence, with the ability to create, and maintain working relationships.
2. Strong communication skills, with the ability to communicate effectively with a wide range of people and organisations.
3. A flexible, collaborative approach, with a strong commitment to the school's aims and ethos and to their promotion in the wider community.
4. Resilience and reliability, with the ability to prioritise and work within a high level team on issues which are challenging and strategic.
5. Sensitivity, integrity and discretion in dealing with pupils, colleagues and the wider community.

SECTION B DESIRABLE CRITERIA

Preference may be given to those applicants who:

1. Can demonstrate evidence of developing staff within school/s.
2. Have experience of membership of a Senior Leadership Team and/or as Designated Teacher or Deputy Teacher for Child Protection within school/s.
3. Have successfully completed an additional post graduate (or equivalent or higher) qualification or accredited course preparing the candidate for leadership in Education.

Notes:

To enable the Governors to apply their shortlisting criteria, applicants must ensure that all relevant information is recorded as required on the Application Form.

The Board of Governors reserves the right to enhance any or all of the essential and desirable criteria.

Desirable criteria, if required, will be employed in the order given.

Contact details

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