



SARACENS

HIGH SCHOOL

Principal Designate



What are we looking for?

The **Saracens High School** will be opening in September 2018. The Saracens Multi-Academy Trust (MAT) is looking for a truly exceptional Principal with the drive and ambition to take forward its vision to create an outstanding new secondary school in Grahame Park, Barnet.

Our ethos will embrace feelings of trust, knowledge, reciprocity and shared behavioural norms that will create in our school a quality of life for staff and pupils that will be both enjoyable and productive. Our connection with each other will create a sense of place, promote friendships, encourage and make possible special moments, experiences and outstanding memories. The Saracens High School will be a place where people will return to with great eagerness, into an atmosphere of acceptance and belonging that brings out the very best in people, motivating them to give their very best efforts in the classroom, in their activities and on the sports field.

By creating high levels of trust within our school we will produce a climate of psychological safety and honesty, allowing people to develop without fear of criticism and to give all of themselves to the academic, community and social goals.

Saracens High School will be different. It will take a modern and pioneering approach to individual character development through every aspect of school life. Our Principal must embody this vision and enable all pupils in all aspects of learning and life to be, ***“the best that they can be”***

To do this well, we are looking for someone who, as Principal, will recognise and enhance the individual abilities of each child.

Our Principal will place equal emphasis on learning with coaching confidence, self-esteem and teamwork so that pupils of the school can achieve the outcomes they aspire to.

Purpose of Role

The Principal of Saracens High School will provide the professional leadership and management of the school by:

- Recognising and enhancing the individual abilities of each child
- Ensuring that all members of the school community are treated and behave with mutual respect, thus encouraging positive behaviour and a desire to work effectively and hard for the benefit of the community and themselves.
- Based on the principle of “Coaching 4 Success” ensuring that teaching styles reflect an unquestionable commitment to success for all.
- In conjunction with the Saracens MAT developing and implementing a unique curriculum to meet the needs of the learner.
- Nurturing staff and pupils as team players
- Fulfilling a commitment to Safeguarding and promoting the welfare of children in accordance with the Trust’s policies and statutory guidance.
- Ensuring successful implementation of the Trust’s and governors’ policies to support the achievement of the Trust’s aims.

At Saracens Rugby Club, our success is underpinned by our core values. In the Saracens Multi Academy Trust our work in the classroom and in our enrichment activities will be based on the same values:

Discipline: our school will be an orderly, safe and joyful place where our pupils will be governed and guided in their behaviour by fair and sensible principles

Work rate: our school will be a place where the staff and children work incredibly hard to fulfil the potential of each individual and to maintain a relentless effort for school improvement

Humility: our teaching styles will reflect the culture of success and commitment to character development with achievement celebrated as warmly as attainment.

Honesty: we will insist on an honest appraisal of the efforts and attitude of pupils in all areas of their education.



Dear Candidate

Very many thanks for your interest in the position of **Principal Designate** for the new Saracens High School. This development is an important initiative which has captured the imagination of the educational establishment and local community.

When Saracens moved to Allianz Park in Hendon and played its first game against Cardiff Blues on 27th January 2013, it marked the end of a two-decade quest to find a home and community. The result speaks for itself with Saracens winning trophies across all sections of the Club and the first team back to back European Champions in 2016 and 2017 and Premiership Champions in 2011, 2015 and 2016.

Saracens High School will create a focus for the local community in a way that has been missing since Grahame Park was first developed in 1971 in a series of red brick blocks. The redevelopment of the estate will create an innovative sense of place reflective of Claude Grahame-White, an aviation pioneer who established the original aerodrome and aviation school on the site, which now takes his name.

Against this background Saracens High School will take a modern and pioneering approach to individual character development through every aspect of school life with the objective of ensuring pupils can **"be the best that they can be"**.

The challenges for education in this part of London are significant and Saracens Multi-Academy Trust seeks to change the low levels of attainment and self-esteem through the new High School and Primary School alongside the existing primary schools of Orion and Goldbeaters who have already demonstrated what can be achieved in the area under inspired leadership.

The successful candidate for the Principal Designate must create a new and exciting High School to meet the aspirations of the local community. It must be a place that has a heartbeat, an identity and an unwavering sense of who and what it is, with a dynamic educational practice.

In our introduction, we have outlined what we are seeking to achieve and the principles on which the Trust and Saracens High School will work. If you believe in our vision and share our ethos and feel you have the qualities to design, promote, action and achieve our ambitions then you will be the right Principal for the Saracens High School and the Trustees will be looking forward to working with you to achieve this success.

Yours truly

Professor Graham F. Chase

Chair, Saracens Multi-Academy Trust

What do we offer?

Your working context

- The opportunity to start a school with a blank canvas
- A brand new building
- Attractive, well-resource educational environment throughout
- The chance to recruit your own complete team of teachers and support staff

The educational environment

- A school opening with just Year 7 which will grow each year
- A school that will support character development
- Free school curriculum freedoms and flexibilities
- Opportunities for innovation – the opportunity to carry out research, try new ideas and work with others across the Trust and beyond
- Partnerships with Saracens Sport Foundation, Middlesex University and local primary schools

For you personally

- Personal portfolio to support and develop your career in and beyond the school
- A supportive Trust and Local Governing Body
- The opportunity to influence the future growth and development of both the school and the Trust
- The opportunity to develop your own passions and expertise

What do we want from you?

We are seeking a great leader, probably a current headteacher or strong deputy, to turn the Trust vision into a reality of a successful, local high school.

We expect you to:

- Have a proven track record of exceptional leadership
- Embrace the notion of being part of the Trust
- Have a clear vision for the school and a strong drive for success for the pupils
- Be an outstanding classroom practitioner and have a passionate commitment to high quality learning and teaching
- Believe that all children can succeed both socially and academically
- Have new ideas and fresh perspectives on raising the aspirations of children, families and the local community
- Be committed to securing excellent professional development for all staff
- Have the skills to engage parents and the community in the development and activities of the school
- Have experience of innovative approaches to the curriculum, teaching, learning and assessment



JOB DESCRIPTION

Position:	Principal
Reporting to:	Initially the Saracens MAT and on handover the Governing Body of Saracens High School
Main Purpose:	To provide the professional leadership and management of Saracens High School; to embody the vision, ethos and aims of Saracens Multi-Academy Trust and to enable all its pupils to be the best that they can be.

MAIN TASKS

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| 1. Strategic direction and development of the school <ul style="list-style-type: none">1.1 Provide inspiring and purposeful leadership for staff and pupils.1.2 To manage and develop the school and all its resources.1.3 To market the school to prospective parents/carers and pupils.1.4 To develop positive relationships with and work in partnership the Saracens MAT, the Governing Body, staff, pupils, Saracens Rugby Club, Saracens Sports Foundation, and parents/carers, building the ethos and values which will underpin the school.1.5 To develop and implement an appropriate rolling Development Plan of a timescale to be determined, but in any event reviewed annually which will secure continuous school improvement.1.6 To monitor and evaluate the performance of the school and respond and report to the governing body as required and implement change as necessary.1.7 To ensure that management, finances, organisation and administration of the school supports its vision and aims and reflect best practice and professional standards.1.8 To ensure that school policies and practices take account of national, Trust and governing body requirements as well as being understanding of stakeholders needs, in particular the pupils and their families and the local community.1.9 To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.1.10 To ensure that all those involved in the school are committed to its aims, are motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets which secure the educational success of the school. | 2. Teaching, coaching and learning <ul style="list-style-type: none">2.1 To establish and maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and excellent behaviour.2.2 In accordance with the vision, ethos and aims established by Saracens MAT determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.2.3 To develop the character and resilience of pupils so that they develop study skills to learn more effectively and with increasing independence.2.4 With due regard to the statutory framework, determine, organise and implement a policy for the personal, social and moral development of pupils.2.5 Through appropriate methods, monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school, seeking constant improvement and empowering pupils to be the best that they can be.2.6 Determine and implement positive strategies and programmes which promote excellent pupil behaviour and self-discipline.2.7 Develop and maintain effective links with the local community (including business, higher education and industry), to extend the curriculum and enhance teaching and learning.2.8 Continue to maintain an effective partnership with parents/carers and the wider community to support and improve pupils' achievement and personal development.2.9 Promote extracurricular activities in accordance with the educational aims of the school and Saracens MAT. |
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3. Leading, coaching and managing staff

- 3.1 Lead the day to day management, organisation and school administration.
- 3.2 Take responsibility for the safe recruitment of teaching and support staff who will deliver the school's vision and support its ethos and aims. Where appropriate recruitment may take place in partnership with Saracens MAT and/or other schools within the Trust.
- 3.3 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.4 Implement and sustain effective systems for the management of staff performance, incorporating performance management and, where appropriate, target setting.
- 3.5 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- 3.6 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service, including those of the Principal.
- 3.7 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment; to participate in the identification of areas in which the Principal will personally benefit from further training and to undergo such training.
- 3.8 Ensure that a deputy Principal or suitable person assumes responsibility for the discharge of the Principal's function at any time when absent from school.
- 3.9 Develop and encourage good working relationships with the Saracens MAT trustees, governors, staff, pupils, parents/carers, Saracens Sports Foundation, Saracens Rugby Club and the local community.

4. Efficient and effective deployment of staff, finance and other resources

- 4.1 Work with the Saracens MAT, governors and senior colleagues to recruit, develop and retain staff of the highest quality who are committed to the "Coaching 4 Success" approach to learning.
- 4.2 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- 4.3 In conjunction with the Project Manager, during the setup of the school to contribute to the ordering and allocation of equipment and resources.
- 4.4 In conjunction with the Business Manager set appropriate priorities for expenditure, allocation of funds and effective administration and control, following the Academies Financial Handbook.

- 4.5 In conjunction with the Business Manager plan and manage the school's financial resources and maximise the level of external funding to support the school's development.
- 4.6 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety and other statutory requirements.
- 4.7 Work with colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
- 4.8 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money. In undertaking such action, to ensure that budgets are recognised and adhered to, with any material deviations or forced changes clearly communicated to the Saracens MAT and/or Governing Body (as appropriate), in good time and with a clear rationale.

5. Accountability

- 5.1 To develop an organisation in which all the staff recognise that they are accountable for the success of the school and their own actions.
- 5.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Saracens MAT, governors, the local community and OFSTED.
- 5.3 Ensure that parents/carers and their children are well informed about the curriculum, the child's personal attainment and progress and the opportunities for improvement; to advise parents/carers about the contribution they can make in supporting their child's learning.
- 5.4 Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 5.5 Carry out any such duties as may be reasonably required by the Governing Body.

6. Pupil Welfare

- 6.1 To embody the principle of enhancing the individual abilities of each pupil and to place emphasis on coaching confidence, self-esteem and teamwork.
- 6.2 To promote the wellbeing of all pupils and to develop their character, resilience and life skills and to allocate sufficient appropriate staff resources to achieve this.
- 6.3 To ensure that there is appropriate communication with parents/carers of pupils and outside organisations concerned with the welfare of individual pupils.

- 6.4 To contribute to the PHSE, citizenship, British Values and Prevent curricula in accordance with Saracens MAT and school policies and to allocate sufficient appropriate staff resources to achieve this.
- 6.5 To embody the school's commitment to safeguarding and promoting the welfare of children and to implement and support the Trust's safeguarding policy; to comply with all relevant statutory guidance and to follow the procedures set out by the local Safeguarding Children's Board.

7. Additional duties prior to opening of Saracens High School

- 7.1 Establish appropriate systems of planning, resourcing, management and delivery to ensure that the school is effective from the day it opens.
- 7.2 Work with the project team to develop the new school's buildings and estates.
- 7.3 Manage the school effectively for up to 2 years in temporary accommodation.
- 7.4 To develop positive relationships with and work in partnership the Saracens MAT, Saracens Rugby Club, Saracens Sports Foundation, the governing body, other local community groups if relevant and appropriate and prospective staff, pupils and parents/carers in preparation for opening and thereafter.
- 7.5 In preparation for the opening in September 2018, market the school and engage feeder schools, prospective pupils and parents/carers.
- 7.6 Lead on and be responsible for the educational preparations of the Ofsted Pre-registration meeting.

Actions

The Principal should ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current standard terms and conditions of employment in the Trust's Pay and Conditions.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- First degree or equivalent.
- Qualified teacher status.
- Ongoing participation in a range of relevant in-service training.
- Recent and relevant management development / training / continuing Professional Development.

Desirable

- Higher degree or equivalent of further study.

TEACHING AND MANAGEMENT EXPERIENCE

Essential

- Previous senior leadership experience at Deputy Head Teacher or above.
- Ability to motivate, develop, support and challenge staff.
- Track record of successful leadership of significant school improvement strategies.
- Experience of monitoring school performance at every level.
- Experience of setting and achieving challenging school targets.
- Experience and understanding of management of human and financial resources at a senior level.
- Experience of working positively with governors.
- Understanding of and commitment to the ethos of the Saracens MAT
- Ability to plan effectively from a range of evidence regarding school improvement.
- Understanding of educational development of pupils.
- In-depth understanding of assessment theory and practice.
- Understanding of effective teaching and learning strategies.
- Knowledge and understanding of the fundamental importance of personalised learning.
- Ability to develop the curriculum to meet the expectations of the Saracens MAT
- Evidence of the ability to embrace and manage change.
- Successful establishment of links with the local community and external partners.

Desirable

- Experience of employment outside education and teaching
- Experience of managing Special Educational Needs (SEN/Learning Disabilities and Difficulties (LDD) provision in mainstream schools/special schools and/or being well read and informed in this area

PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES

Essential

- Outstanding leader, committed to distributive leadership and teamwork.
- Evidence of being an outstanding classroom practitioner
- A passionate commitment to the academic, personal and social development of children and families.
- Approachable and supportive.
- Excellent interpersonal, communications and organisational skills.
- Ability to involve and maintain strong and positive relationships with the whole Academy community.
- Actively seeking new approaches, ideas and challenges. Be willing to be innovative and to take risks.
- Ability to think and act strategically.

OTHER

Essential

- Must satisfy relevant employment checks
- No unexplained gaps in employment history

REQUIREMENTS FROM CONFIDENTIAL REFERENCES

- Written reference(s) only
- Confirmation of professional and personal knowledge, skills and abilities
- Positive recommendation from current employer

Saracens Multi-Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

HOW TO APPLY

Download the application pack from the website:

<http://www.thesaracenshighschool.co.uk/vacancies/>

If you have any questions or would like a general conversation about the role, please contact Susan Poole, Project Manager on 07986 650086 or susan.poole@thesaracenshighschool.co.uk.

Trustees will be holding an open afternoon at Allianz Park, which you are welcome to attend and find out more about us and the plans for our new High School.

Tuesday 26th September 4pm – 6pm at Allianz Park, Greenlands Lane, London NW4 1RL.

Please send the completed application form and 2 page covering letter explaining why you are the right person for the role to Susan Poole, Project Manager susan.poole@thesaracenshighschool.co.uk. **The closing date is Thursday 28th September.**

The assessment and selection process will take place on Wednesday 11th and Thursday 12th October.



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www.thesaracenshighschool.co.uk



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