

December 2017

The Greetland Academy Trust

Applicant Pack for the post of

## PRINCIPAL - The Greetland Academy



Required from April 2018

National Teaching School  
designated by



National College for  
Teaching & Leadership



**THE SUNDAY TIMES  
SCHOOLS GUIDE 2016**

Top 250 English State Primary Schools  
Key Stage 2 SAT results 2013-2015  
The Greetland Academy: **51st**

[www.greetlandacademy.org.uk](http://www.greetlandacademy.org.uk)

**THE GREETLAND ACADEMY**  
**School Street, Greetland, Halifax, HX4 8JB**  
**Telephone: 01422 372893**  
**Website: [www.greetlandacademy.org.uk](http://www.greetlandacademy.org.uk)**



**PRINCIPAL - Leadership Pay Range: L18 – L24 £59,857 – £69,330**

(salary negotiable, more for an exceptional candidate)

**Full time and permanent - available from April 2018**

*'The Greetland Academy strives to always provide an inspirational, positive and welcoming environment  
where there is a sense of pride and fun  
and where everyone works together with confidence, enthusiasm and mutual respect'*

Governors are seeking a talented senior leader to join our thriving Multi-Academy Trust as Principal of The Greetland Academy. We are keen to hear from both experienced head teachers and those seeking their first principal role; you will need to demonstrate a proven track record in strategic leadership. The successful individual should possess the vision and drive to lead the academy to continue to achieve success and thrive further within the school-led system.

### **About the Academy**

The Greetland Academy is continuously recognised as a top-performing academy. It continues to play a pivotal role across the region in raising standards and providing specialist school improvement support as a National Support School with linking system leaders, including a National Leader of Education and Specialist Leaders of Education. The academy is passionate about providing high quality training for the next generation of teachers and is an accredited School Centred Initial Teacher Training provider (SCITT). We believe strongly in providing continuous professional development for all school staff we work with and those within our strategic partnership in order to support their career pathways. As such, we are the designated teaching school titled 'Teamworks Teaching School Alliance.' The Executive Principal is currently the Lancashire and West Yorkshire Teaching School Council Lead representative.

Research has been key to our continuing success; we have recently been designated as one of only 22 national Research Schools as the 'Oldham Research School.'

The Greetland Academy is central to the designation and continuing success of these school-led initiatives and the successful applicant will have a key role in supporting the work of these designations. This provides a unique opportunity to access the national and regional work, contacts and activities of the Multi-Academy Trust, Teaching School, SCITT and Research School. The ability to work alongside the Executive Principal of The Greetland Academy/CEO of the MAT and Head of the Teaching School and other key strategic partners will be key to the continuing success of these designations.

**The primary focus of this new position will be the leadership of The Greetland Academy within our Multi-Academy Trust. We have a dedicated and passionate team with high expectations of those who lead them. At The Greetland Academy we have built up a strong culture of self-improvement, we have developed and supported our own managers and leaders, many from students and NQTs. All stakeholders have high expectations and are themselves dedicated to support the achievements for all those children, parents, staff and school partnerships we serve. The Greetland Academy offers a team of passionate and skilled staff, ready for the next stage of their and your development as part of The Greetland Academy Trust.**

If you would like to learn more about our academy, linking designations and potential career opportunities, please download our application pack from [www.greetlandacademy.org.uk](http://www.greetlandacademy.org.uk) or alternatively from [www.educatehr.co.uk](http://www.educatehr.co.uk).

Please do visit our web pages and landing site for information on all our activities:

<https://www.greetlandacademy.org.uk/calderdale/primary/rghmat>.

The Greetland Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS checks are required for all relevant posts.

Please return your completed application form by email to Amanda Bennett: [a.bennett@greetlandacademy.org.uk](mailto:a.bennett@greetlandacademy.org.uk) or alternatively post it to the school: The Greetland Academy, School Street, Greetland, Halifax ,HX4 8JB, marking the envelope 'FAO Amanda Bennett'.

**Closing date for applications: Wednesday 17<sup>th</sup> January 2018 (12 noon)**

**Interviews/assessments: Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> January 2018**

## Welcome letter

Dear Applicant

Thank you for showing an interest in the role of Principal at The Greetland Academy. We are looking to recruit an experienced primary leader who will be able to make a significant contribution to strategic planning as well as working proactively to ensure that all Greetland pupils continue to receive an educational experience which is consistently outstanding.

You will be expected to model innovative approaches to school improvement, governance and leadership, and your input and enthusiasm will have a decisive impact on the quality of teaching and learning, which will be reflected in pupils' achievements in the classroom.

The Greetland Academy is a larger than average primary academy with specifically designed roles and responsibilities across our two sites. Early Years and Key Stage 1 (six classes) are situated at Saddleworth Road while Key Stage 2, sited almost one mile away on School Street, comprises eight classes covering Years 3 to 6.

We are very proud of our school (and indeed our whole community) and our dedicated and caring staff members are pleased to work as part of a great team.

This is a particularly exciting time to be joining our academy as we set out on our journey to expand our multi-academy trust, with West Vale Primary School due to be joining us from March 2018. In view of this we are reshaping our leadership team to incorporate these significant changes, to ensure a greater pool of resources across the MAT; not least in the areas of school improvement including further cross curriculum development with a continuing emphasis on professional development.

This is a great opportunity for a committed individual who has a clear strategy for raising pupil attainment and will bring a fresh vision, accompanied by expertise and initiative, to this critical role whilst continuing to build on our considerable achievements.

We hope that the applicant pack provided will give you all of the information that you require. Please pay particular attention to the person specification when completing the application form, thereby ensuring that you address each individual criterion appropriately.

Visits to the school are positively encouraged and you should contact Jayne Firth, Business Manager, on 01422 372893 to arrange this.

The closing date for applications is  
Wednesday 17th January 2018 (12 noon)

I look forward to receiving your application.

Yours faithfully

Amanda Bennett

CEO/Executive Principal  
Lancashire & West Yorkshire Teaching School Council Regional Lead  
National Leader of Education (NLE)  
Teamworks Teaching School Alliance  
Oldham Research School  
National Support School





## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing individuals who are unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children.

It is a criminal offence to offer to a barred individual (or indeed for a barred individual to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

All candidates are expected to understand their own responsibilities and duties in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all necessary checks.

## Academy Vision Statement

The Greetland Academy strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect.

We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach great heights.



## About us - and how we work with other schools

### The Greetland Academy's role as a National Support School with a National Leader of Education

As one of the first outstanding converter schools The Greetland Academy has been able to provide high impact support over recent years to many partners and partnerships.

We see the opportunity to provide school to school support as the chance to utilise our successful organisational practices, staffing structures, staffing expertise, ethos, leadership and management expertise and curriculum innovation to help others to make a significant impact on improving opportunities for pupils.

As a successful academy we have been able to build relationships, locally and nationally, enabling us to take a lead role in reviewing school improvement processes and procedures.





## Teamworks Teaching School Alliance

The Greetland Academy is a designated Teaching School and the strategic leader of our Teaching School Alliance 'Teamworks'. As a Teaching School we have an important role to play in the school-led system and in school improvement within our partnerships. We provide support and opportunities to our partner schools in the 'Big 3' areas of:

- co-ordinating and delivering high quality school-based ITT;
- providing high quality school-to-school support to spread excellent practice, particularly to schools that need it most;
- providing evidence-based professional and leadership development for teachers and leaders across our network.



## EEF Research School for Oldham

Teamworks' Teaching School Alliance at The Greetland Academy is one of only 22 organisations nationally to have won Education Endowment Foundation funding to boost the quality of teaching through the better use of research.

As a Research School we aim to lead the way in the use of evidence-based practice. Through sharing what we know about putting research into practice, and supporting schools in Oldham to make better use of evidence to inform their teaching and learning we really can make a difference in the classroom. We promote this through regular communication and events, and by providing training and professional development for senior leaders and teachers.

## Teamworks West Yorkshire SCITT

The Greetland Academy is the designated SCITT, an Initial Teacher Education partnership made up of primary schools and secondary schools.

Our schools are sited in Calderdale and Kirklees, Bradford and Leeds. These schools encompass the geographical, social and economic diversity of West Yorkshire, giving our alliance breadth and depth. Our partnership is passionate about and dedicated to supporting the next generation of teachers.





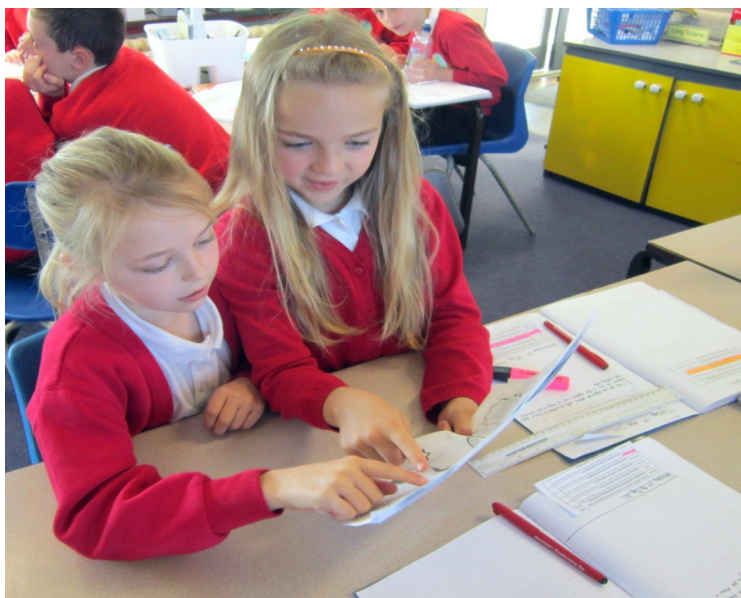
The Greetland Academy's position within the educational landscape means that we are a part of current educational research and curriculum development. As a result our pedagogy and curriculum offer is constantly evolving and responding to the needs of our children. This ensures that the children develop the knowledge, understanding and skills that will enable them to fulfil their potential.

For further information on our curriculum and its impact on our children please visit:

[www.greetlandacademy.org.uk](http://www.greetlandacademy.org.uk)



## The Greetland Academy Experience



For more information on our curriculum please see our current half-termly curriculum dashboards we share with our stakeholders:

<https://www.greetlandacademy.org.uk/calderdale/primary/greetland/site/pages/communication/curriculumdashboards>

# Job Description Principal

## **Prime Objectives of the Post**

The Principal is accountable to the executive principal/CEO of the Greetland Academy Trust for ensuring the educational success of The Greetland Academy within the overall framework of The Trust's strategic plan.

The post holder will lead, develop and support the strategic direction, vision, values and priorities of The Greetland Academy.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Leadership and management**

To have full responsibility for the day to day running of The Greetland Academy and to lead on the strategic direction and development of the academy within the ethos of the MAT.

To manage the agreed budget ensuring effective administration and control and ensuring value for money.

To manage the deployment and performance of staff, including setting of annual appraisal objectives for staff, in an efficient and effective manner.

To identify emerging talents by coaching current and aspiring leaders to ensure clear succession planning.

To ensure that the Executive Principal/CEO and governors are well informed about policies, plans and priorities, any future development needs, and progress towards meeting objectives and targets.

To develop, implement and monitor, in conjunction with the direction of the MAT Board, clear and consistent school improvement plans which are evidence based.

To support the strategic development and operational management of curriculum provision to reflect school, local and national priorities.

To organise and implement effective assessment, whole school data analysis and target setting at all key stages in liaison with curriculum subject leaders.

To secure effective, high quality education for all pupils and to facilitate continuous improvement of teaching and learning in the academy by monitoring and evaluating teachers' impact on the academy including the quality of pupils' achievements.

To share whole school responsibility for the safeguarding, wellbeing and discipline of all pupils by implementing agreed school policies.

To ensure that parents are well informed about the curriculum, targets, pupil progress and attainments.

To ensure that the environment for pupils is safe, calm and well-ordered to help them to develop exemplary behaviour in school and the wider society.

To establish systems and measures for managing performance and valuing excellent practice by supporting staff and addressing any underperformance.



# Principal (continued)

## Job Description

### Teaching and learning

To ensure that strategies designed to raise achievement are effectively embedded and sustained and support the aims of the academy.

To secure excellent teaching through an analytical understanding of how pupils learn and the core features of classroom practice and curriculum design.

To ensure creativity and innovation in the use of appropriate current and emerging technologies to achieve excellence throughout the academy.

To establish an educational culture of 'open classrooms' as a basis for sharing best practice between schools using relevant research and robust data analysis.

To maintain an up to date knowledge and understanding of the professional duties and responsibilities of teachers.

To ensure that teaching is planned and differentiated appropriately to build on existing pupil capabilities demonstrating knowledge and understanding of how pupils learn including having a clear understanding of their individual needs eg SEN, EAL, etc.

To ensure the design and implementation of strategies which secure high standards of behaviour and attendance taking into account reviewing classroom practice and promoting improvement initiatives.

To ensure the setting of appropriate targets for pupil progress and to ensure that marking and monitoring of class-work and homework provides constructive oral and written feedback.

### Self-improving system

To support the continued development of the academy by working with the Teaching School, Research School, SCITT and other schools and organisations to champion best practice and secure excellent achievements for all pupils.

To develop effective relationships with other professionals and colleagues in other public services to improve academic and social outcomes for pupils.

To use well evidenced research (supported by the Research School) to facilitate a self-regulating and self-improving academy by providing constructive challenge to current ways of working.

To ensure that all staff are able to carry out their respective roles to the highest standard, through high quality continuing professional development to maximise their contribution to improving the quality of education

To promote the modelling of entrepreneurial and innovative approaches to school improvement, leadership and governance.

### General

To support the academy's climate for learning and a culture of achievement and high expectation.

To develop effective working relationships with schools, partners, and other agencies to promote continuity of learning.

To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.

To efficiently manage the staffing, physical and financial resources providing reports to the CEO/Executive Principal and governing body as requested.

To fully participate in CPD and performance management activities.

The post holder will also be expected to undertake any professional duties of the CEO/Executive Principal as required.

<b>Person Specification</b>  <b>Principal</b>  <b>How to apply</b>  Please read the specification carefully.  You must ensure that you address the criteria outlined in the person specification when completing the application form, giving examples where appropriate.  <b>Legend to criteria:</b> E - Essential D - Desirable I - How identified  <b>Means of identification:</b> A - Application form I - Interview E - Exercise (assessment) R - Reference	<b>Qualifications and Training</b>	<b>E</b>	<b>D</b>	<b>I</b>
	Qualified teacher status	✓		A
	General evidence of related CPD educational activities (including teaching and learning) in the last 2 years	✓		A
	Good honours degree in a relevant discipline		✓	A
	NPQH		✓	A
	<b>Experience</b>	<b>E</b>	<b>D</b>	<b>I</b>
	Recent experience as a successful senior manager in the primary phase (at least 2 years)	✓		A/I/R
	Excellent primary practitioner able to demonstrate outstanding practice in supporting others to improve	✓		A/I/R
	Experience of developing a collaborative working relationship with staff, parents, governors, other schools and agencies	✓		A/I/R
	Ability to use effective/successful models of teaching and learning	✓		A/I/R
	Experience of managing and leading whole school projects and evaluating impact on pupil achievements	✓		A/I/R
	Experience of formulating aims, policies and plans (such as school development plan) and of monitoring, evaluating and reviewing the impact of these	✓		A/I/R
	Experience of monitoring standards and developing curriculum delivery with successful target setting and tracking which has raised standards of attainment	✓		A/I/R
	Experience of analysing/evaluating performance data in contributing to school improvement strategies	✓		A/I/R
	Experience of teaching in more than one school		✓	A/I/R
	Experience of drafting policies and procedures		✓	A/I/R
	Experience of parental involvement schemes which have supported and enhanced pupil and school development		✓	A/I/R
	<b>Knowledge and Skills</b>	<b>E</b>	<b>D</b>	<b>I</b>
	Up to date knowledge including national policies, pedagogy, safeguarding, Ofsted framework, research findings	✓		A/I/E
	Skilled in collaborative working and networking with a wide range of partnerships within and beyond the school/academy	✓		A/I/E
	Good oral and interpersonal communication skills	✓		A/I/E
	Knowledge of current and emerging priorities for the primary sector	✓		A/I/R
	Ability to manage and prioritise workload and, where appropriate, delegate to others	✓		A/I/R
	Ability to develop and maintain appropriate relationships and establish effective partnerships with pupils, parents/carers, colleagues and governors	✓		A/I/R
	Awareness and commitment to safeguarding and promoting the welfare of children including the expectation that all staff will share this approach	✓		A/I/R
	Ability to use data and a range of sources of evidence to make judgements and identify next steps (eg ASP, lesson observations, work samples)	✓		A/I/R
	Ability to effectively lead and manage staff including undertaking staff appraisals		✓	A/I/R
	Knowledge of school self-evaluation and planning		✓	A/I/R
	<b>Initiative</b>	<b>E</b>	<b>D</b>	<b>I</b>
	Ability to self-motivate with excellent organisational skills and facility to prioritise workload effectively	✓		A/I/R
	Ability to demonstrate readiness to accept and implement change with an openness and willingness to learn	✓		A/I/R
	Ability to work flexibly within a team and lead by example	✓		A/I/R



## How to apply:

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11. It should address the precise selection criteria detailed in the person specification **and should reinforce this by giving examples to support your candidacy.**

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email to Amanda Bennett, CEO/Executive Principal: [a.bennett@greetlandacademy.org.uk](mailto:a.bennett@greetlandacademy.org.uk)

If you have any queries about the application process please contact Jayne Firth on 01422 372893.



## Application / Interview Timeline:

Completed applications should be returned no later than:  
**Wednesday 17th January 2018 (12 noon)**

Interviews/assessments to be held on:  
**Thursday 25<sup>th</sup> & Friday 26<sup>th</sup> January 2018**

