



PRINCIPAL
Manchester Academy
United Learning



Manchester Academy
The best in everyone™
Part of United Learning

manchester-academy.org



WELCOME

Thank you very much for your interest in becoming Principal of Manchester Academy. United Learning is a Group which is deeply committed to the progress and success of all children and young people. We believe in serving local communities through creating excellent schools which provide outstanding education and serve all the children of the area.

Manchester Academy has a track record of school improvement in a challenging urban context, with students, and especially those that are disadvantaged, often making good progress. However, many challenges remain to ensure that the school is securely good, including increasing the proportion of good and outstanding teaching, ensuring all students do as well as they can, and improving students' behaviour,

We are looking for an inspirational leader who can win the trust of students, colleagues and the community and work at pace. You will have demonstrable success in leading a school through a significant improvement journey and will believe that extraordinary success is possible, drawing staff together to implement that vision. You will bring commitment, resilience and great skill at working effectively with others, ensuring the school provides children with an inspirational learning environment and the very best opportunities right through their education. We will support you both personally and professionally, bringing the strength of a national group to supporting your development and that of your staff and school.

Manchester Academy was judged to be requiring improvement in 2016, with a recent monitoring visit acknowledging the progress that leaders are making to ensure it becomes securely good as a matter of urgency. Pivotal to this is the role the school plays in its community and the close collaboration with the other schools in the local cluster. Located in the heart of the city, the school benefits from the advantages of a thriving and cosmopolitan city with excellent transport links, as well as its proximity to the Lake District, the Peak District and Snowdonia.

United Learning is fully committed to the progress, success and safeguarding of all children and young people. We believe in serving local communities through creating excellent schools that provide outstanding education and support all the children of the area. Our Principals are central not only to the leadership of their school but also to the collective leadership of the Group. As a Group, we aim to offer more by working together than any single school could on its own: we aim to support and develop leaders, provide excellent professional development for all staff and offer broader experiences for children and young people.

The role would be suitable for either an experienced Principal who wants a unique new challenge, or a Deputy Head with the drive and passion to take on a new experience. This will be a demanding but deeply rewarding headship for a skilled and ambitious school leader.

With best wishes,

Jon Coles
Chief Executive



THE SCHOOL

Manchester Academy has over 1000 students aged 11-16 with 150 staff. There are almost twice as many boys as girls on the student roll. Over 90% of students are from minority ethnic backgrounds, with the two largest groups being of African and Somali heritage at around 20% each. A high proportion, 54%, speak English as an additional language. The percentage of students known to be eligible for free school meals is high at 69%. The proportion of disabled students and those with special educational needs is 20%.

The Academy is a thriving and dynamic school where students acknowledge and value the vast range of opportunities that are provided for them. Respect, Diversity and Tolerance are key values that underpin all aspects of the life of the school.

Since opening in September 2003, Manchester Academy has established itself as a school which transforms the life chances of some of the most disadvantaged young people. It fulfils a major role in regeneration of the area and in contributing to community development. The school has close and highly effective partnerships with renowned universities, sports clubs such as Manchester United Football Club and Manchester City Football Club, local and nationwide businesses as well as the close network of schools in United Learning, especially within the local cluster.

The aim of the school is to be a place for outstanding learning with a clear social and moral dimension. Whilst the Christian faith is the starting point and the central focus for the ethos of the school, the beliefs and the practices of other faiths are valued and respected. We have a large Muslim population and have a prayer room and ritual washing room. The school welcomes those of all faiths and none. The ethos of the school is to support each student to:

- Become a balanced, articulate person with the intellectual freedom to be creative;
- Have the confidence to initiate;
- Have the resilience to cope with adversity;
- Have the compassion to serve others;
- Be motivated to have a lifelong love of learning.

We fully recommend that you take the opportunity to make an informal visit prior to making your application to see the school for yourself.

WORKING IN CLUSTERS

Although United Learning is a national group of schools, we recognise the powerful impact formal collaboration and partnership has on driving school improvement and back office efficiencies. Our approach to clustering means our schools form local clusters, sufficiently close to one another to allow the sharing of resources and expertise. Typically led by an Executive Principal, schools in our Group are finding out first-hand how powerful and transformative this collaboration and partnership can be; be it benefitting from joint CPD, sharing subject directors where recruitment is difficult, or securing economies of scale through collective procurement. Manchester Academy is part of our South Manchester cluster, along with William Hulme's Grammar School (also in the city) and Stockport Academy. Both are 'Good' schools where pupils make good progress and achieve well. The Principals of the three schools work closely together, under the leadership of the Executive Principal, to ensure all the schools in the cluster have the support they need – both from within the cluster and from the wider Group – to move further forward in their improvement journeys.



MANCHESTER – A WONDERFUL PLACE TO LIVE AND WORK

Manchester offers a fantastic combination of work and play. With a population of 2.55 million, excellent shopping and sports and great business links, this is one of the most impressive areas to work and live in the country. It offers the best of city life (nowadays being regarded as the UK's second city by many), has the UK's biggest commercial airport outside of the South East and is only 2 hours by train from London. Yet on the doorstep, and very easily accessible, are some of the most beautiful countryside areas in the UK, including the Peak District, the Yorkshire Dales, the Lake District, and Snowdonia.

Manchester is a truly contemporary metropolis with beautiful historic buildings standing side-by-side with modern landmark buildings. The City continues to have one of the most ambitious urban regeneration projects to be undertaken in Britain. Since holding the Commonwealth Games, Manchester has taken pride in all it has to offer with the City being likened to capitals like Madrid and Paris.

Manchester's shopping is superb with everything you would expect of London and more. Eating out offers a huge range of opportunities whether it is the pavement cafés for laid back city lunches or gourmet meals cooked by celebrity chefs like Jamie Oliver,

Michael Caine and Simon Rogan. Manchester can cater for all tastes. The City is also proud to be home to the largest Chinatown in Britain.

Those in search of culture can take advantage of many art museums like The Whitworth Art Gallery (just on the doorstep of Manchester Academy), or visit the Royal Exchange Theatre to take in a show. Sports lovers can enjoy the top-level teams right on their doorstep. For the football fans, there is Manchester City or United (as well as Bolton Wanderers, Bury, Oldham Athletic, Rochdale, Stockport County and Wigan Athletic not too far away). Rugby fans can follow Sale Sharks or Salford Reds, and cricket fans have Lancashire County Cricket Club.

The following links will provide further information on this great city:

<http://www.manchester.gov.uk>

<http://www.manchester.com>

<http://www.visitmanchester.com>

The following site will give an indication of the range of accommodation and prices in the area:

<http://www.rightmove.co.uk>



JOB DESCRIPTION

The Principal will lead and inspire excellence throughout the whole academy. They will work alongside staff to ensure success for all students at every stage of their education and provide them with the skills and confidence in their future life and work.

As a senior leader within United Learning, the Principal, together with the Executive Principal and Local Governing Body (LGB), will be responsible for establishing and implementing the vision and direction for all students throughout the school. In leading the school, the Principal will ensure that United Learning's ethos and values are deeply embedded and visible, securing 'the best in everyone' for both staff and students.

Broadly, the responsibilities of the role are as detailed below:

EDUCATIONAL LEADERSHIP AND MANAGEMENT

- Ensuring excellent academic outcomes in all key stages;
- Developing outstanding teaching and learning for all students;
- Embedding an aspirational and innovative culture of learning;
- Implementing a rigorous system of monitoring to evaluate the work of the school;
- Securing and maintaining high standards across the whole school;
- Embedding a fulfilling and enriching curriculum for all children;
- Setting and achieving aspirational targets for all students that ensure rapid progress to become an excellent school;
- Knowledge of secondary educational practice;
- Ensuring the welfare and safeguarding of all students from all groups.

STRATEGIC LEADERSHIP AND MANAGEMENT

- Defining and delivering the vision and objectives of the school and the School Strategic Plan as agreed with the Executive Principal, LGB and the Regional Director;
- Leading the school in partnership with the Executive Principal, LGB and United Learning senior leaders;
- Developing and implementing a robust strategic plan that ensures the school builds on its Requires Improvement Ofsted judgement and continues its journey to becoming a securely good school;
- Working collaboratively with the Principals at the other schools in the cluster to develop a strategic approach to delivering efficiencies and learning from one another;
- Developing and maintaining the values of United Learning within the school;
- Contributing professionally to the broader United Learning agenda.

PEOPLE LEADERSHIP AND MANAGEMENT

- Leading on all staffing issues, including the appointment and development of staff;
- Ensuring a culture of working together to achieve high standards throughout the school;
- Promoting staff well-being within the Framework for Excellence;
- Managing performance and ensuring that staff receive appropriate support in order to achieve excellence;
- Leading reflective practice and inspirational professional development that enables all members of staff to flourish;
- Promoting equality and fairness for all staff;
- Taking responsibility for one's own professional development as the Principal.

FINANCIAL AND BUSINESS MANAGEMENT

- Working closely with the Business Manager to ensure budgets are set and managed within guidelines agreed with the Executive Principal, LGB and the Group through the Regional Director and Chief Financial Officer;
- Monitoring actual spending against budget;

- Monitoring and evaluating the impact of funding to support the progress and achievement of priority groups including those with special educational needs and/or disabilities, or those eligible for pupil premium funding;
- Implementing key Group-wide policies and strategies (e.g. in relation to Compliance, Finance, HR and Technology);
- Ensuring that efficient administrative systems are implemented and managed;
- Managing and utilising the site and facilities to their full value to the academy, the Group and the community;
- Ensuring that health and safety and safeguarding policies are fully implemented and managed.

LINKS WITH COMMUNITY AND BUSINESS

- Developing strong and effective partnerships with parents;
- Developing a thriving sense of school community to include present and past students and parents;
- Creating proactive, entrepreneurial and effective links with the wider community
- Making a strategic contribution to the development of the Group;
- Developing strong and effective partnerships with local primary schools, colleges and universities;

REPORTING

The Principal of Manchester Academy reports to the Executive Principal, who is responsible to the Regional Director - North of United Learning and upwards to the overarching Charity Board through the Director of Secondary Academies and the Chief Executive.

The LGB, and its Chair in particular, will also work closely with the Principal in relation to its responsibilities to act as a 'critical friend' to the school. This relationship with the Chair and LGB will be key to driving the school forward and further developing local partnerships.

The Principal will keep the Executive Principal and Regional Director fully informed on the progress of the school and will participate in Review and Support visits, Termly meetings and will submit reports for consideration as appropriate. The Principal will participate in an annual performance review as part of the agreed appraisal process.

EDUCATION AND TRAINING

PERSON SPECIFICATION

EDUCATION AND TRAINING

- Educational and professional qualifications appropriate for the role of Principal of the school. Such qualifications would normally include a degree from a recognised university, professional qualifications (for example PGCE) and ideally a further postgraduate qualification;
- Evidence of professional development across career to date.

EXPERIENCE

- Demonstrable success in a leadership role in a comparable organisation and through significant periods of development;
- A proven track record of securing excellence in an educational establishment;
- A proven track record in rapidly raising students' achievements;
- Evidence of the ability to develop excellent relationships with staff, members of the local community, parents and students aged 11-16 years of age, as well as sixth form transition;
- Experience in leading and developing colleagues and effective teams.

KNOWLEDGE, SKILLS AND QUALITIES

- An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development;
- The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated;
- An understanding of the importance of research in developing approaches to learning and curriculum design and the ability to put this into practice;

- An understanding of the requirement and expectations across KS3 and KS4.
- A thorough understanding of school markets, the analysis required to develop those and the skills to implement successful marketing strategies.

PERSONAL QUALITIES

- A clear understanding of and commitment to the development of the United Learning values, ethos and the Framework for Excellence;
- Belief in equality of opportunities for all students and staff regardless culture, gender, ethnicity, sexual orientation or religious identity;
- Clarity of vision with the ability to communicate it in a compelling and engaging way;
- An adaptable leadership style which encourages leadership from others and celebrates success;
- Determination and resilience;
- Sensitivity and wisdom in managing relationships with pupils, parents and staff;
- High level interpersonal and communication skills with the capacity to influence at all levels;
- High expectations of student achievement, conduct and behaviour;
- A commitment to collaborative working, both within the school and across the Group;
- Openness, sense of humour, energy and enthusiasm.



ABOUT UNITED LEARNING

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – students, staff, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors. We currently educate over 40,000 students and employ over 7,000 members of staff including over 4,000 teachers.

As a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

As part of United Learning, Manchester Academy will share the objective of bringing out 'the best in everyone', enabling each student to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.



OUR ETHOS

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone'.

This ethos underpins our core values:

AMBITION – to achieve the best for ourselves and others;

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause;

CREATIVITY – to imagine possibilities and make them real;

RESPECT – of ourselves and others in all that we do;

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests;

DETERMINATION – to overcome obstacles and achieve success.

As a single organisation, we seek to bring together the best of independent and state sectors, respecting both traditions and learning from each. We believe that each of our schools is and should be distinctive – committed to developing its own strengths and identity while sharing our core values to promote service, compassion and generosity.

CONTINUING PROFESSIONAL DEVELOPMENT

We believe that successful organisations make a priority of developing their staff; all the more so in education, where the people of the organisation are its most important asset. While the development of all staff is important, we make support and professional development of Heads and senior leaders a particular priority, given the impact that leaders have on the life of staff and students alike.

We work on the basis that each of us, however effective, can always improve. The new Principal of Manchester Academy will set personal development objectives with the Executive Principal each year, and would be supported to achieve them. The Principal would also be asked to take a role in supporting the leadership of the whole organisation, working with other Heads in the Group, and sharing ideas and practice with one another. He or she will have the benefit of accessing a range of networks, including the Group Education Forum which brings together Heads from across the

Group six times a year. United Learning has also commissioned training programmes from major universities. We provide 360-degree feedback as part of professional development.

We believe that schools are at their best when they are autonomous and able to develop a distinctive ethos, reflecting the needs of their students and the context within which they work. The Group can get behind the work of Heads and leaders in schools through creating strong networks, providing outstanding educational support and professional development, and by taking the strain of professional functional support. We aim to ensure that the technology, finance, HR and data support is provided more effectively and efficiently than would otherwise be possible, so that Headteachers can focus on educational leadership.

The newly appointed Principal at Manchester Academy will also benefit from a comprehensive induction programme.

OUR FRAMEWORK FOR EXCELLENCE

To achieve our mission, our schools prioritise five key principles:

‘THE BEST FROM EVERYONE’

Our aim is to bring out ‘the best in everyone’. So we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child’s potential? So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

‘POWERFUL KNOWLEDGE’

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

‘EDUCATION WITH CHARACTER’

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

‘LEADERSHIP IN EVERY ROLE’

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

‘CONTINUOUS IMPROVEMENT’

However good we are, we can be better. We constantly look for improvements, and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence, and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.



HOW TO APPLY

For your application to be considered, we will need you to:

1

REGISTER YOUR PROFILE

(including referees – one of whom must be your current or most recent employer – education and employment history) using our online portal via:

<https://unitedlearning.current-vacancies.com/jobs/Advert/1164264?cid=1567>

2

COMPLETE AN ONLINE COVERING LETTER

(you will be prompted to do so after completing your profile), which explains your motivation for applying and outlines your suitability for the role including how you satisfy the requirements of the Person Specification. Please confirm in your letter that you are available for the interview date (see below) around which there is no flexibility.

This supporting statement should be no longer than 8,000 characters.

3

PLEASE PROVIDE US WITH 2 REFEREES WHEN PROMPTED TO DO SO

In line with our practice on safer recruitment, we will take up references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form.

The deadline for receipt of applications is midnight on **Sunday, 8th April 2018.**



THE SELECTION PROCESS

We will treat all enquiries, formal and informal, in confidence. The selection process will be as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Lizzie Bingham on lizzie.bingham@unitedlearning.org.uk. Shortlisting will occur week commencing 9th April 2018.
- The selection process will be: Day 1 – 18th April: assessment activities within the academy. A further shortlisting activity will take place ahead of Day 2 – 19th April: formal interview for candidates shortlisted from Day 1.
- Candidates will be offered full feedback on their application and/or interview.

FURTHER INFORMATION

To have an informal discussion with the Executive Principal, Frank McCarron please contact Janet Corcoran at janet.corcoran@manchester-academy.org / 0161 232 4120 to agree a mutually convenient time.

To arrange an informal visit to the school please contact Janet Corcoran (details above) in the first instance.

A photograph of two women, likely staff or students of Manchester Academy, standing in front of a wall covered in colorful children's artwork. The woman on the left is wearing a dark blue blazer and a red top, holding a white mask decorated with red and green ribbons. The woman on the right is wearing a black hijab and a dark blue blazer with a Manchester Academy logo, holding a silver mask decorated with red and green feathers and ribbons. A dark blue circular graphic with a white skull design is overlaid on the left side of the image.

TERMS AND CONDITIONS OF EMPLOYMENT

United Learning's normal terms of conditions of employment for the position of Principal. The final detailed terms and conditions are subject to agreement between United Learning and the successful candidate and will be reflected in the formal employment contract.

EMPLOYER

United Learning Trust

POSITION

Principal, Manchester Academy

REPORTING LINE

Executive Principal, South Manchester Cluster

LOCATION

Manchester Academy or such other nearby place operated by the school or to which the school may relocate.

START DATE

September 2018.

STARTING SALARY

The salary will be commensurate with the significance and importance of the post and the experience of the successful candidate.

ILL HEALTH

United Learning's sick leave and pay policy will apply. The policy allows for a three years' sliding qualification period, at the end of which you will be entitled to full pay for 100 working days and half pay for 100 working days.

HOLIDAYS

You are entitled to take holidays during the normal school holidays except where your presence is required for proper execution of your duties as Principal. United Learning would expect you would not have less than six weeks of the year without any work involvement.

TEACHERS' PENSION SCHEME

The Principal is eligible to be a member of the TPS.

HEALTH INSURANCE

The Principal is eligible to be a member of United Learning's medical insurance scheme, currently with BUPA. It is also possible for other family members to be included within the policy but, when this happens, there is a charge.

RELOCATION

Assistance with relocation is negotiable and may be available up to a maximum of £8,000 on the basis of receipts relating to actual relevant expenditure.

SAFEGUARDING

United Learning is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for all successful applicants.



Where teaching is better shared

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