



Drapers' Pyrgo
Priory School



Application Pack
Principal



Queen Mary
University of London



Welcome from the Chair of Governors

The Governors of Drapers' Pyrgo Priory Primary School are looking to appoint a new Principal to take on the leadership of our school on the retirement of our current Head Teacher. The School was recognised by the Regional Schools Commissioner in 2017 for outcomes well above national standard for disadvantaged pupils and the good practice in the school will be evidenced and shared with other schools. The high standards in the school can be attributed to a well led SLT who work with the wider school team to achieve impressive results with a collaborative approach. The School has a distinctive ethos and character and sits at the heart of the local community.

The School has good facilities and excellent outdoor space. With support from The Drapers' Company there have been several improvements recently. In addition to the facilities and equipment to help make learning fun, there is a focus on sporting activities and the arts, which help to develop the whole child, academically, socially and emotionally. We hope you will find this opportunity of interest and look forward to welcoming you to the School, discussing our vision for the future and for you to meet our pupils and the School community.

Patrick Beddows
Chair of Governors



About Us

Drapers' Pyrgo Priory School is at the heart of the Harold Hill community. We aim to offer all our pupils an excellent education and create opportunities that they have previously not had available. We want everyone involved with Drapers' Pyrgo to feel that they are a part of something inspirational; to be proud of the achievements of individual pupils and of our collective success. Our aim is to be recognised as a centre of excellence where learning is fun and the highest of standards are achieved.

We intend to achieve this by:

- Providing a stimulating, safe and purposeful environment within which each pupil is valued and motivated to strive for excellence in both academic achievement and personal development.
- Providing a diverse and balanced curriculum with a quality of teaching that fosters an enjoyment of learning and develops skills for life.
- Delivering a personalised approach to learning to promote enjoyment and achievement.
- Including and developing all pupils and providing equal opportunities for all.
- Developing successful leadership at all levels and from all parts of the school community.
- Working in close partnership with parents, governors and the wider community.
- All pupils are expected to work hard, to support each other, to behave politely and co-operatively, to wear full school uniform, and to maintain good records of attendance and punctuality. In so doing, the foundations for a successful education will be laid. Our expectations are based upon mutual respect through identifying key rights and accompanying responsibilities.



Job Profile

Job Title:	Principal
Grade:	Leadership Spine points L14 – L27
Accountable To:	The Chair of the Governing Body
Staff Managed:	All School Staff
Line Managed By:	Interim CEO

Job Purpose and Content

The Principal is the leader and manager of a school staff that together are responsible for the education and welfare of the pupils in the school. The Principal is at all times responsible for the leadership, internal organisation, management and control of the school and is expected to make sure that there is an agreed and understood system of management and supervision within which all staff work.



Principal - Duties and Responsibilities

The professional responsibilities and duties of a Principal are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the governing body of the school and the MAT Board:



- 1 Act as the governing body's and the MAT'S adviser on primary education, developing and deploying relevant knowledge, skills and expertise to support them with decision making, strategic planning and monitoring performance.
- 2 Take a leading role in developing and communicating the aims, objectives and long term vision of the school.
- 3 Make sure that the vision of the school is reflected in strategic and development planning, and in a performance management structure, which is supported by coherent and consistent procedures and protocols.
- 4 Take the lead role in school improvement, developing and agreeing priorities for improvement and monitoring, evaluating and reporting progress.
- 5 Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children.
- 6 Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility.
- 7 Responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school.
- 8 Responsible for developing and maintaining an efficient and effective system of management and organisation for all school resources, which includes finance, personnel, information, buildings and premises and plant and equipment.
- 9 Leadership of a school senior management team responsible within a system of delegated authority for the operational management and supervision of the school.
- 10 Responsible for developing and maintaining a curriculum that meets statutory obligations and expresses the agreed vision and objectives of the governors
- 11 Lead responsibility for developing, maintaining and monitoring the quality of provision and teaching and learning in the school.

- 12** Direct line management responsibility for staff, within an agreed line management system and structure, including their performance management and continuing professional development.
- 13** Lead responsibility for health and safety, staff and pupil well being and safeguarding and for contingency and emergency planning.
- 14** Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities.
- 15** Responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning.
- 16** Where the Principal has teaching responsibility: teaching pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework.
- 17** Covering classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s).
- 18** Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development.
- 19** Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the MAT pro-actively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- 20** Work pro-actively with the other Principals in the MAT and the interim CEO to encourage and support the achievement of excellent educational outcomes across the MAT schools through the Academic Task Force.



Person Specification

Qualifications and Experience *E=Essential D=Desirable*

Qualified Teacher Status	E	<i>Evidence of qualification</i>
Successful teaching experience, including in a previous senior management post for at least three years	E	<i>Application</i>
NPQH or equivalent	D	<i>Application</i>
Evidence of continuing professional development	E	<i>Application</i>

Knowledge and Understanding

Current educational issues, including national policies, priorities and legislation	E	<i>Application and interview</i>
Have a strategic vision for the school's future	E	
How to lead curriculum development and manage innovation and change	E	<i>Application and interview</i>
Know how to use information and data to set targets to further raise attainment and achievement	E	<i>Interview and assessment</i>
Quality assurance systems including staff reviews, school self-evaluation and performance management	E	<i>Application and interview</i>
How ICT can be used effectively to administer the school and motivate children to learn	E	<i>Application and interview</i>
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	E	<i>Application and interview</i>
How to manage health and safety and promote and safeguard pupil welfare and well being	E	<i>Application and interview</i>
How to manage an OFSTED inspection in a school	D	<i>Application and interview</i>

Skills and Abilities

How to work effectively as a Principal in the Drapers' MAT	E	<i>Application and interview</i>
The ability to lead and manage the school effectively and efficiently and work with Governors and other professionals	E	<i>Interview</i>
Demonstrable communication skills, oral, written and presentational	E	<i>Application, assessment and interview</i>
The interpersonal skills to manage and maintain complex relationships with many stakeholders	E	<i>Interview</i>
The ability to manage financial resources	E	<i>Application, interview and assessment</i>
The ability to lead and manage staff	E	<i>Application and interview</i>
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	E	<i>Application and interview</i>
The ability to monitor and develop quality teaching and learning	E	<i>Application and interview</i>

Application Process

Post Start Date

September 2018

Candidates are encouraged to visit the school. However, it is understood that this may not be possible. If required, a telephone conversation can be arranged with the Principal instead.

Visit Dates

24th January 2018 • 9.00am - 11.00am

25th January 2018 • 1.00pm - 3.00pm

*To book a visit, please contact Nicholas Giles –
ngiles@drapers-schools.com*

Closing Date for Applications

29th January 2018

Candidates Notified By

2nd February 2018

Interview Dates

19th February 2018

20th February 2018

Candidates will be short-listed at the end of Day 1 and notified if they have progressed to Day 2



If you would like to apply for this post please do so online at **www.drapers-schools.com**

Your formal letter of application (supporting statement) should be no longer than two sides of A4. If you have any questions please contact Nicholas Giles by email ngiles@drapers-schools.com or telephone 01708 371331. References may be contacted as part of the initial shortlisting process.

Applicants are requested to read the information carefully, especially the job description and person specification (found within this document). Please ensure your application satisfies the criteria in the person specification and you display evidence of this in your formal letter of application.

- You must complete the reference section with TWO referees. Please note that:
- The first referee must be your present or most recent Headteacher or equivalent person.

If you are not currently working with children, please provide a referee from your most recent employment involving children.

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Drapers' Multi-Academy Trust and Our Sponsors

Founded in 2014, Drapers' Multi-Academy Trust aims to be at the heart of the local community it serves. We aim to deliver to local families an excellent education and create new opportunities for our pupils.

As a Multi-Academy Trust we strive for our schools to be among the most successful all-ability schools in their area. We will achieve this through traditional values and laying the foundations for an outstanding education.

Our sponsors are highly experienced and passionate about education.



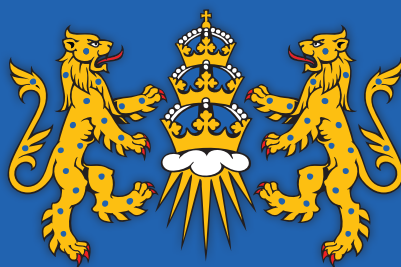
The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across the country. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.



Queen Mary University of London is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.







Drapers' Pyrgo
Priory School

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www.draperspyrgo.com

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Chairman of Governors
Mr Patrick Beddows