

# Open Academy



## Principal Candidate Brochure



Diocese of Norwich  
Education and  
Academies Trust

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## Welcome Message

Dear applicant,

Thank you for showing an interest in joining us at The Open Academy as our next Principal. Our current Principal, Jon Platten, is retiring after seven great years here. He has taken the Open Academy through a series of significant changes to a trend of steady improvement. We expect to be inspected this year and anticipate that, despite disappointing Y11 results in 2017, that the Academy will be graded as 'good' yet again.

Open Academy is in a strong position; the GCSE results have risen over the last seven years by 18% and we expect the 2017-2018 results to be strong once again. Exclusions have fallen by 60% and the Ofsted grading went from 'Notice to Improve' to 'Good' with many excellent aspects noted. We have strong teachers and leaders at all levels in the Academy. Most significantly we have maintained a rich, broad and balanced curriculum that includes a strong focus on careers, a hugely impressive range of extra curricular experiences and growth in our numbers from around 480 students in 2010 to 620 now with a small but important 6<sup>th</sup> Form that provides well for our students. The Academy has a balanced, well-managed budget but with little reserves.

At a time when external pressures make some in education narrow the opportunities for young people, we have been resolute in ensuring that Open's students have as broad a set of experiences as possible. We are delighted that our students are actively encouraged to take on responsibility for the way the school operates, helping them to grow in confidence. This has resulted in dozens of students going on to Higher Education when previously they would not have had the confidence to try to get to university. As part of our commitment to the whole community, the Open hosts a Specialist Resource Base which provides specialised teaching for ten students with autistic spectrum disorder, and is funded directly by Norfolk County Council.

Open Academy is currently the only High School in the Diocese of Norwich Education and Academies Trust. It is not technically a Church of England School but the strong ethos of the Academy is based on Christian values, broadly applied for the good of all. Open Academy has a full-time chaplain, funded through dedicated provision, who offers outstanding pastoral support to staff and students alike. The new Principal will be expected to promote this distinctive character and ethos.

Open Academy's intake comes from across the whole of North Norwich, but most students are from the local area and we see ourselves as strongly committed to that community. The academy has been oversubscribed in recent years despite a falling demographic, and this reflects the positive impact it has had on the Heartsease Estate where youth crime has diminished in the local area. Sustaining the improved behaviour remains an important challenge, therefore the new Principal will have to have strong behaviour improvement strategies at his or her fingertips.

Open Academy has developed strong international links, and for the last few years has received the International School Award from the British Council. Sport plays an important role in the academy including close links with Wroxham FC and with Norwich City FC Community Sports Foundation. The academy is well known for the range of experiences it provides in and outside the normal school day. Many students participate in the Duke of Edinburgh Award Scheme and The Pauline Quirke Academy of Performing Arts is hosted at the academy.



The Trust and the Local Governing Body want the Principal to have a good understanding of governance in a mixed, modern education landscape and know how to make best use of the skills available through the Boards. However, as the only High School in the Trust, Open Academy needs to maintain and use wider collaborations with High Schools in other Trusts and localities. We expect the Principal to lean strongly to collaborative working as a way of improving what we do.

The closing date for applications is 12 noon, on 31<sup>st</sup> January 2018. Shortlisting will be on Thursday 8<sup>th</sup> February 2018. Interviews will be held in Norwich on Monday the 26<sup>th</sup> and Tuesday 27<sup>th</sup> February. Full details will be sent to the shortlisted candidates.

Your letter of application should be in size 12 font and any content beyond 3 sides of A4 will be discarded. In your letter you should address those aspects of the person specification not obvious in the rest of the application. You should make sure you tell us in what ways your experience and expertise make you the candidate to take Open Academy to its next stage of success. We will want you to be clear about how you create high expectations, drive standards up while also making sure our students access a broadly based and balanced set of experiences. We want to know in what ways your commitment to Christian values helps drive your expectations for students and how you will provide personal leadership in ensuring that the Christian values of the academy are lived through your actions and those of the staff and students.

This is a great job for an enthusiastic, energetic leader. You will find students who respond well to people with a genuine interest in them and their needs and you will find a brilliant staff to work with. Above all you will be well supported by the Trust and Governors; we expect great things from you but we also want you to have a great time.

FRED CORBETT

Chair of Governors



## Key Facts & Statistics

Type of School:	ACADEMY
Age range:	11 TO 18
Location:	North east Norwich in Norfolk
Denomination:	Non Denominational but a commitment to a Christian ethos
Co-educational or single Sex:	Co-educational
Specialism:	Science and the environment
Number on roll:	620
Date school established:	2008
School awards:	International school award; Career Mark; Arts Award; Eco-Schools; Healthy Schools; Norwich Eco Schools Award
Number of teaching staff:	46 teachers out of 105 staff overall
% of Newly Qualified Teachers:	4%
SEN % in the school:	23% with 1.5% EHC
% English as an additional language:	9%

## Our Core Values

**ASPIRATION** - There are no barriers to your ambition

**LEADERSHIP** - Live your own life

**TEAMWORK** - Together we achieve more

**HUMILITY** - Put others first

**COURAGE** - Handle your fear

**HARDWORK** - We need to make the most of our talents

**RESPECT** - Treat others the way you would like to be treated yourself

**SERVICE** - It is better to give than to receive

**INTEGRITY** - Be true to yourself

**FOREGIVENESS** - Forgiveness is a friendship preserver

**THANKFULLNESS** - Appreciate others; appreciate what you have

## About the School

- We are a small but growing school – we are small enough to have a family feel but have seen continuous growth in numbers over the past few years
- We are, according to Ofsted, a “good school” where “students learn in a caring, supportive environment where all are encouraged and helped to achieve their best.”
- We enjoy the benefits of a state of the art building
- We promote responsibility in our students with over a third having a leadership role
- We promote international links and are in contact with students, teachers and administrators from countries as diverse as China, Algeria and Austria. We have partnerships with schools in Toulouse and the Netherlands
- We provide an extensive range of extra-curricular trips and visits
- Our Christian ethos means that we actively promote values such as courage, respect and perseverance. Our specialism in science and the environment prepares students for a world where sustainability will be increasingly important
- We offer careers guidance, work experience and a residential experience to every student
- We work closely with a number of partners and with the community to provide the very best opportunities for our students



## Job Description

**Salary:** L28-L31 (potential for enhancement for exceptional candidate)

**Closing Date for Applications:** Midday on 31<sup>st</sup> January 2018

**Shortlisting:** 8<sup>th</sup> February 2018

**Interview:** 26<sup>th</sup> & 27<sup>th</sup> February 2018

**Job start:** September 2018

**Contract Type:** Full Time

**Contract term:** Permanent

The Principal is accountable to the Local Governing Body and Trust Board for the professional leadership, strategic direction and operational management of the Academy in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Governing Body. The Principal is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary. The Governing Body of the Academy is committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people.

The Principal will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations and the National Standards for Headteachers. The appointment is subject to the provisions of the DNEAT pay policy.

### Key Responsibilities;

#### **A - LEADERSHIP AND MANAGEMENT OF STUDENT ACHIEVEMENT, PROGRESS AND SAFETY**

- Ensure that student safety is at the centre of all of the Academy's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well being of students.

#### **B - LEADING AND MANAGING STAFF**

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement through an effective performance management system for all staff.
- Build effective leadership teams ensuring that the SLT is effectively focused on the needs of the Academy.

- Ensure that all staff are engaged with the Academy's key priorities and the development of the aims and objectives, of the SIP, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
- Facilitate the opportunity for academy staff to be engaged in Trust-wide CPD and opportunities.

#### **C – PROMOTING THE CHRISTIAN ETHOS OF THE ACADEMY**

- Act at all times as an ambassador for the Academy in a manner which upholds its values and ethos.
- Further develop the role of the Chaplain in the Academy and provide line management to that post.
- Actively embody the Academy's Christian Ethos in all the work carried out in and for Open Academy.

#### **D - LEADERSHIP AND MANAGEMENT OF CURRICULUM**

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students/pupils of all backgrounds and abilities.
- Develop and champion the impact of the Academy's specialisms on student opportunity and outcomes.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well being of all students.
- Ensure that the curriculum enables students/pupils to progress to sustained employment, education or training on exit from the school.

#### **E - MANAGING RESOURCES**

- Promote creativity, innovation and the use of appropriate technologies to achieve excellence.
- Make the best use of the resources available, including finance in consultation with the governors and Trust.
- Ensure that all leaders manage their budgetary responsibilities within agreed parameters.
- Lead the development and monitoring of the budget ensuring that Open Academy operates within the financial regulations of the Trust.
- Deploy and manage the Academy's financial and human resources efficiently and effectively to achieve the agreed educational goals and priorities in line with the Academy's strategic plan and financial context.
- Ensure buildings and facilities meet the needs of the students and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

#### **F - STAKEHOLDERS AND THE LOCAL COMMUNITY**

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the Academy.
- Seek opportunities to communicate and enhance the value of the Academy to other sectors of the local community.
- Play an active part in collaborative working across the Trust.
- Co-operate and work with relevant agencies to protect children.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.



## **G - ACCOUNTABILITY AND GOVERNANCE**

- Work with the Trust and Local Governing Body to analyse and plan for the future needs and further development of Open Academy within the local, national and international context.
- Translate the vision into a School Improvement Plan with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage the ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences, including parents, the local community, The Trust, Ofsted, DfE and others.
- Enable the Academy's governors to carry out their roles efficiently and effectively.

## **H - TEACHING**

- Teach to a high standard as necessary and appropriate relative to the other duties of the post as required.
- Ensure all teaching in the Academy is of the highest possible quality and that it has a positive impact on student progress and achievement.

## **I - NOTE**

The Principal may be asked by the Trust or Local Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at anytime after consultation with the post-holder. Different aspects of the job description will, of necessity take on a higher profile in some years and will relate to the Principal's performance review.



## Person Specification

The Trust and the Local Governing Body are committed to safeguarding and promoting the welfare of children and young persons and Principals must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

The Trust and the Local Governing Body have a strong commitment to achieving equality of opportunity in our academies and in the employment of people. The post holder will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

The Multi Academy Trust is run by the Diocese of Norwich and Open Academy operates within a commitment to espoused Christian values and these are expected to be seen in the way everyone in the Academy carries out their duties and responsibilities. The Principal is expected to demonstrate the embodiment of these values.

The Principal is expected to create an environment of high expectations, ensure that all students progress as well as they are able, be ambitious for success and make a valuable contribution to their community. The Principal must have the drive to ensure all students have a rich and varied set of experiences at Open Academy, to enjoy their time at school and be well-prepared for the next stage of their life after school. Student well being and good mental health must be at the heart of the Principal's approach.

<b>COMPETENCIES, KNOWLEDGE, QUALIFICATIONS</b>	<b>Key criteria for demonstrating competence, knowledge and experience</b>	<b>E or D</b>	<b>Application (A) Interview (I)</b>
<b>QUALIFICATIONS AND CPD RECORD</b>	Qualified Teacher Status and first degree (or equivalent, e.g. Cert Ed).	<b>E</b>	<b>A</b>
	Record of CPD relevant to Headship including NPQH.	<b>E</b>	<b>A</b>
	Higher degree relevant to Headship.	<b>D</b>	<b>A</b>
<b>EMPLOYMENT RECORD</b>	Successful track record of leadership in the secondary sector in a good or outstanding secondary school.	<b>E</b>	<b>A / I</b>
	Successful track record of leadership of Sixth Form.	<b>D</b>	<b>A / I</b>
<b>PERSONAL EFFECTIVENESS</b>	Stable and supportive, stamina, energy, drive and confidence.	<b>E</b>	<b>A / I</b>
	Willingness to embody the Christian values of Open Academy.	<b>E</b>	<b>A / I</b>
	Commitment to personal development.	<b>E</b>	<b>A</b>
	Ability to identify and prioritise issues and be adaptable and responsive to circumstances.	<b>E</b>	<b>A / I</b>
	Consistency of judgment and inner integrity.	<b>E</b>	<b>I</b>

<b>LEADERSHIP AND MANAGEMENT OF STUDENT ACHIEVEMENT, PROGRESS AND SAFETY</b>	Concerned about individual student/pupil needs; regards personal safety and achievement for each individual as the highest priorities.	<i>E</i>	<i>A / I</i>
	Ability to inspire high levels of performance in students.	<i>E</i>	<i>A / I</i>
	Ability to analyse the complex issues relating to students' attainment and progress and develop effective and creative responses.	<i>E</i>	<i>I</i>
	Deep appreciation of monitoring and evaluation practice including inspection and how to use this to create effective improvement practices.	<i>E</i>	<i>I</i>
	Clear understanding of how a strong values led environment can aid student development and progress	<i>E</i>	<i>A / I</i>
<b>LEADING AND MANAGING STAFF</b>	Clear understanding of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability.	<i>E</i>	<i>I</i>
	Able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation while ensuring accountability.	<i>E</i>	<i>A / I</i>
	Positive and approachable with a commitment to equal opportunities and high achievement	<i>E</i>	<i>A / I</i>
	Clear understanding of leadership and development in Senior Leadership Teams.	<i>E</i>	<i>I</i>
	Clear understanding of practical and effective performance management in schools.	<i>E</i>	<i>I</i>
<b>LEADERSHIP AND MANAGEMENT OF CURRICULUM</b>	Depth of knowledge of the secondary Curriculum and sound experience of curriculum delivery, monitoring and assessment including a detailed understanding of the national assessment structures.	<i>E</i>	<i>A / I</i>
	Ability to analyse complex curriculum issues and develop effective and creative responses.	<i>D</i>	<i>I</i>
	In-depth knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments and against which the school's progress can be mapped.	<i>E</i>	<i>I</i>
	Clear understanding of and commitment to Open Academy's Christian ethos.	<i>E</i>	<i>A / I</i>

<b>MANAGING RESOURCES</b>	The ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses.	<b>E</b>	<b>A / I</b>
	Proven experience of managing the budget of secondary school. Clear understanding of the budgetary process and the principal's role in leading effective resource management.	<b>E</b>	<b>A / I</b>
	Commitment to community use of the Academy site.	<b>D</b>	<b>I</b>
<b>STAKEHOLDERS AND THE LOCAL COMMUNITY</b>	Effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community.	<b>E</b>	<b>A / I</b>
	Build on the academy's effective links with the community.	<b>E</b>	<b>I</b>
	Evidence of the ability to establish and sustain a "standing" within the community and engagement with a wide variety of stakeholders.	<b>E</b>	<b>A / I</b>
<b>ACCOUNTABILITY AND GOVERNANCE</b>	Successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements.	<b>E</b>	<b>A / I</b>
	Clear understanding of and commitment to working effectively with governance in a Multi Academy Trust at all levels.	<b>E</b>	<b>I</b>
<b>TEACHING</b>	Substantial, successful teaching experience in the secondary sector.	<b>D</b>	<b>A</b>
	Clear understanding of outstanding teaching and how it impacts on learning and achievement.	<b>E</b>	<b>A / I</b>

E = Essential      D=Desirable







If you would like further information, or to arrange a school visit, please contact Carlie Ford at Academicis on:

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E: [cford@academicis.co.uk](mailto:cford@academicis.co.uk)

All applications are to be sent to  
Carlie Ford no later than  
12 noon on 31st January 2018.

*We reserve the right to research applicants on social media platforms and the internet, and the Board of Governors may take this information into consideration during the recruitment process.*

*Open Academy is committed to Equal Opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory employment checks, references and an enhanced Disclosure and Barring Service check.*