



Principal

Application Pack

Mark Hall Academy
Harlow, Essex

Contents

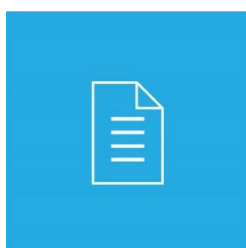
Mark Hall Academy
Harlow, Essex



01

About Academy
Transformation
Trust

Page 3



02

Mark Hall
Academy
Information

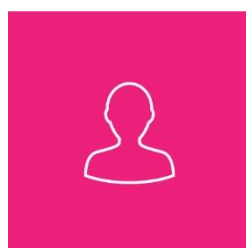
Page 4



03

Job Description

Page 5 - 8



04

Person
Specification

Page 9 - 11



05

How to apply

Page 12

Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. Mark Hall Academy Information



Mark Hall Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2016, at Mark Hall Academy, our motto 'Aspire, Endeavour Achieve' encompasses our determination to succeed. This is based on both our pupils and staff having self-belief and drive alongside traditional values of hard work, discipline and respect.

We believe there's nothing more important than providing our young people with the best possible education to give them the opportunity to succeed in their future lives.

Across the academy, we have a 'can do' culture with high expectations on standards, a firm emphasis on good behaviour and an ethos built on the basics of smart uniform, attendance, punctuality and excellent manners.

To find out more, please visit www.mha.attrust.org.uk



03. Job Description

Principal, Secondary Academy



Job Purpose

The role of the Principal is to provide overall leadership of the academy having responsibility for key decisions to help students reach their full potential. The Principal will work strategically to improve aspects of teaching and learning, student outcomes and performance of the academy as a whole. The Principal will embody and add value to the mission and sense of purpose for the academy and vision of the wider Trust.

In addition, the Principal will manage the organisation in accordance with the current school Teachers pay and conditions document, the policies of the Governing Body (including its annual budget) applicable legislation and the policies of the sponsor Academy Transformation Trust. The Principal, working with the Governing Body, will develop a strategic view of the academy and its community, and analyse and plan for its future needs and developments.

Key responsibilities are:

- > To embrace our vision
- > To continue to develop a culture that promotes excellence, equality, high expectations and aspirations of all children in its care
- > To continue to develop a culture and systems which ensure that safeguarding and child protection are of the highest priority
- > To work alongside the Local Governing Body and Trustees in developing and evolving all academy policies and procedures
- > To ensure that children are offered world class 21st century learning opportunities
- > To ensure that the vision detailed in the education brief of the academy becomes and remains a reality
- > To be responsible for the overall management of all academy resourcing
- > To support the development of our family of academies

Candidates must have substantial experience in a leadership position within secondary education and have QTS.

Specific Responsibilities

The Principal will ensure that:

Curriculum

- > they work collaboratively with us and other Trust academies to enhance the whole network
- > there is a core curriculum which is broad and balanced
- > the academy takes account of local and national initiatives and policies relevant to teaching and learning
- > there is commitment to promoting learning at every level and exploring the development of new strategies and techniques including technologies
- > there is the use of the latest environmentally sound technology in all aspects of the work of the academy
- > there is development and inclusive approach, which is supportive and reflects the core values of the academy, making it a place where all young people will feel welcome and where their individual needs will be met
- > there is an enquiry and active learning orientated curriculum through outdoor and adventure learning to develop pupil self-worth, confidence and self-esteem
- > there is a curriculum model which is appropriate for all pupils

Pupils

- > pupils are always engaged in safe and healthy educational activities in an environment that is rich and colourful and designed to promote enjoyment and excitement in learning
- > progress of pupils of the academy is monitored and recorded in such a way that, at each stage of development, sufficient information is available to make the most accurate and appropriate decisions concerning individual pupils
- > pupils receive efficient, effective and appropriate education according to their individual needs and abilities
- > the behaviour management policy of the academy is implemented
- > the academy contributes as fully as possible to the Every Child Matters five outcomes

03. Job Description

Ethos

- > the sponsor's vision to aspire the creation of a learning community whose cohesion will be built and sustained by a culture based citizenship, respect, trust, honesty, well-being and financial independence
- > an environment where all members of the academy and its community actively demonstrate their care and concern for everyone and fulfil the requirements of the academy's vision
- > high morale, with the Principal setting an example of professional standards and leadership

Staff

- > support all members of staff in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management and valuing each individuals' contribution and responsibility
- > implement the our policies, providing guidance, support and training to ensure all members of the academy staff are held to account, thus ensuring a positive framework for staff development and achievement
- > to ensure that there are clear procedures for recruitment and retention of staff and that these comply with 'best practice' and all legal requirements
- > ensure that staff are responsible for promoting and safeguarding the welfare of children for whom they are responsible or with whom they come into contact
- > high morale, with the Principal setting an example in terms of professional standards and leadership.

Finance and Resource Management

- > set a budget in partnership with ATT and the Local Governing Body, agreeing priorities for expenditure, allocating funds and ensuring effective administration and control, determining long term and short term budgets
- > develop a culture for bidding for appropriate external funding
- > manage and organise accommodation and resources efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Parents / Carers

- > ensure all parents/carers are given regular information about the progress of their children, the curriculum and other matters affecting the academy
- > encourage family involvement in, and support, for the academy, including access to any extended services, extra-curricular opportunities, homework and other education visits
- > maintain a high profile within the local community, developing the academy as an integral part of the locality

03. Job Description

Other

- > maintain links with organisations representing staff
- > liaise as necessary with other recognised bodies or agencies in the furtherance of the academy's needs or those of any child, employee or parent/carer

04. Person Specification

Principal, Secondary Academy



	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none"> • QTS • holds NPQH or evidence of further study • held variety of roles and responsibilities with experience of key stage 3, 4 and 5 	<ul style="list-style-type: none"> • undergone safer recruitment training. • evidence of recent and relevant continuing professional development.
Experience	<ul style="list-style-type: none"> • deputy headship or substantial experience in • an equivalent senior position in secondary education • substantial, successful and varied teaching across the secondary age range • working with children with a variety of needs 	<ul style="list-style-type: none"> • experience of headship
Safeguarding	<ul style="list-style-type: none"> • displays commitment to the protection and safeguarding of children and young people • has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people • will co-operate and work with relevant agencies to protect children 	<ul style="list-style-type: none"> • holds training and qualification for 'designated child protection'
Shaping the future	<ul style="list-style-type: none"> • demonstrate strategic thinking and build on a coherent vision for an inclusive academy • demonstrate creativity, innovation and use of appropriate technologies to ensure the academy • 'achieves excellence' • will ensure the vision, with the sponsor Academy Transformation Trust, is clearly articulated shared and implemented in a range of compelling ways • can motivate and enthuse all staff in the development of the academy • can lead and respond effectively to change and challenge 	<ul style="list-style-type: none"> • has had significant experience, within a secondary school/academy of leading and bringing about effective school improvement
Leading, Learning and Teaching	<ul style="list-style-type: none"> • demonstrates excellent understanding of the principles of effective teaching and learning • has excellent and current knowledge of 	<ul style="list-style-type: none"> • has a track record of securing high standards and at least good progress for all pupils • is an outstanding classroom practitioner within

04. Person Specification

	<p>curriculum requirements and can implement, monitor and support these effectively</p> <ul style="list-style-type: none"> • can articulate and demonstrate characteristics of outstanding teaching and learning for pupils of all abilities • takes a strategic role in the development of new and emerging technologies to enhance and extend the learning of all pupils • has a successful, proven track record of monitoring, evaluating and improving the quality of teaching and learning • has an excellent understanding of assessment and how it can be used to improve pupil progress • is committed to continuous learning for all • ability to design and manage the whole secondary curriculum. 	<ul style="list-style-type: none"> • key stage 3, 4 & 5 • has a track record that demonstrates the very best quality of teaching and learning for all pupil groups including SEND and vulnerable pupils • has a proven track record in setting challenging targets, monitoring and evaluating effectively to challenge poor performance and celebrate success.
Developing self and working with others	<ul style="list-style-type: none"> • can develop and maintain effective strategies and procedures for staff induction, professional development and performance review • can ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities • develop and maintain a culture of high expectations for self and for others • review own practice, set personal targets and take responsibilities for personal development • manage own workload and that of others to allow appropriate work/life balance. 	<ul style="list-style-type: none"> • can demonstrate a proven track record of developing self within an educational context.
Managing the organisation	<ul style="list-style-type: none"> • ability to articulate and communicate the vision and values that make the academy unique • ability to secure high levels of engagement from staff which enable excellent pupil achievement • enthusiasm to take the academy forward through a process of change, development and on-going improvement which is based on critical evaluation, sound planning and challenging targets • has the ability to facilitate the successful development of the academy site • has the experience of recruiting, selecting and interviewing staff 	<ul style="list-style-type: none"> • has a proven track record in understanding and applying the principles of academy financial management and planning • has a proven track record in demonstrating best value
Securing accountability	<ul style="list-style-type: none"> • can maintain an effective working relationship with the Local Governing Body to enable them to meet their statutory responsibilities for learning, teaching and standards 	<ul style="list-style-type: none"> • has a proven track record of presenting all aspects of academy performance to a range of audiences including Governors, parents and wider community

04. Person Specification

	<ul style="list-style-type: none"> • is committed to making the academy effectively work towards the academic, spiritual, moral, social, emotional and cultural developments of its pupils • committed to regular, rigorous self-evaluation and can address under performance promptly to bring about improvement and progress relating to all pupils • ensure statutory responsibilities in Health and Safety and safeguarding are fulfilled • has experience of using evidence including external performance data to maintain and improve academy performance • can ensure all individual staff accountabilities are clearly defined, understood and reviewed with all staff held to account for their performance. 	
Strengthening community	<ul style="list-style-type: none"> • significant experience of working effectively with parents/carers and the local community • developing an academy ethos which enables everyone to work collaboratively, share • knowledge and understanding, celebrate success and accept responsibilities for the outcomes • communicates persuasively and sensitively the ethos of the academy and values of the sponsor, Academy Transformation Trust to the local community • committed to community provision. 	<ul style="list-style-type: none"> • proven track record in building and maintaining effective relationships with all members of the academy community to enrich learning.



05. How to apply

Mark Hall Academy
Harlow, Essex

Salary:

Competitive

Closing date:

Sunday 28th January 2018, 23:59

Interviews:

Thursday 1st and Friday 2nd February 2018

Visits to the school:

For further information about the role and the academy, please contact Academy Transformation Trust's central office on 0121 794 7275

Applying:

Please apply by visiting:

<https://goo.gl/LMxdX9>

Forward as one. Improving Education Together.

Address:

Academy Transformation Trust
Suite 413
Jewellery Business Centre
95 Spencer Street
Birmingham
B18 6DA

Visit:

academytransformationtrust.co.uk

Call:

0121 794 7275

Email:

office@academytransformation.co.uk



@AcademyTrust