



PRINCIPAL

Robert Bloomfield Academy

Application Pack

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and Alan Lee (CEO)
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Welcome from the Chair of Governors and CEO, BEST

Dear Colleague

Thank you for your interest in the post of Principal at Robert Bloomfield Academy.

Robert Bloomfield holds a special place within our community, providing education for young people from the ages of 9 to 13. We are a vibrant, friendly school where success, in all its forms, is richly celebrated and our pupils are at the centre of all that we do.

We were judged an 'Outstanding' school in our three last Ofsted inspections and are determined to maintain this standard. We want you to help us to achieve this. Working closely with our CEO you will set out a dynamic, modern and forward thinking agenda for education across all areas of the curriculum that will inspire, encourage and motivate our dedicated and talented staff to deliver the best possible outcomes for all our pupils.

Our new Principal should be a strong, approachable and supportive leader. We are looking for someone who embodies the belief that all young people should enjoy the very best opportunities to be the best they can be. In essence we wish to appoint a person with the wisdom, experience and confidence to take our school forward; a talented leader who builds on what is currently excellent and ensures we continue to improve by embracing opportunities and challenges.

Mrs Caroline Indge – Chair of Governors, Robert Bloomfield Academy

I am delighted to welcome you to the Robert Bloomfield Academy and our Trust family. I hope you find the information contained in this pack useful and having read it, you decide to submit an application.

BEST currently comprises seven flourishing schools and two nurseries; complete with Teaching School and Primary and Secondary SCITT provision, delivering first choice education from Early Years to Advanced Level study. The future looks very positive, with rapidly expanding pupil numbers, strong budgets and other schools seeking to become Trust members. In September 2019, BEST will open a new free school, the Pix Brook Academy. Robert Bloomfield Academy is an exceptional school, with a proven track record of delivering remarkable outcomes for pupils, exciting teaching and learning and an extensive range of curricular and extra-curricular opportunities.

If successful, you will join a welcoming, vibrant and ambitious community of learners that will prioritise your individual professional development and well-being, empowering you to lead your school. You will benefit from team membership of an expert group of Principals, all focused on supporting and challenging each other to be the best we can be. For the right leader, BEST will offer executive leadership opportunities across the Trust in the future.

Further information on the Robert Bloomfield Academy is accessible at www.robertbloomfield.beds.sch.uk and for BEST at www.bestacademies.org.uk.

If you would like to visit us, I would be delighted to show you around. Please do not hesitate to contact me on 01462 628003. The closing date for applications is 28th March 2018. We look forward to receiving your application and wish you every success.

Dr Alan Lee – Chief Executive Officer, Bedfordshire Schools Trust

BEST VISION, VALUES & BELIEFS

BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

JOB DESCRIPTION

POST:	Principal – Robert Bloomfield Academy
SALARY:	Group 6 – ISR L25-L31 (Negotiable for exceptional candidates)
REPORTING TO:	Chief Executive Officer
RESPONSIBLE FOR:	Securing high standards and delivering exceptional outcomes in all aspects of the work of the academy
LIAISING WITH:	All Academy Staff, Local Governing Body, BEST Senior Leadership, Centralised Services and Board of Trustees

ABOUT BEST

Bedfordshire Schools Trust (BEST) comprises seven flourishing academies and two exceptional nurseries; complete with Teaching School and Primary and Secondary SCITT provision, delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

The core purpose of the Principal role is to provide professional leadership and management for the academy that reflects the vision, values and beliefs of the Trust. This will promote a secure foundation from which to achieve high standards in all areas of the academy's work.

To gain this success the Principal will:

- Provide vision, leadership and direction for the academy
- Secure exceptional outcomes for pupils
- Develop outstanding teaching and learning
- Promote excellence, equality and high expectations for all pupils
- Promote the social and cultural development of all pupils
- Evaluate and be accountable for school performance and identifying priorities for continuous improvement
- Ensure that day-to-day management, organisation and administration is carried out effectively
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils and staff.
- Work effectively with the Chief Executive Officer, Board of Trustees, Central Services and the Local Governing Body
- Secure the commitment of the wider community
- Value the diversity of the community served by the academy and the Trust.

DUTIES OF ROLE:

Teaching and Learning

Continue to raise the quality of teaching and learning for pupils, securing exceptional outcomes for pupils, within a successful learning culture.

- Ensure the academy provides a learning environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour.
- Accountable for the development, implementation and review of a curriculum, compliant with statutory requirements, that delivers breadth, balance and relevance to all pupils whatever their abilities, aptitudes and educational need within the financial constraints of the academy budget. Ensuring that effective plans are in place for key stage transition and internal/ external moderation.
- Ensure that parents/carers and pupils are well informed about the curriculum, progress, attainment and the contribution parents/carers may make to the pupil's learning and achievement of the academy's targets for improvement.
- Encourage the celebration of the achievements of pupils and employees throughout the academic year.
- Monitor and evaluate the quality of teaching and learning and standards of achievement for all pupils compared to national and regional data, tackling under performance promptly and effectively.
- Empower senior leaders at the academy to enable them to support their departments with lesson preparation, delivery and pupil assessment.
- Maintain good pupil behaviour and discipline through the development and implementation of effective behaviour management strategies and policies, including pupil reward and exclusions.
- Promote extracurricular activities which support the educational aims of the Trust.
- Cultivate effective communications with all employees and parents and carers within the academy and the wider Trust.
- Encourage the sharing of best practice and collaborative working across the academy and the Trust as a whole.
- Undertake an appropriate programme of teaching in accordance with the duties of a principal and when teaching to lead by example, acting as a role model of teaching excellence for the academy.
- Provide support for trainee and newly qualified teachers.

Managing the Academy

Provide effective management of the academy and identify ways of improving organisation structures and functions through the use of information technology and centralised services.

- Within the Trust's broader vision, beliefs and strategy produce and implement clear evidence based continuous improvement plans for the academy. Where educationally advantageous, improvement plans of individual academies will be aligned to one another
- Ensure that the management systems, structures and processes work effectively in line with both Trust and legal requirements.
- Produce a balanced budget for the academy for each financial year for approval by the Board and ensure that all expenditure is within the agreed budget, seeking the advice of the Chief Financial Officer as required.
- Ensure that all employees are contracted to work in accordance with the BEST terms and conditions of employment, seeking the advice of the Trust HR Service as required.
- Recruit highly skilled employees for both teaching and support posts with the academy ensuring that all interview and selection processes are compliant with employment legislation and the most up to date safer recruitment advice.

- Ensure that the academy IT systems, equipment, premises and grounds are regularly maintained in accordance with current health & safety regulations to ensure provision of a safe and pleasant environment for all pupils, employees, volunteers, contractors, parents, carers and visitors.
- Ensure that every employee is properly appraised, with quality discussion around strengths and weaknesses, followed by clear target setting linked to a personalised development plan for the coming year.
- Encourage all employees to embrace continual professional development and to provide suitable high quality training for all employees on the 5 annual training days and beyond.
- Provide training and support for senior leadership to empower them to manage their teams in an effective and efficient manner, from the development of potential future leaders through to tackling under performance.
- Ensure all relevant policies and procedures required for the effective running of the academy are effective, communicated to employees and parents, and regularly updated.
- Maintain good working relationships with the Employees, Trustees, Central Services team, other BEST academies, Local Governing Bodies, Parents/carers and the wider community.
- Ensure the vision for the academy and the Trust is clearly understood, promoted and shared by all.

Safeguarding and Safer Recruitment

- Ensure that the safeguarding arrangements within the academy are compliant with national guidelines and the Trust's policies and procedures.
- Ensure all recruitment is in accordance with the safer recruitment guidance and conducted by suitably qualified managers.
- Nurture a supportive working environment where employees and pupils feel able to report behaviour/incidents of concern in complete confidence.
- Ensure all employees receive safeguarding training at least once a year.
- Monitor the academy single central record and DBS clearance processes to ensure compliance.

Duties Specific to the Post Holder

- Recognise and fulfil contractual accountability to the Trust.
- Reflect on personal contribution to the academy's and the Trust's achievements and challenges, taking account of feedback from the Chief Executive Officer.
- Treat everyone fairly, equitably and with dignity and respect to create and maintain a positive culture across the academy and the Trust.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Maintain an appropriate work life balance for self and colleagues.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Chief Executive Officer to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

Principal at Robert Bloomfield Academy

	Essential	Desirable
Education/ Qualifications	Degree Registered as a practicing teacher in England Qualified Teacher Status	NPQH National or Local Leader of Education Ofsted Inspector training/experience
Relevant Experience	Successful senior leadership experience, with a proven track record of delivering school improvement Substantial Primary or Secondary teaching experience	Successful Headship experience Experience of successfully leading a large school Leadership experience in an Outstanding school
Relevant Knowledge	Knowledge of current child protection guidance and a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults In depth knowledge of the national curriculum and its delivery, monitoring and assessment at KS2 & KS3 Excellent understanding of the current school inspection frameworks and how to prepare employees and pupils to achieve the best inspection outcomes for the academy	Up to date knowledge of government initiatives and curriculum developments and a sound understanding of their importance Good understanding of the current recruitment challenges in the education sector and recruitment & retention best practice Safer recruitment trained in the past 2 years Awareness of health & safety in an educational context Understanding of financial procedures and budgeting relevant to the education sector Understanding of how Multi Academy Trusts function

We are committed to the safeguarding and promotion of Children's welfare and all offers of employment are subject to DBS Clearance.

	Essential	Desirable
Relevant Skills	<p>Able to communicate effectively with pupils, parents, staff, governors, directors and the wider community</p> <p>Proven track record of problem solving and conflict resolution</p> <p>Clear decision making skills, a team player able to empower and influence but then take the lead when difficult decisions arise</p> <p>Clear evidence of effective performance management of both underperforming and highly effective teachers and leaders</p>	<p>Engaging public speaker with ability to communicate both positive and challenging messages effectively to a wide audience</p> <p>Motivational leader with a vision which embraces excellence, high academic standards and inclusion</p> <p>Experience of promoting a school and/or Trust and building sustainable and positive relationships with the local community</p> <p>Able to demonstrate effective change management skills</p> <p>Good ICT skills and able to use IT effectively in the classroom and as a management tool for data analysis, presentations, marketing, etc.</p>
Personal Qualities	<p>Presence, energy and impact</p> <p>Committed to continuous school improvement</p> <p>Committed to continual professional development of self and all the school's employees</p> <p>Committed to the wellbeing of both pupils and staff</p>	<p>Ability to manage own work-life balance and that of others on the senior team</p>
Physical	<p>Ability to travel to events outside the school, representing Robert Bloomfield Academy in the wider community</p>	
Other	<p>Enhanced DBS clearance essential prior to taking up the post</p> <p>Committed to promoting diversity and equality for all</p> <p>Willing to commit to and support the academies programme and the BEST vision, values and beliefs</p>	

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HOW TO APPLY

We actively encourage all applicants to apply online, please visit the Trust website www.bestacademies.org.uk/join-us and follow the online instructions.

If you prefer to complete a hard copy of the application form, please contact HR@bestacademies.org.uk or 01462 413512 and submit your application by email or post. All applications must be received by the published closing date.

Closing date: 9:00am on 28th March 2018
Shortlisting: 10th April 2018
Interview date: 23rd & 24th April 2018

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Please note that this appointment is subject to DBS clearance.

We look forward to receiving your application.

**If you would like an informal chat about this role please call
Dr Alan Lee on 01462 628003**

Robert Bloomfield Academy
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USEFUL LINKS



www.bestacademies.org.uk



www.robertbloomfield.beds.sch.uk



www.samuelwhitbread.org.uk



www.etonbury.org.uk



www.gothicmede.org.uk



www.langfordvillageacademy.org.uk



www.gravenhurstlower.org.uk



www.stchristophersacademy.org



www.bestnurseries.co.uk