



Principal

Required ASAP

L19 (£61,947) – L25 (£71,755)

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Dear Potential Colleague

Thank you for expressing an interest in this post.

South Pennine Academies (SPA) is honoured to have the opportunity to grow a presumption free school, from pre-opening to outstanding. This is a truly unique and once in a life time opportunity and SPA is now seeking the founding Principal who will be available to start as soon as possible. Jane Acklam OBE, the CEO of SPA, will lead strategically with you on the development of this new Academy.

We are looking for a school leader who already possesses special qualities, but also one who will benefit from and mature with this strong partnership.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

- Current competence and expertise at a high level.
- Strategic leadership of significant school-wide improvement.
- A strong understanding of what breeds success in a school with high levels of disadvantage.
- A clear track record of raising performance and of partnership working.
- A strong belief in building professional capital in all staff.
- A deep practical knowledge of what works in teaching and how teaching quality can be improved.
- How standards of student academic and personal achievement may be raised.
- High levels of personal confidence.
- Uncompromising leadership in the development of behaviour, attitudes to learning and parental engagement.
- Outstanding communication skills; both in speech and in writing.
- An unfaltering commitment to student and staff development.
- Evidence of holding staff to account through quality assurance and effective appraisal.

My Board of Trustees, working with and through the Sponsor, South Pennine Academies, will ensure that this new Academy provides the very best educational success for our children. A dynamic, challenging and supportive relationship between Local Governors, Sponsor, CEO and Principal is expected - working together to create an outstanding Academy.

If you think that you may be the right candidate for this exceptional role, then we look forward to receiving your application.

If you would like to discuss the role in more detail, then please do not hesitate to contact our CEO, Jane Acklam.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'PG' followed by a stylized flourish.

Phil Wheeliker MA MPhil MBA DUniv
Chair of the Board of Director and Trustees
South Pennine Academies

South Pennine Academies

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our new Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students at our new Academy will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

The Trust

The relationship you will develop with Jane Acklam, as CEO of the Trust, will ensure that this brand new academy runs extremely well day-to-day and performs highly effectively. It is imperative that, as Principal, you take the Academy on a journey to Outstanding by implementing and developing:

- ✓ Academy culture and ethos
- ✓ Quality of teaching
- ✓ Progress and achievement
- ✓ Leadership and management at all levels
- ✓ Academy conduct and student behaviour
- ✓ Transition, student numbers and parental engagement

South Pennine Academies is based in Huddersfield West Yorkshire. We operate three academies in the Kirklees borough, two preschools, and the Huddersfield Horizon SCITT. We have extensive experience of operating educational establishments in the local authority, and taking at least one of these, Moor End Academy, to outstanding and sustaining this. We also have the experience of opening Beaumont Primary Academy, a free school, presumption, in Huddersfield, successfully in September 2016. Beaumont's Principal, Debbie Kelly described her new role as a 'Once in a career lifetime opportunity' and if you would like to find out the finer detail from someone who has already succeeded in opening a new school, Debbie would be delighted to share her stories. Please contact Beaumont Primary Academy on 01484 503111 to arrange an informal chat with Debbie.

Our knowledge of the Huddersfield community is extensive. We currently operate in areas of high social disadvantage and with high levels of students and families from

ethnic minority groups. We have strong experience of working with local community groups to support us in delivering learning experiences of the highest standard.

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

Values

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognize and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

Key Priorities

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

Our new Academy

South Pennine Academies is establishing a primary academy in Huddersfield North.



Brambles Primary Academy will be located on Clare Hill Playing Fields, Huddersfield HD1 5NF. The academy we are proposing will; -

- Cater for boys and girls aged 4-11
- Be non-denominational
- Will have a published admission number of 60, rising to 420 over time

- Will be ready for pre-opening from Easter 2018 and admit reception in September 2018
- It will complement the existing provision in the area
- Provide for excellent transition from the pre-school provision within the area
- Be a key member of the local family of schools, ensuring effective transition at all stages
- And, meet the basic need for additional school places in the area.

The academy will be a highly cohesive multicultural environment that reflects the local community in make-up. This diverse school community will have equality at the core of its values. Tolerance and inclusivity are essential to ensuring an efficient and effective school. We will ensure equality of opportunity to all children and families in terms of both access to and the teaching of the curriculum. All students will be encouraged to achieve their potential, and to recognise and respect the worth of individuals irrespective of gender, race, religion/belief, age, disability or sexual orientation. Our curriculum will be designed to maximise everyone's potential.

Through our Spiritual, Moral, Social and Cultural provision we will ensure that all aspects of UK democratic values are taught;

- Through our spiritual provision we want children to have the ability to be reflective about their own beliefs and have respect for different faiths, feelings and values.
- Ensuring that voices are heard and opinions are challenged where this is needed.
- Moral development will ensure children have the ability to recognise the difference between right and wrong and develop a readiness to be able to apply this to their own lives.
- We will use our rewards and sanctions policies to equip children with the skills to understand the consequences of their behaviour and actions.
- As the children get older we will ensure there are opportunities to investigate and explore appropriate moral and ethical issues, and develop the ability to become effective British Citizens.
- The effective learning environment and climate for learning will ensure that children develop a range of social skills and a developing awareness of when to adapt their behaviour.
- Crucial to social development is the acceptance and engagement with UK democratic values of democracy, rule of law, liberty and mutual respect

We will work towards becoming a UNICEF Rights Respecting School at the highest level by the end of 2020.

South Pennine Academies is fully committed to providing an academy that is at the heart of the community it serves. This highly diverse community, with pockets of extreme deprivation deserves a school that is giving their children the best possible start in life. Ensuring that children leave equipped to take the next step in their lives is central to our vision.

Building positive and effective relationship with parents is a key element of a high performing school. Being welcoming, listening, acting on feedback are features that this academy will have. Signposting parents and working with other services is essential to ensure a child's wider social and emotional needs are being met. Providing a strong curriculum, personalising it where needed and ensuring that it is delivered by highly qualified happy staff will contribute towards ending child poverty in this area. The intake will be representative of the community, taking children of all abilities, races and gender. Truly diverse.

The promotion and marketing of the academy will be essential in the first few years. Positive messages about the achievement of all our children, will be widely publicised. We will want to create a 'buzz' about joining the academy and what it will mean for the community. We will want to be the school of choice.

So what will the pre-opening journey look like for the successful new Principal?

Again, we encourage you to speak to our Principal of Beaumont Primary Academy, Debbie Kelly to hear first-hand what is required when opening a brand new school. The pre-opening stage will involve designing the curriculum, developing policies and procedures and the exciting job of recruiting fantastic teachers and support staff that will allow you to cater for the first intake of children in September 2018.

You will lead in meetings with the Department for Education, Educational Funding Agency and have a Pre-Opening Ofsted meeting to ensure everything is in place to allow your new Academy to open.

The above responsibilities will allow you to open a new Academy which has your stamp on it! As a Principal in our Trust, you will receive support and guidance from the CEO, our Director of Operations, Director of Finance, School Improvement Partners and HR Manager. We know from our experience that it is crucial for you to be able to discuss and seek guidance from others, whether this is to set up your new budget, ensure caretaking for the site is adequate or creating your single central record. You will lead on this new exciting adventure safe in the knowledge that there are a team of people with the expertise to support you when you need it.

South Pennine Academies



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Principal** then you should;

- Follow the link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Academy.
- Submit your application by **9am Monday 22nd January 2018**

Time table for the selection process

- Closing date for applications: **9am Monday 22nd January 2018**
- Interview Days: **Monday 29th and Tuesday 30th January 2018**

We will be holding consultation events **at 4pm on Tuesday 9th January and 1.30pm on Wednesday 24th January 2018**. This will be a fantastic opportunity for you to meet key stakeholders such as the CEO and find out more about our exciting new Academy. Please contact Natalie Allan, HR Manager, natalie.allan@southpennineacademies.org to make an appointment to join us or alternatively just come along to Highfields day services, Cemetery Road, Huddersfield, HD1 5NF on the 9th January or Beaumont Primary Academy (situated in the grounds of Moor End Academy) Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA on the 24th January.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Joining South Pennine Academies

- The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or the Local Government Pension Scheme.
- **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Continuing Professional Development** – It is crucial that you are supported in your professional development. The Trust will support you with your NPQH or a Masters Qualification.
- **Centrally Provided Development** - As a Trust we ensure that we work collaboratively and share best practice. You will be involved in sessions such as 'Raising the Standards of the Leadership of Teaching, Learning and Assessment', our Annual Governors' Conference and much more.

We also have a Partnership Board Meeting which is where all our Principals and CEO meet on a monthly basis to provide strategic direction and leadership to ensure a collective responsibility to uphold the Trusts vision, values and key priorities.

- **Principal Induction Programme** - A bespoke Principal Induction programme has been designed to support you in your role and takes place throughout your first year. This programme covers areas such as Governance, Health and Safety, The Academies Financial Handbook, Financial Management and Controls, Human Resources Policies and Practice.



Job Description – Principal

The Trustees, CEO and Sponsor are seeking an outstanding person for the post of Principal to lead an exceptional Academy. The successful candidate will believe passionately that all children, regardless of background can make strong academic and personal progress, and succeed.

Purpose of the post:

To provide leadership of the Academy

To achieve outstanding success.

Key responsibility areas:

- Strategic leadership and management
- Leadership and management of students' attainment and progress
- Leadership and management of staff
- Leadership and management of a rich and varied curriculum that meets the needs of all students
- Leadership of learning and teaching that is of a high standard and raises aspirations and ensure students achieve highly
- Financial leadership and management
- Management of resources and premises
- Leadership and management of the Academy within its community.
- To undertake the duties associated with being the responsible person for fire safety/regulations within the academy.

Strategic direction and development:

The Principal will:

- Develop and communicate a clear strategic vision

- Motivate and empower others to carry the vision and values of the Academy forward
- Be responsible for the management, development and resourcing policies of the Academy
- Recruit students and staff, inline with statutory requirements.
- Manage a complex organisation effectively and ensure the successful implementation of radical change
- Work in harmony with the Sponsor, Local Academy Board, Trustees, local schools, other Academies and other partners as appropriate.
- Ensure that the academy is meeting all statutory requirements as laid down in the academies financial handbook and funding agreement.

Teaching, learning and students

The Principal will:

- Ensure an Academy ethos in which students are supported to become confident, happy and well-rounded young adults who show good manners, work hard and are honest in all they do
- Meet the substance of the statutory requirements of the National Curriculum and assessment procedures
- Provide a broad, effective and relevant curriculum
- Ensure that the curriculum delivered, stretches students at all levels
- Quality assure the curriculum for both quality and value for money
- Implement effective assessment, recording and reporting systems of student progress
- Be relentless in securing highly effective teaching and teachers
- Secure high expectations across all students and staff groups
- Secure high standards of respect, conduct and engagement
- Secure highly effective pastoral care, student welfare, student behaviour, and anti-bullying procedures

Leading and managing staff:

The Principal will:

- Lead the recruitment and selection of teaching and support staff
- Exercise effective staff management, lead and motivate others and generate highly effective working relationships at all levels
- Optimise the contribution of all staff to ensure excellent quality of teaching, learning and support to improve the quality of education
- Appraise all staff highly effectively and secure bespoke staff development
- Create and maintain excellent working relationships among all members of the Academy community
- Secure an Academy ethos in which the highest achievements are expected from all members of the Academy community.

Efficient and effective use of staff resource

The Principal will:

- Work with the Chief Executive Officer and Local Academy Board on the formulation of the annual budget in order that the Academy secures its objectives
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, high quality teaching and health and safety requirements
- Ensure that the allocation of high quality teaching and use of accommodation provides a positive learning environment that promotes the highest achievement for all
- Monitor and evaluate the overall provision of value for money
- Seek to ensure adequate resources for the Academy.

Accountability

The Principal will:

- Be accountable to the Chief Executive Officer

- Be accountable to the Chair of the Local Academy Board, their board and individual committees
- Work closely with the Chair of the Local Academy Board for the success of the school and teachers, support staff, students and parents
- Secure a positive working relationship with the Local Academy Board
- Provide information, objective advice and support to the Local Academy Board and Trustees to enable it to meet its statutory responsibilities
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences
- Ensure that parents /carers and students are well informed about attainment and progress and are able to understand targets for improvement
- Foster partnership work with the Sponsor
- Develop and encourage good relations between the Academy and the local community
- Work closely with the LA and other schools, locally, nationally and internationally.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To uphold the trust's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder is required to support and encourage the ethos and objectives, policies and procedures of the trust and each academy as agreed by the board of directors and local governing bodies.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

- The post holder may be required to perform any other reasonable tasks after consultation with the post holder.
- All staff members are required to participate in the trust's agreed appraisal scheme.

Please note, this job description should be read alongside the 'National Standards of Excellence for Headteachers' January 2015, which the Trust has adopted.

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

PERSON SPECIFICATION FOR PRINCIPAL

	Measured by: A - Application I - Interview R - Reference	Essential or Desirable
Experience		
Successful senior leadership within secondary / primary settings resulting in significant improvements	A, R	E
A record of implementing change programmes to raise standards in teaching and learning, quality of provision and improve outcomes for students	A, I, R	E
Recruiting, retaining and developing a skilled and effective team and motivating the team to achieve its full potential	A, R	E
A demonstrable track record of strategic and innovative thinking and translating this into effective outcomes for students and staff	A, R	E
Experience of working collaboratively and in partnership with a wide range of partners	A, R	E
Experience of effective financial and resource management	A, I, R	D
Experience of creating and sustaining positive relationships with a wide range of internal and external stakeholders	A, I, R	E
Skills, Abilities and Knowledge		
Think strategically, analytically and creatively	A, I	E
Deal with complexity and uncertainty, with a clear growth mind-set	I	E

Building and sustaining a learning community within a diverse workforce	I	E
Ensure effective practice and research evidence is used to improve outcomes for children and young people.	I	E
Knowledge and understanding of education policies and practices relating to the education and training of students	A, I	E
The ability to provide inspirational and strong leadership and create an ethos in which the highest achievements are reached by all members of the Academy community	A, I	E
Demonstrate, enthusiasm, commitment, passion and ambition to lead the delivery of high quality learning and teaching, raise student and staff aspirations and inspire students to develop to their full potential	A, I	E
The ability to analyse and use data to establish benchmarks and to set and achieve challenging targets for improvement	A, I, R	E
Ability to initiate and maintain innovative curriculum design and delivery to stretch the learning of all students	A, I	E
Ability to create strong, proactive and effective relationships with parents and the local community	A, I	E
Ability to act as both lead and team member, in fostering leadership potential in all	I	E
A commitment to social mobility and improving the life chances of all our students	A, I	E

Qualities		
A commitment to safeguarding and promoting the physical and emotional health and well-being of students	A, I, R	E
A belief in the right of students to a high quality education, raising standards of achievement by recognising the value and worth of each individual, providing teaching, learning and enrichment which stretches each student and supports them to become fulfilled, confident adults	A, I	E

The ability to implement the MAT vision, supported by a clear strategic plan, targets and goals for the Academy	A, I, R	E
Secure effective pastoral care, student welfare and significantly reduce instances of unacceptable behaviour	A, I, R	E
Able to employ the appropriate leadership style(s) and approach to develop staff and secure an ethos of harmony and mutual respect	A, I, R	E
Listen, reflect and communicate effectively	I	E
Resonance and emotionally intelligent	I	E
Tenacity, resilience and drive	I, R	E
A sense of humour	I	E

Education		
First degree or equivalent	A	E
QTS	A	E
Additional Post Graduate Study	A	D
Recent and relevant professional development	A	E
NPQH or working towards	A	D