

St Francis Catholic and Church of England Primary Academy



Principal Candidate Brochure

A member of the Portsmouth and Winchester Diocesan Academies Trust

www.pwdat.org





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Key Facts and Statistics

Type of Academy	Primary
Denomination	Catholic & Church of England
Age Range	5 - 11 Years
Location	Ventnor, Isle of Wight
Co-educational or Single Sex	Co-educational
Year Academy Established	September 2010, converted to Academy status on 1st July 2017
Number of Children on Roll	241
Total PAN (Pupil Admissions Number)	405 (420 possible)
Range of Class Size	22—27
Number of Teaching Staff	12
Percentage of Children entitled to Pupil Premium	36.8%
Percentage of Children with SEND	15%

OUR MISSION STATEMENT

"A Christian School that Serves its Community"

As a joint Catholic and Church of England Academy, we aim to provide a reflective environment where children develop social, spiritual and moral awareness together with a sense of self-esteem, respect and understanding for others. Our philosophy underpins our curriculum: to create learners for life.

"I love the ethos of the school, Christian & Community Values, encouraging children to question and grow."

Quote from a Year Five parent.





WELCOME LETTER

Dear Applicant,

Thank you for your time and interest in this unique and exciting opportunity to become the Principal of St. Francis Catholic and Church of England Primary Academy.

By way of a brief background, following an invitation from the Regional Schools Commissioner, the Portsmouth and Winchester Diocesan Academies Trust was delighted to agree to act as a sponsor to St. Francis Catholic and Church of England Primary School and transitioned the Primary School to Academy status on 1st July 2017.

St Francis is now a 'new school' and has ceased to be maintained by the Local Authority. Direct support, advice, central policy, procedure, challenge and monitoring is all provided to the academy by the Trust Board, and its Officers and educational consultants, alongside some Service Level Agreement procurement from the Local Authority. Our offer covers a wide variety of areas including finance, buildings and educational specialists.

This webpage explains what the Trust Board do and who they are:

<http://www.pwdat.org/the-trust-board/>

The Trust Board delegates some functions of the 'day to day' running of St Francis to a Local Governing Body through the Scheme of Delegation, which can be found here:

<http://www.pwdat.org/scheme-of-delegation/>

We are seeking an experienced school leader, who can proactively enhance a dedicated and caring teaching team by working closely with the new Local Governing Body and Trust Board, being unapologetic in their placement of the child at the centre of all their strategic thinking and actions.

We looking forward to receiving your application.

Yours faithfully,

Rev'd Canon William Hughes

Chair, Portsmouth and Winchester Diocesan Academies Trust



ABOUT OUR ACADEMY

ACADEMY

St Francis is a joint Catholic and Church of England Primary Academy. We are part of the Portsmouth and Winchester Diocesan Academies Trust (P&WDAT) and converted to sponsored academy status on the 1st July 2017. We are also supported by the Education Teams of both the Catholic and Anglican Dioceses.

LOCAL GOVERNORS

The new Local Governing Body meet monthly to discuss all matters of strategic concern. The Trust has written a clear governance plan to support the Academy in moving forwards, linked to the strategic priorities. We are committed to the highest standard with regard to pupils' personal development and academic achievement.

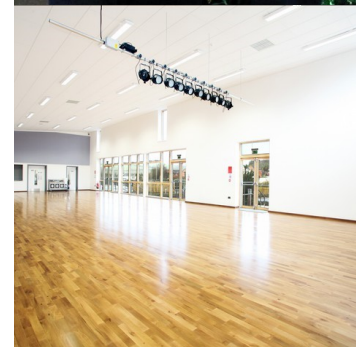
WHAT IS SPECIAL ABOUT OUR ACADEMY?

The most unique aspect of St. Francis Primary Academy is that it represents a coming together of the Catholic and Anglican Churches to provide a joint academy serving the entire community of the town of Ventnor plus outlying districts. The academy was originally formed through amalgamation of three schools in Ventnor as part of the Isle of Wight Council school reorganisation project in 2010.

The site chosen to build the purpose built new school of St. Francis (which was completed in December 2012) is in an Area of Outstanding Natural Beauty (AONB) and the buildings, with every aspect planned and built for purpose, take great advantage of the surrounding beautiful countryside. Designed to take advantage of natural light, and the promotion of learning and emotional well-being, each classroom opens onto its own all weather outdoor area and beautiful countryside views.

When considering the name of our academy in its beautiful setting, we chose St. Francis, Patron Saint for animals and the environment, as it seemed so fitting to honour, thank, and seek a special relationship and oversight from this wonderful Saint for our glorious country setting.

As the only primary school in Ventnor and following in the true tradition of church schools, St Francis welcomes children and families of all faiths, and none, to join together in an outstanding learning environment underpinned by three core Christian values, to serve and support its pupils, the academy and wider community.





OUR LOGO

Our logo has the hand of St Francis reaching for a dove with a small branch behind with three leaves.

The leaves represent the closing of the old primary schools and the stem the joining together as one.

Our classes are named after local birds and each class has their own version of our logo.

We very often refer to the quote from St Francis of Assisi, whose wise words are resonant within the academy.

"Do what is necessary, then what is possible, suddenly you'll find you are doing the impossible."

OUR FACILITIES

We recognise and place importance on the physical development of our pupils. We offer a wide range of sporting activities to our pupils both through the curriculum and through our extra-curricular programme.

Activities include competitive sports such as cricket, football, dance, team games and Tae-Kwondo.

The Girls Under 11 Cricket Team have won the title of Isle of Wight Champions for five years in succession, and have been placed third in the National Finals in Bristol.

Our School Hall is a welcoming venue for parents and visitors joining us for collective worship and class celebrations. It has been carefully designed for ease of access and offers excellent acoustics, as well as professional staging and lighting. This enhances the high quality music and drama productions we perform regularly.

- Light, airy classrooms have colour co-ordinated furniture and access to outside space making them exceptional learning spaces.
- A range of additional teaching and learning spaces; including a spacious library area that leads to a large central courtyard and choice of rooms with quiet areas for group work and individual study.
- Outdoor spaces; including landscaped play areas outside the classrooms, our central courtyard 'The Place In The Sun' and large school playground.



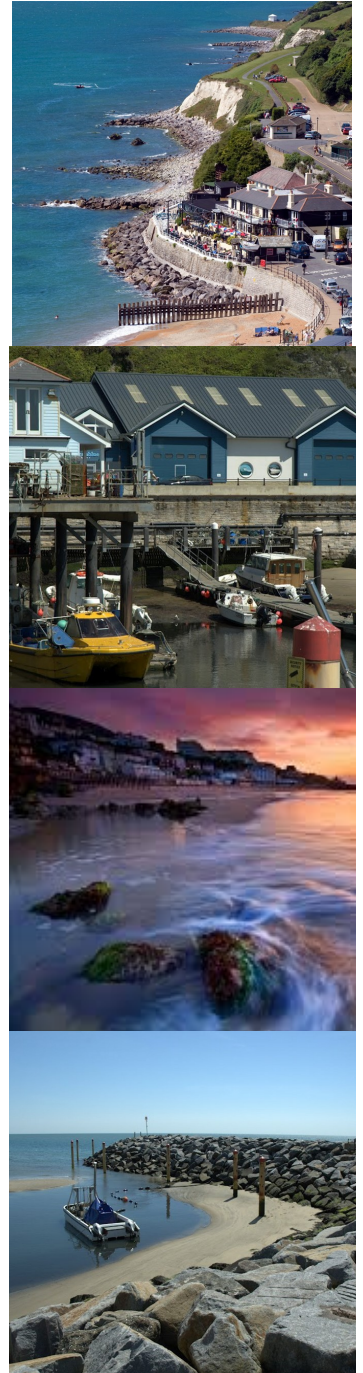
OUR LOCATION

The Isle of Wight has lots to offer:

- It is renowned as one of the places in England with the highest number of sunny days each year.
- There are sandy beaches counted amongst the best 50 in the world.
- All manner of water sports including international yachting events, surfing, windsurfing and water skiing.
- Breath-taking countryside to ramble, walk and cycle.
- Great festivals of art and music.
- Wonderful Victorian architecture and history.
- Clubs, hobbies and friendly people of all interests and professions.
- Fabulous home grown and bred local produce.
- Great restaurants and local pubs to eat it in and enjoy local ale, wine and fruit juices.
- A leisurely pace of life and safe environment.

The faster pace of the 'big Island' is within easy reach should you yearn for it and many high fliers settle on the Island with all its benefits for their families and leisure time while commuting for work to London and elsewhere. Rail links are excellent from major ferry ports.

Southampton airport is a short ferry crossing away, providing easy, cheap access to all major cities and abroad.





Principal - Role Profile

Salary Scale	Negotiable as detailed: LDR 25-37, (£52,929 - £61,341) with a potential range of LDR 36 – 48 (£60,600 - £70,192) for a candidate with a proven track record of sustained school improvement.
Job Start	September 2018
Reports To	The Portsmouth and Winchester Diocesan Academies Trust
Role	To provide effective, dynamic and inspirational leadership, in order that every child is able to fulfil their true academic and spiritual potential.
Primary Purpose	<ul style="list-style-type: none"> • To lead and manage St Francis Catholic and Church of England Primary Academy • To ensure that all pupils achieve high standards so that from each starting point, they make rapid and sustained progress and learn exceptionally well • To promote and safeguard the welfare of children
Introduction and Context	<p>St Francis Catholic and Church of England Primary Academy, is designated by the Secretary of State, as a school with a religious character, within the Catholic Academies and Schools Office Portsmouth and Anglican Dioceses of Portsmouth. The Principal will be an employee of the Portsmouth and Winchester Diocesan Academies Trust. They will carry out professional duties as detailed in the current version of the School Teachers' Pay and Conditions Document, National Standards of Excellence for Headteachers (January 2015), Trust Board Scheme of Delegation and associated policies and procedures (in addition to those adopted by the Local Governing Body), in line with the principles and practice of the Church of England and Catholic Church.</p> <p>The Christian values of St Francis are developed and promoted through its distinctive ethos, which permeates all aspects of school life. The academy aims to serve its community by providing the highest quality education within the context of Christian belief and practice in partnership at Trust, Parish, diocesan and national level. Working with all parties to share our vision that, through its Christian ethos, St Francis Catholic and Church of England Primary Academy will:</p> <ul style="list-style-type: none"> • Be dedicated to promoting the highest values, levels of achievement and well-being within the community that it serves • Provide a supportive, responsive and reflective environment in which children develop spiritual, moral, social and emotional awareness, together with a sense of self-esteem, respect and understanding for others • Provide excellence for all • Create learners for life • Seek new and exciting ways of learning and developing skills for life • Support every pupil to achieve their very best • Celebrate the gifts and talents of all



Key Duties and Responsibilities

Qualities and Knowledge	<p>The Principal will lead the community by example, modelling and promoting positive attitudes and relationships amongst staff, pupils, local governors, and parents, which stem from Christ's vision for humanity by:</p> <ul style="list-style-type: none"> • Working with all relevant parties to deliver a high quality educational experience for learners through active, consistent, insistent and visible leadership • Relentlessly focusing on improving the quality of teaching, learning, assessment and leadership across and beyond the academy • Actively promoting the profile of the academy e.g. website, local media, social media, networking with peers • Providing an inclusive environment which fosters exceptional outcomes for all pupils in order to maximise their life chances • Providing a balanced, differentiated and rich curriculum which will contribute positively to pupils' spiritual, moral, social and emotional development • Ensuring that the spiritual life of the academy is supported by prayer, daily acts of Collective Worship, and the exemplification of Christian values • Ensuring that the policies for Safeguarding, Religious Education, Collective Worship and SMSC are embedded in all aspects of academy ethos and practice • Leading by example through demonstrating personal qualities and relationships which create a resilient learning culture • Working proactively with all stakeholders, drawing on their expertise and skills • Demonstrating political and financial wisdom
Pupils and Staff	<p>The Principal will follow the policies and procedures of the Trust Board, articulating and promoting a vision, which reflects the Trust and academy vision and mission. The Principal's leadership will determine the realisation of staff and pupil potential within the academy community by:</p> <ul style="list-style-type: none"> • Creating and maintaining a vibrant, positive and caring ethos • Promoting relationships which raise confidence, self-esteem and positive attitudes ensuring that all staff are relentless in their ambition to overcome disadvantage by instilling a robust sense of accountability for the impact of their work on pupil outcomes • Securing consistently exceptional teaching and progress in learning, through an analytical use of data and assessments for learning to inform and underpin pedagogy • Working with the Local Governing Body and Trust Board (including other Trust academies, where appropriate), to recruit and deploy staff effectively to impact on pupil outcomes • Sustaining a motivated staff committed to a culture of openness, mutual support, coaching and mentoring • Where necessary, holding staff to account for their professional conduct and practice • Promoting the continuing development of the spiritual life of staff and pupils • Promoting a wide range of extra-curricular activities which can be accessed by all children without disadvantage • Ensuring and modelling exemplary standards of behaviour and attendance and a reduction in absence for all



Systems and Processes

The Principal will work with the Local Governing Body and Trust Board to drive the strategic direction of the academy by establishing and maintaining consistent, transparent and fair systems that minimise unnecessary teacher workload and leave room for high quality continuous professional development by:

- Ensuring that the academy is fully prepared for OFSTED and Section 48 Inspections (SIAMS or S48 Validation by the Catholic Academies and Schools Office)
- Upholding a Christian ethos with high expectations of safeguarding and social behaviour
- Ensuring long term strategic, and short term operational improvement plans and processes are efficient, appropriate, costed and deployed responsibly (in accordance with the school's context and strategy of the Trust Board where applicable), in order to consistently and sustainably impact upon pupil outcomes
- Maintaining and enhancing the principles of transparency, integrity and probity at all times
- Leading the recruitment, selection and appointment of high quality staff, in line with Trust's Recruitment Policy and procedures and in consultation with other Trust academies
- Monitoring rigorous, fair and transparent performance management systems in line with policy and procedure
- Distributing leadership appropriately and effectively to have impact upon pupil outcomes; ensuring that all staff have distinct roles and responsibilities, which are reviewed annually and appropriate arrangements are made for deputising for the Principal, in addition to considered succession planning. Dialogue and consultation must be consistently maintained with other Trust academies
- Monitoring, evaluating and triangulating classroom practice and the quality of teaching and learning regularly aiming for outstanding standards of teaching and learning for all pupils without compromise
- Welcoming accountability and constructive challenge from all stakeholders
- Exercising strategic financial planning and spending, in line with the policy and procedures and the Academies Financial Handbook
- Positively encourage care and enhancement of the academy buildings and environment, so that they provide a welcoming, comfortable, safe and stimulating working and learning environment
- Arranging for the security, vehicle and engineering insurance and effective supervision of the academy buildings, their contents and grounds, ensuring that all health and safety regulations are met and notifying the Trust of any significant maintenance requirements and capital improvements in a timely manner and in accordance with policy
- Ensuring that any and all recommendations from the Prevent Strategy and child protection policies and procedures are firmly embedded, with priority, into all aspects of academy life; that they are also monitored and implemented consistently by all members of staff, volunteers and the Local Governing Body
- To be the Designated Safeguarding Lead (DSL) and Single Point of Contact (SPoC)
- Monitoring office systems that ensure up-to-date records on all children, staff, volunteers and local governors are maintained, with particular reference to all matters concerning safeguarding (e.g. DBS and Section 128 Checks) and health and safety and GDPR as a priority



The self-improving school system

The Principal is a lead professional and significant role model within the community that they serve. They will be responsible for recognising differences and respecting cultural diversity within contemporary Britain by:

- Working in partnership with local schools, other academies within the Trust, the Anglican Diocese, the Catholic Academies and School's Office, external organisations, and partners to share effective practice and promoting innovation
- Ensuring that a SEF, Improvement Plan and SIAMS SEF are written and evaluated on an ongoing basis, informed by the Trust and academy identified priorities, inspection advice and information obtained within the academy, from a regular and moderated pattern of monitoring, assessment, recording and reporting
- Ensuring that children and their parents are regularly informed of the progress being made and the steps that need to be taken to support further development
- Implementing all policies and supporting their regular review and updating, taking into account local circumstance and inspection advice
- Attending PTA, Local Governing Body, (and Trust Board meetings and events as required), effectively representing the academy through excellent preparation, communication and interpersonal skills; including providing a termly Principal's report to the Local Governing Body and Trust Board
- Being willing to support and deploy staff to work in any of the other academies that are currently in the Trust or which may become a part of the Trust in the future
- Developing effective relationships with fellow professionals in other public services
- Inspiring and influencing others to value education as key to improving the life chances of young people
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Maintaining personal knowledge and skills as an educational leader and teacher by personally engaging in professional learning opportunities and the Trusts programme for the performance management of the Principal
- Modelling entrepreneurial and innovative approaches to school improvement

Any other task as is deemed appropriate to achieving the objectives of St Francis Catholic and Church of England Primary Academy by the Trust Board or Local Governing Body, acting under the scheme of delegation.

Portsmouth and Winchester Diocesan Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including a Section 128 check.

Portsmouth & Winchester Diocesan Academies Trust, a company limited by guarantee.

Registered in England & Wales No. 8161468



Person Specification - Principal

	Essential	Desirable	Evidence
Personal attributes	<ul style="list-style-type: none"> • Will uphold and lead the distinctive Christian ethos of the academy • Have the ability to model Christian values to all members of the academy community through excellent interpersonal skills • An approachable and inspirational leader, who communicates transparently to stimulate confidence and trust • A visible and significant presence within the environment, who acts sensitively and with discretion, wherever necessary • Will work proactively with the Academy Trust and Catholic Academies and School's Office (where relevant), seeking and implementing policy and advice in a responsive manner • Will lead, sustain and develop exemplary practice of collective worship in the academy • Be committed to inclusive education in a church school and passionate about the benefits of education to drive equality of opportunity for all pupils • Have high expectations of themselves and all members of the academy community • Can establish and exhibit positive relationships, and optimistic attitudes with all stakeholders in the academy, local faith and wider communities • Will participate in out of school activities i.e. with the Friends of St Francis (PTA) and local clergy / parishes (Catholic and Anglican) as relevant 	<ul style="list-style-type: none"> • A baptised practising Catholic or Communicant Anglican • Active involvement in the local parish (personal or current school) 	<ul style="list-style-type: none"> • Application form • Interviews • References

Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of significant and relevant continued professional development 	<ul style="list-style-type: none"> • Has gained accreditation for further professional study (e.g MA, DipEd) • NPQH/System Leadership 	<ul style="list-style-type: none"> • Application form • Interviews
Experience	<ul style="list-style-type: none"> • Significant teaching experience within the primary phase • Experience of Ofsted inspection at senior leadership level • Has successfully undertaken appropriate Safer Recruitment, Prevent, Child Protection training and DSL duties • Has been actively involved in school self-evaluation and improvement planning, with proven impact, including 'diminishing the difference' for disadvantaged pupils, realising the potential of more able pupils, whilst driving high standards for all • Can articulate the academy's current position with accuracy and integrity 	<ul style="list-style-type: none"> • Up to date knowledge and understanding of all 3 primary key stages • An understanding of the rights and responsibilities associated with leading a school sponsored by a Multi- Academy Trust • Previous experience of primary headship • Previous experience of headship in a Catholic or Anglican school/ academy • Experience of Section 48 Inspection (SIAMS or Catholic Diocese) 	<ul style="list-style-type: none"> • Application form • Interviews • References





Professional skills and knowledge	<ul style="list-style-type: none"> • Demonstrate wide, up-to-date knowledge of educational innovation and developments, locally, nationally and globally • Will embrace the importance of technology in learning and its future implications in enabling innovation and effective communication • Has experience of developing and implementing a creative, exciting and challenging curriculum based on the current National Curriculum • Has experience of using pupil performance data to: drive improvements in standards; benchmark the academy's performance and to use as a tool to set ambitious future targets across the primary phase • Is able to articulate a deep understanding of the characteristics of outstanding teaching and learning. • Has a proven track record of monitoring, evaluating and improving the quality of learning and teaching in a sustainable manner • Has a good understanding of assessment and how it can be used to plan interventions and accelerate pupil progress • Evidence of understanding of national initiatives and current learning theory 	<ul style="list-style-type: none"> • Experience of innovative, national and international education 	<ul style="list-style-type: none"> • Application form • Interviews
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Pupils and staff	<ul style="list-style-type: none"> • Will develop and support an ethos in which staff work together to mutually improve subject knowledge and skills, driving high standards for all • Demonstrates resilience and integrity, drawing on personal and collegiate experience and expertise to successfully build and develop teams • Evidence of enabling pupils to become resilient, motivated and independent learners • Demonstrates a proven ability to grow the whole staff team as leaders at all levels. Show genuine care and interest in staff and can motivate and empower them to develop their full potential, whilst being mindful of their workload and well being • Has the skills and experience of recruiting, retaining and deploying high quality staff • Is able to create and sustain a safe, secure and healthy school environment 	<ul style="list-style-type: none"> • Has experience of collaborating with other schools to make joint staffing appointments • Has experience of collaborative and partnership working for the benefit of all pupils • Has drawn upon the resources of the local community to enliven the curriculum • Evidence of promoting and sustaining high standards of classroom management and children's behaviour 	<ul style="list-style-type: none"> • Interview • Application
Systems and processes	<ul style="list-style-type: none"> • Is able to make professional, managerial and organisational decisions based on relevant evidence, in a timely manner • Direct experience of working with governors and Trust/Diocesan officers to drive the strategic direction and operational aspects of the academy forward • Has a good understanding and first hand experience of school budget planning • Welcomes strong governance (at local and Trust Board level) and constructive, supportive challenge to ensure accountability for staff, pupil and financial performance • Is able to distribute leadership throughout the school, where staff are encouraged to develop their own management and leadership skills 	<ul style="list-style-type: none"> • Previous experience of working with finances within an academy or Multi-academy Trust • Experience of coaching and mentoring skills • Has developed a model of staffing across schools on more than one site 	<ul style="list-style-type: none"> • Application • Interview • References • Presentation exercise

Systems and processes continued	<ul style="list-style-type: none"> • Can create and set in place a constructive programme of coaching and mentoring to develop staff and drive succession planning 		<ul style="list-style-type: none"> • Application • Interview • References • Presentation exercise
Self Improving School System	<ul style="list-style-type: none"> • Will work co-operatively with colleagues in order to develop mutually beneficial systems that drive continuous school improvements and enhance the life opportunities of young people • Willing to support and work in other academies in the Portsmouth and Winchester Diocesan Academies Trust • Think strategically to build and communicate a coherent vision that brings about effective school improvement • Can demonstrate a proven ability to be accountable to the Trust, parents and other stakeholders for pupil progress and school improvement 	<ul style="list-style-type: none"> • Work positively and effectively with colleagues beyond the academy in order to improve teaching, learning and curricular provision and raise standards 	<ul style="list-style-type: none"> • Application • Interview





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

T: 01223-90-79-76 | M: 07771-330-123

E: cford@academicis.co.uk

**All applications are to be sent to
Carlie Ford no later than
12 noon on Thursday 11th January 2018.**

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

*Portsmouth and Winchester Diocesan Academies Trust is committed to Equal
Opportunities and to safeguarding and promoting the welfare of children and young
people and expects all staff and volunteers to share this commitment. We will ensure that
all our recruitment and selection practices reflect this commitment. The successful
candidate will be subject to Disclosure and Barring Service checks, along with other
relevant employment checks, including a Section 128 check.*