



# Woodvale Primary Academy

## Principal - Candidate Brochure





## GREENWOOD ACADEMIES TRUST

**Chief Executive:** Wayne Norrie

**Chair of Trustees:** Mike Hamlin

**Executive Assistant:** Nikki Cameron-Williams

Dear Applicant,

Many thanks for your interest in the post of Principal at the Woodvale Primary Academy. I hope you will find the candidate brochure a useful introduction and that you will proceed in applying for this exciting and rewarding post.

Woodvale Primary Academy is situated in a pleasant, mixed residential area to the east of Northampton. As a PFI new build in 2006, the academy benefits from a spacious and engaging learning environment indoors and out.

The academy has capacity for 420 pupils with an additional 78 part time places in the Nursery. It is a successful, happy, bright, safe and fun place to learn. We as leaders are extremely proud of it and in the future aspire to see standards raised even higher.

Our current Principal, after working in various roles at the academy for over 25 years has decided to move onto some new challenges. We are now looking for a motivated, dedicated and highly effective leader who will build on the success of this academy since it opened in the spring of 2013 and lead it forward into a new era. This is an exciting opportunity to shape and nurture the future of this lovely academy and lead it towards more rapid and sustained growth going forward.

In return, we offer you talented staff; friendly happy pupils who enjoy learning; a supportive Academy Advisory Council, engaged pupils, a committed and hardworking parent body and a warm and welcoming community. The academy is supported well by the Greenwood Academies Trust, which sponsors 32 other academies across the East Midlands and East Coast. Locally there are eight other primaries, two secondaries and one special school as part of the trust. The academy was last inspected by OFSTED in Autumn 2014, when it was assessed to be 'good' in all areas.

As part of the application process we warmly recommend and welcome informal visits. We hope you find all the information that you require within this brochure.

Yours sincerely



**Mr Andrew Jeffery-Clarke**

Senior Education Adviser

Greenwood Academies Trust

### Our Sponsor

Woodvale Primary Academy is part of the Greenwood Academies Trust (GAT). Information about the Trust can be found on-line at [www.greenwoodacademies.org](http://www.greenwoodacademies.org)

The Greenwood Academies Trust is a not-for-profit educational organisation. It specialises in working with schools in challenging circumstances and has a track record of delivering significant improvement in these schools. The Trust offers high levels of educational expertise and we seek to deliver long lasting and productive relationships with the communities we serve.

The Greenwood Academies Trust is the sponsor of 32 academies at present, located across seven Local Authorities. They represent a wide range of educational phases for pupils aged from 3 to 18 years and educate over 16,000 pupils.

They are the:

- Beacon Primary Academy, 4-11
- Bishop Creighton Academy, 4-11
- Corby Primary Academy, 4-11
- City of Peterborough Academy, 11-19
- City of Peterborough Academy Special School, 4-18
- Danesholme Infant Academy, 3-7
- Danesholme Junior Academy, 7-11
- Dogsthorpe Academy, 7-11
- Green Oaks Primary Academy, 3-11
- Hazel Leys Academy, 3-11
- Houghton Regis Academy, 9-14
- Ingoldmells Academy, 4-11
- Kingswood Primary Academy, 3-11
- Kingswood Secondary Academy, 11-18
- Mansfield Primary Academy, 3-11
- Mablethorpe Primary Academy, 3-11
- Nethergate Academy, 4-18
- Newark Hill Academy, 4-11
- Nottingham Academy, 3-18
- Nottingham Girls' Academy, 11-18
- Purple Oaks Academy, 3-18
- Queensmead Primary Academy, 3-11
- Rushden Primary Academy, 4-11
- Skegby Junior Academy, 3-11
- Skegness Academy, 11-18
- Skegness Infant Academy, 3-7
- Skegness Junior Academy, 7-11
- Stanground Academy, 11-18
- Sunnyside Primary Academy, 4-11
- Welland Academy, 4-11
- Weston Favell Academy, 11-18
- Woodvale Primary Academy, 3-11



**Wayne Norrie**  
Chief Executive Officer

The Greenwood Academies Trust's mission is to enable every child within our academies to be the best they can be.

To deliver the mission, the Trust has agreed the following four strategic priorities:

- **Outcomes and Provision:** For increasingly higher proportions of pupils to leave our academies well prepared for the next steps in their education across the whole of the Trust.
- **Developing Children and Young People:** A wide range of experiences and enrichment which enhances their wider personal and cultural development to allow them to compete in the future.
- **Leadership and Management** To ensure our structures, staffing, policies and procedures are accurate, efficient and understood by all parties. To ensure that these systems allow schools to be supported and to ensure the Trust Board and Executive Team are well informed of academy performance.
- **Developing the Workforce:** To identify and develop future leaders, retain the highest calibre individuals and make working as a leader within the Trust as attractive as possible.



### Academy Statistics

Type of School	Woodvale Primary Academy
Age Range	3 to 11
Location	Crestwood Road, Northampton, NN3 8JJ
Co-educational or Single Sex	Co-educational
Denomination	Non Denomination
Number of Children (Capacity)	400 + 74 Part Time Nursery
Number of Teaching Staff	20
Number of Children with Free School Meals	41.8%
Number of Children with SEN	0.2%
Pupils whose first language is not English	31.7%
Ofsted Rating	October 2014 Inspected as Good
Progress Score 2016 Reading:	Average - 0.7
Progress Score 2016 Writing:	Above Average - 0.3
Progress Score 2016 Maths:	Above Average - 0.2



### Welcome

At Woodvale Primary Academy, we aim for our children to be happy, confident individuals with a passion for learning. We believe every child should feel valued and encouraged to achieve their very best in all aspects of academy life.

We provide an exciting curriculum that combines academic skills with an extensive range of enriching opportunities to develop every child's talents within the academy and community beyond.

We provide a vibrant, caring and safe environment, where positive learning attitudes and traditional values such as respect, honesty and responsibility are nurtured daily. We have high expectations of behaviour and attendance within our academy.

We enjoy taking responsibility for improving our knowledge and creativity by developing our confidence as independent learners. We demonstrate enthusiasm about belonging to a caring, respectful community which promotes honesty and co-operation. We challenge ourselves to show ambition because we are determined to be the best we can be! To enhance this each month, we focus on a different value, for example 'belonging'.



### Core Values

Working together is a core value of our academy. We know that positively working in partnership with parents is crucial in order for our children to achieve and flourish in their learning. We have a hardworking staff team, who are dedicated to providing the highest standards in learning, which are challenging and stimulating; enabling our children to achieve their full potential.

We have three core values that underpin everything we do:

- Be Safe
- Be Kind
- Be Responsible



We promote a set of tools which we like to call Habits of Mind. These are aimed at lifelong learning not just for school time. They help your child behave intelligently when they DON'T know the answer to a problem. It means having a disposition toward behaving intelligently when confronted with problems. The Habits of Mind were devised by Art Costa and Bena Kallick. There are sixteen Habits of Mind.

### Our Ethos and Values:

- Foster a caring community in which pupils learn respect, tolerance and kindness to one another.
- Provide a broad and balanced curriculum, reinforced by ICT with high quality teaching and learning.
- Achieve the highest standards, developing a positive self-image and with each child striving to do their best.
- Prepare pupils to cope confidently and responsibly with the challenges they will meet in their everyday life.
- Encourage personal pride and independence whilst recognising the value and enjoyment of being part of a team.
- Widen each child's knowledge of the world and encourage a sense of awe and wonder.
- Assist pupils to seek and cherish a system of personal belief and a moral code and teach them to respect the beliefs of others.

The children have the opportunity to develop talents and achieve their full potential through a balanced and well-planned curriculum, we consider our teaching to be of high quality with a variable and flexible approach. We offer individual, small group and whole class teaching. We aim to work carefully matching our approach to the ability of the child. Our maths and language classes are streamed by ability.







# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post Title: PRINCIPAL

Purpose:

- Provide vision and professional leadership to secure high quality education and high standards of achievement for all pupils;
- Satisfy the aims of the academy through the implementation of the policies of the Trust Board and the Governing Council;
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the academy's responsibility to provide and monitor opportunities for pupils' personal and academic growth.

Reporting to: The Chief Executive and/or the Regional Education Director and/or the Senior Education Adviser.

Responsible for: The provision of a full learning experience and support for pupils.

Liaising with: The Chief Executive, Senior Education Adviser, Regional Education Director, other Trust Principals and Heads of School, trust board members, council members, the senior leadership team, teaching/support staff, external agencies, parents, primary partner schools and community members.

Working time: Full-time.

This salary is fully inclusive and remunerates you for the full range of duties including the requirement to work outside normal office hours. You will participate in reasonable out of hour arrangements as necessary to support academy needs.

You are expected to devote your whole-time service to the work of the academy and you will not engage in any other business or take up any other additional appointment without the express consent of the Chief Executive.

Salary/Grade: To be decided at appointment.

MAIN (CORE) DUTIES: To carry out the professional duties of a Headteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

## Operational/Strategic Planning

- Have a strategic view of how to successfully develop the academy.
- Be responsible for the management and development of the academy and all its resources.
- Ensure the national statutory requirements, the decisions of the council and the needs of the pupils, their parents and the community are met.
- Manage a complex organisation effectively and ensure the successful implementation of radical change.
- To contribute to the academy's planning activities.
- Work to develop ways of integrating pupil's educational experience to raise achievement.

## Teaching and Learning:

The Principal will:

- Ensure that the statutory requirements of the national curriculum are met.
- Provide a broad and relevant curriculum.
- Ensure that the curriculum delivered matches the needs of all pupils.
- Develop radical approaches to meeting the needs of pupils who enter the academy with a low skills-base and those of the more able.
- Achieve a sense of harmony, through the effective management of pupil behaviour.
- Involve pupils in the decision-making processes in the academy and develop policies and practices that treat pupils as partners in the learning process.
- Ensure that there is an effective assessment, recording and reporting system of pupil progress.
- Keep expectations high in circumstances where there is significant social deprivation.
- Monitor and evaluate the curriculum for both quality and value for money.

## Leading and Managing Staff:

- Lead on all matters relating to academy provision.
- Advise the Chief Executive and/or the Regional Education Director and/or the Senior Education Adviser on the recruitment and selection of teaching and support staff.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff within the academy to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of all staff within the academy and ensure their professional development through effective systems for the management of staff performance.
- Create and maintain good working relationships among all members of the academy community.
- Sustain their own motivation and that of their staff.
- Promote the trust's ethos in which the highest achievements are



expected from all members of the academy community.

- Ensure that professional duties are fulfilled as specified in the Teachers' Pay and Conditions document.
- Take part in the trust's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process.

Efficient and effective use of staff and resources:

- Assist the Chief Executive and senior colleagues with the formulation of the annual budget in order that the academy secures its objectives.
- Work with the Chief Executive and senior colleagues to recruit and retain staff of the highest quality.
- Work with the Regional Education Director and other senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Plan, manage and monitor the curriculum of the academy within the agreed budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
- Ensure the regular monitoring of the budget for the academy and the oversight of the use of resources.
- Manage and organise the accommodation of the academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- Ensure that the allocation and use of accommodation within the academy provides a positive learning environment that promotes the highest achievement for all.
- Monitor and evaluate overall provision within the academy for value for money.
- Support senior colleagues in securing adequate resources for the academy.
- Plan and manage the academy's financial resources and maximise the level of external funding that is attracted to support the academy's development.

Accountability:

- Work closely with the Chief Executive, the Senior Education Adviser, Regional Education Director, the Trust Board and Governors.
- Secure a positive working relationship with the Chief Executive, Senior Education Adviser, Regional Education Director, the Trust Board and Governors.
- Provide information, objective advice and support to the Regional Education Director/Senior Education Adviser to enable him/her to meet his/her responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- Recognise that the Chief Executive, Senior Education Adviser, Regional Education Director, the Academy Council are also

accountable for the success of the academy.

- Help to create and develop an organisation in which staff recognise that they are accountable for the success of the academy.
- Help to ensure that a good information flow is maintained within the academy.
- Present a coherent and accurate account of the performance of the academy in a form appropriate to a range of audiences.
- Ensure that parents and pupils of the academy are well informed about curriculum, attainment and progress and are able to understand targets for improvement.
- Develop and encourage good relations between the academy and the local community.

Quality Assurance:

- Help implement academy quality assurance procedures and adhere to them.
- Lead the process of monitoring and evaluating the outcomes from departments and other teams within the academy in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Review from time to time methods of teaching and programmes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management information:

- Maintain appropriate records and to provide relevant, accurate and up-to-date information whenever required.
- Complete the relevant documentation to assist in the tracking of pupils.
- Track pupil progress and use information to inform teaching and learning.

Communications:

- Communicate effectively with the parents of pupils as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the academy.
- Follow agreed policies for communications in the Group.

Marketing and liaison:

- Take part in marketing and liaison activities such as open evenings, parents' evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies, primary schools and other secondary schools and post 16 providers.

Management of resources:

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist the Regional Education Director/Senior Education Adviser to identify resource needs and to contribute to the efficient/effective

use of physical resources.

- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, departments and pupils.

Pastoral system:

- Promote the general progress and well-being of individual pupils.
- Liaise with the Director of Achievement/Head of Year to ensure the implementation of the academy's support systems.
- Evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- Communicate, as appropriate, with the parents of pupils and with persons or bodies outside the academy concerned with the welfare of individual pupils.
- Contribute to PSHE, citizenship and enterprise education, according to academy policies.
- Lead the academy's behaviour management protocols so that effective learning can take place.

Other specific duties:

- Play a full part in the life of the trust and the academy to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Actively promote the trust's corporate policies.
- Continue personal development as agreed.
- Comply with the trust's health and safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by the STPCD not mentioned in the above.
- Promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.





# GREENWOOD ACADEMIES TRUST

## Person Specification

### PRINCIPAL

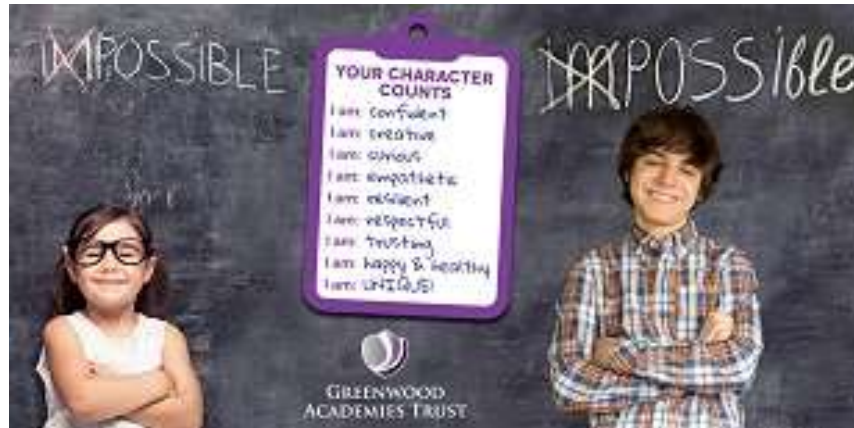
	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
First degree or equivalent.	✓		Application form.
Qualified teacher status.	✓		Application form.
Higher degree or equivalent of further study.		✓	Application form.
Ongoing participation in a range of relevant in-service training.	✓		Application form.
Recent and relevant management development / training / continuing Professional Development.	✓		Application form.
<b>Teaching and Management Experience:</b>			
Previous senior leadership experience at Assistant Head Teacher or above.	✓		Application form; at interview and reference.
Ability to motivate, develop, support and challenge staff.	✓		Application form; at interview and reference.
Track record of successful leadership of significant school improvement strategies.	✓		Application form; at interview and reference.
Experience of monitoring school performance at every level.	✓		Application form and at interview.
Experience of setting challenging school targets.	✓		Application form and at interview.
Experience and understanding of management of human and financial resources at a senior level.	✓		Application form and at interview.
Experience of working positively with governors.	✓		Application form and at interview.
Experience of serving on a governing body.		✓	Application form and at interview.
Experience of managing Special Educational Needs (SEN/Learning Disabilities and Difficulties (LDD) provision in mainstream schools/special schools		✓	Application form and at interview.
Ability to plan effectively from a range of evidence regarding school improvement.	✓		Application form and at interview.
Understanding of educational development of pupils.	✓		Application form and at interview.

In-depth understanding of assessment theory and practice.	✓		Application form and at interview.
Understanding of effective teaching and learning strategies.	✓		Application form and at interview.
Knowledge and understanding of the fundamental importance of personalised learning.	✓		Application form and at interview.
Ability to develop the curriculum within a context of educational change.	✓		Application form and at interview.
Evidence of the ability to embrace and manage change.	✓		Application form and at interview.
Successful establishment of links with the local community and external partners.	✓		Application form and at interview.
<b>Personal and Professional Skills and Attributes:</b>			
Outstanding leader, committed to distributive leadership and teamwork.	✓		Application form and at interview.
Evidence of being an outstanding classroom practitioner.	✓		Application form and at interview.
A passionate commitment to the academic, personal and social development of children and families.	✓		Application form and at interview.
Approachable and supportive.	✓		Application form and at interview.
Excellent interpersonal, communications and organisational skills.	✓		Application form and at interview.
Ability to involve and maintain strong and positive relationships with the whole Academy community.	✓		Application form and at interview.
Actively seeking new approaches, ideas and challenges. Be willing to be innovative and to take risks.	✓		Application form and at interview.
Ability to think and act strategically.	✓		Application form and at interview.
<b>Other:</b>			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓

The Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.



**Woodvale Primary Academy  
Crestwood Road  
Northampton  
NN3 8JJ**

**If you would like further information or to arrange an academy visit,  
please contact Kate Wright at**



**T: 01223-907-979 | DDI: 01223-907-973 |  
M: 07901-585-959 E: [kwright@academicis.co.uk](mailto:kwright@academicis.co.uk)**

**All applications to be sent to Kate Wright no later than  
12-noon on Wednesday 11th October 2017**

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