

Appointment of Principal



Chichester Free School
Nurture • Challenge • Inspire



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Role of the Principal of Chichester Free School

The Governors are seeking an exceptional leader with the energy and vision to become the next Principal of Chichester Free School from September 2019.

The Governors are looking for strong academic leadership but also experience of working in a school committed to our values and ideals, where the co-curricular life of the school is as vital as the rigour of the taught curriculum. The Principal will be an outstanding educator with demonstrated leadership skills and experience in the areas of leading teams, evaluating performance and being part of a highly successful establishment. Excellent communication and interpersonal skills together with an ability to develop quality relationships with all stakeholders are important elements of the role.

The key priorities for the new Principal in their first months will focus on those key areas we have already identified. These include building pupil numbers in the Sixth Form as proposed in our strategic plan. The new Principal will need to constantly review and refine the School's Strategic Plan, as well as implement the annual School Improvement Plan, both in partnership with the Head of Primary, Senior Leadership Team and Governors.

We are also keen to continue and deepen our collaborative work with other schools, plus further developing links with the local community, and engaging with parents and all stakeholders. In addition, although a stand-alone academy, we are keen to develop closer working relationships with our Local Authority, our Regional Schools Commissioner and our neighbouring schools.

It goes without saying that we expect our Principal to oversee a rigorous programme of monitoring and evaluation of the School's teaching and learning, with reference to the success criteria as outlined in the plans and to achieve the highest standards in the education, welfare and safeguarding of pupils at the school.

We will also look to our new Principal to maintain our culture, a culture that promotes excellence, equality of opportunity and high expectations for all pupils and colleagues.

Terms of Employment

An attractive package, commensurate with the importance the Governing Body attaches to the post and the qualifications and experience of the successful candidate will be the subject of discussion at the time of appointment.

The pay range is scale L24 to L31 which is a salary range £70,370 to £83,528. The post is superannuated through the Teachers' Pension Scheme.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS) check and a satisfactory medical report.

For further information and informal discussion about this post, please do not hesitate to contact Gay Grimwood, Business Manager on **01243 792690, ext. 211** or email **SBM@chichesterfreeschool.org.uk**

Visits to the school

Informal visits to the school will be held on:
Tuesday 12 February 09:00–11:00
Wednesday 13 February 09:00–11:00
Thursday 14 February 11:15–13:15

Please contact Karie Wright on **01243 792690 ext. 207** or email **karie@chichesterfreeschool.org.uk** to arrange a visit.

Candidates should complete an Application Form addressing the criteria presented in the role description and person specification. Completed applications should be sent electronically to **eps-recruitment@hants.gov.uk** by midday on Monday 18 February 2019.

Interviews and Assessment Day 1

Tuesday 5 March

Interviews and Assessment Day 2

Wednesday 6 March

Introduction

Chichester Free School is a non-profit making, independent, state-funded school set up in the Chichester area, established in response to real demand within the local area for a greater variety of schools. It was established by a group of parents and teachers, who are all absolutely committed to providing young people with the best possible chance to succeed.

Chichester Free School is the trading name of Sussex Education Trust Limited. The Trust is incorporated with the charitable objective to establish, maintain, manage and develop a school offering a broad and balanced curriculum.

In 2013, we opened with Reception and Years 1, 3, 7 and 8 and have grown year on year and now have 1000 pupils aged 4 to 18. When we are at full capacity we will have 1260 students.

Chichester Free School is open to pupils of all abilities. We do not have a catchment area, thus ensuring that Chichester Free School is fair and inclusive and available to anyone who wants to apply. We take part in the West Sussex County Council (WSCC) admissions process, and so parents apply for places for their child in the same way as for any other local school.



Free School Status

Chichester Free School benefits from the same freedoms and flexibilities as academies, including:

- the ability to set our own pay and conditions for staff;
- freedom from following the National Curriculum;
- greater control of our budget;
- freedom to change the length of terms and school days;
- freedom from local authority control;
- appointing teachers who will not necessarily need to have Qualified Teacher Status.

We are funded by the government, subject to the same Ofsted inspections as all state schools, and are expected to maintain the same rigorous standards.

Governance and Management

Sussex Educational Trust Limited is a charitable company limited by guarantee and registered in England and Wales under registration number 7874411. The Trust company is a qualifying Academy Trust as defined by the Academies Act 2010 and an exempt charity under schedule 3 of the charities Act. The Trust is directly regulated by the Department for Education (DfE).

The Governing Body of the Trust is accountable to the trust members and currently consist of 11 Governors, all of whom are also the statutory directors for Companies Act purposes. The Principal is an ex-officio Governor. The Governing Body includes two parent Governors and a staff Governor. It is chaired by Mr Howard Oyns, with Mrs Helen Humphry as Vice-Chair. The Board is fortunate to have a wide breadth of skills, including, education, finance, legal,

HR, marketing and property. They delegate responsibility to a small number of committees who report back to full board meetings.

The Principal supported by a headship and senior leadership team are responsible for undertaking the day to day operations of the Trust and will report to the Board of Governors as a whole.

There are approximately 65 teaching staff and 65 support staff at the School.





Our Vision

We believe that local children will benefit from an all-through school

Unlike any other state school in the county, we will provide a seamless education from age 4 to 19. Experience shows us that there is disparity between primary and secondary teaching approaches and there are negative effects around transition from Year 6 to Year 7. The school is two-form entry throughout KS1 and KS2 and four-form entry throughout KS3 and KS4. We opened our Sixth Form in September 2018 and will accommodate 240 Sixth Form students when full.

We believe that the quality of our teachers is fundamental to the success of our school

Our faith in children's learning stems from our faith in the quality of teaching that occurs in our school. We recruit proven individuals who we regard as being absolutely the best person to teach. Through a robust process of performance management our staff receive guidance and support to ensure they continue to do their very best. We hope all our staff will feel honoured to be part of our Chichester Free School.

We believe that a good education is not just about qualifications

We know that personal skills such as appearance, good speaking and listening skills, common sense, a resilient and hardworking attitude and ambition are often key skills for young people. Our curriculum focuses on these qualities and ensures that every child is ready and equipped for their future after school.

We believe that local children will benefit from our open admissions policy

We follow the School Admissions Code, however we do not include a catchment area as we believe families should have freedom of choice. Unlike all the other schools in our local area, we absolutely do not want a family's background, location or faith to be a barrier to their child's success. A lottery approach takes place instead. Currently, waiting lists exist in most year groups



Our Ethos

Our ethos follows the four cardinal virtues which have their origins in Greek philosophy.

Temperance

Self-control and independence

An exciting range of extended day activities to nurture independence and self-control, inspire pride, develop leadership and inter-personal skills. Our pupils will contribute fully to the life of the school, both in the classroom and beyond, with high standards of behaviour at all times.

Wisdom

Knowledge and understanding

The curriculum has a strong focus on literacy, numeracy and creativity throughout all the subjects and a 'stretch and support' provision is in place to help all pupils fulfil their potential. We recruit and train the very best team of staff who are committed to delivering exceptional quality education.

Justice

Fair and moral rightness

Our house system nurtures all pupils as individuals and keeps them safe within a positive, caring, fair and supportive environment. Pupils are given opportunities to develop as responsible, moral, respectful citizens and active members of their local community.

Courage

Confidence and intrepidity

We build each pupil's self-confidence and self-esteem throughout their life at the school. We provide a wide range of sporting activities which cater for differing interests and abilities which promote healthy competition. Older pupils are prepared for life after school, with the skills and fortitude to face the future.

Chichester Free School also provides all pupils with the foundations for life by teaching essential personal skills alongside a broad education. We believe that understanding and following these virtues helps our pupils go on to lead rich and fulfilling lives.

What Do We Want To Achieve?

Chichester Free School aims to prepare its pupils for their future by giving them not only the necessary qualifications, but the vital personal and employability skills they will need to lead successful and fulfilling lives. Every pupil will achieve their academic potential.

Success Criteria – Whole School

We are aspiring to achieve:

- At least 80% of pupils will make a GLD in EYFS
- At least 80% of pupils will pass the Phonics screening check in Year 1
- At least 75% of pupils will meet the expected standard by the end of Year 2 in Reading and Maths, with at least 70% in Writing
- At least 75% of pupils will meet the expected standard by the end of Year 6 in Reading and maths, with at least 70% in Writing
- At least 80% of primary pupils will achieve good or better progress in Reading, Writing and Maths
- At KS4, the School to be at least 'above average' for Progress 8, in the overall measure and for all four elements.
- Every pupil will learn vital personal and employability skills and emerge with a clear vision for their future.

- At least 50% of pupils to achieve at least a grade 5 in English and Maths GCSE.
- At least 75% of pupils to achieve at least a grade 4 in English and Maths GCSE.
- An APS score of at least 4.2 for the EBacc.
- At A level, using ALPS we expect the overall grading of the Sixth Form to be a grade 3 or better (top 25% of providers), and all departments to be grade 4 or better.
- With reference to ALPs, all A level students achieve, as a minimum, at the 75th percentile of students nationally.
- Supported by the wider offer (eg EPQ and our Inspire Programme) all students move on to higher education, employment, training or an apprenticeship of their choice

Currently, 100% of our pupils have gone onto some form of continuing education or workplace training at 16+.



Structure of the School

We believe that providing our local area with a co-educational 2-form entry primary and 4-form entry secondary, plus a small sixth form of approximately 240 pupils is necessary to achieve our overall aims.

	2018	2019	2020	2021	2022	2023
Reception	60	60	60	60	60	60
Year 1	60	60	60	60	60	60
Year2	60	60	60	60	60	60
Year 3	60	60	60	60	60	60
Year 4	60	60	60	60	60	60
Year 5	60	60	60	60	60	60
Year 6	60	60	60	60	60	60
Year 7	120	120	120	120	120	120
Year 8	120	120	120	120	120	120
Year 9	120	120	120	120	120	120
Year 10	120	120	120	120	120	120
Year 11	90	120	120	120	120	120
Year 12	18	60	90	120	120	120
Year 13	—	18	60	90	120	120
Totals	1018	1098	1170	1230	1260	1260

Our Curriculum

Our curriculum has two distinct features, which combine to underpin, support and shape our education plan:

A rigorous programme of
Traditional academic
subjects, establishing depth before
breadth, which will be supported
and complemented by our
Creative curriculum

A far-reaching
Community & Skills Curriculum
to teach pupils essential skills
and strategies for life
and study

These two curriculum features are complementary. They are designed, to provide balance and equality, so that the curriculum is accessible to each and every pupil, regardless of their background and ability.

As a result of our curriculum our pupils will

- become life-long learners,
- be independent, confident and
- be hard-working and knowing what it is to enjoy a commitment to their chosen future path.

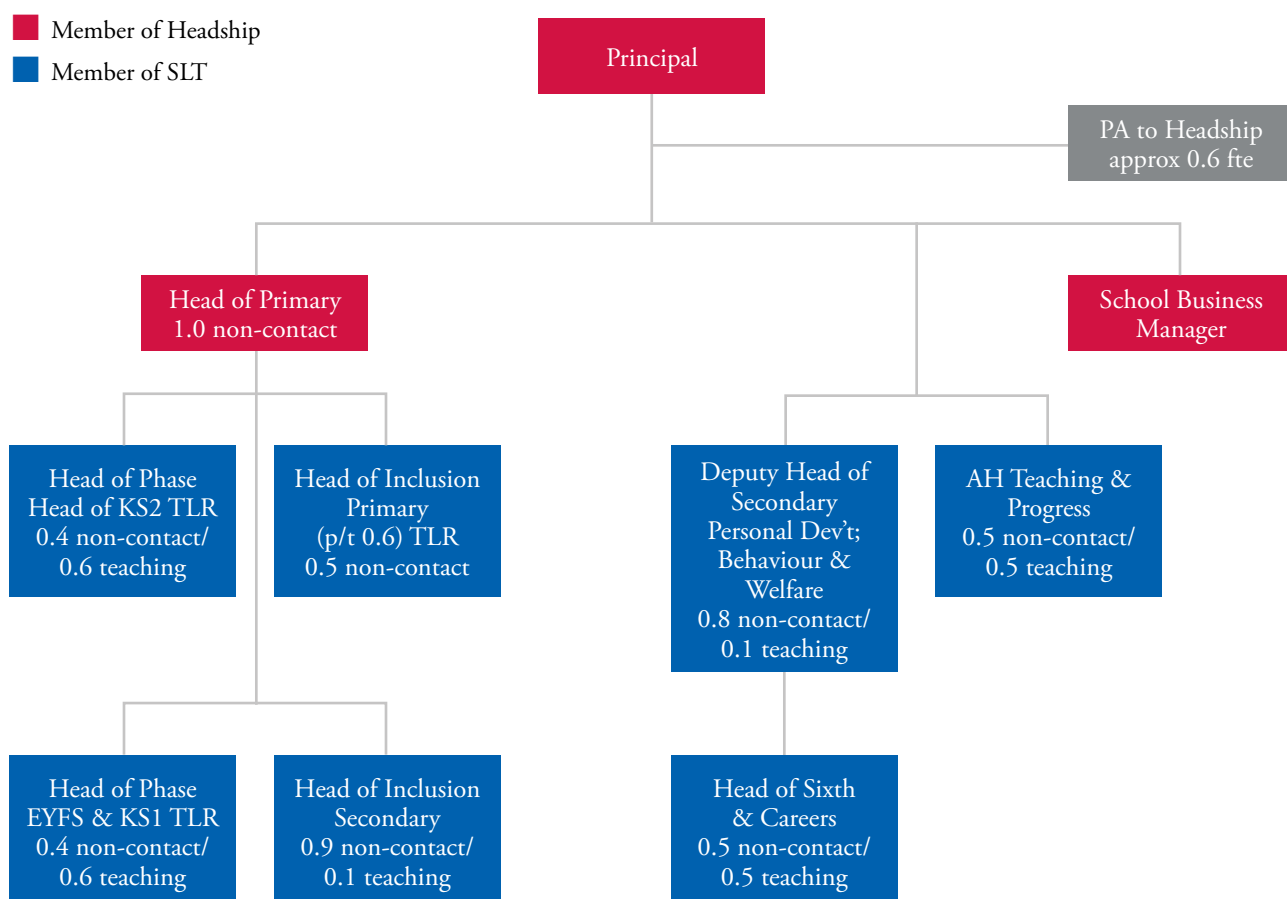
SLT Structure

Now we are on one site, having grown rapidly over the last five years, we have taken time this year to review the leadership structure moving forward.

We have a strong leadership team, several of whom joined the school in the 'early days' of CFS. In September 2017, we were successful in appointing an experienced Head of Primary, who takes overall responsibility for the leadership of Primary, and oversees the Heads of Inclusion (Primary (p/t) and Secondary). He has worked effectively with the Principal and School Business Manager to drive standards and rigour in Primary. The successful applicant will work closely with

the Head of Primary on strategic matters, but can expect all operational matters to be overseen by the Head of Primary. The Head of Primary will deputise for the Principal as needed. All secondary matters will be overseen by the Principal, supported by a Deputy Head (Secondary) and two Assistant Heads. Wherever possible senior leaders take an 'all-through' approach and we have seen good examples of this through CPD and the Curriculum Working Party.

Leadership Structure for September 2019



Role Description

The Headteacher will be required to fulfil all relevant duties and responsibilities as set out in the current National Standards of Excellence for Headteachers, 2015.

The core purpose of the Principal is to provide professional leadership and management for Chichester Free School, working with the Governing Body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express our core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The Principal will challenge, motivate, inspire and empower the whole School community to develop and uphold the vision and ethos of Chichester Free School.

The duties and responsibilities of the Principal are:

To provide strategic leadership and vision

- To work with the Governing Body and staff to maintain a shared vision for Chichester Free School.
- To make effective use of data to ensure strategic decisions achieve our key deliverables, and set high standards for all pupils.

In management of the school

- To work closely with the School's Business Manager to ensure effective financial and resource management.
- To recruit, retain and develop high calibre staff to ensure that Chichester Free School's broad curriculum is delivered to the highest standard.
- To ensure continuing professional development is an integral part of the Chichester Free School ethos.
- To delegate management tasks to the School's senior leaders, ensuring their implementation is effectively monitored.

In leadership of teaching and learning

- To be a visible presence in the School, encouraging and promoting high-quality, innovative teaching.
- To keep the debate about effective teaching and learning ever present and develop relevant strategies for performance improvement.
- To acknowledge and reward excellent teaching, and address poor performance in a fair and robust manner.
- To implement the Chichester Free School Curriculum and ensure it is reviewed and developed to ensure pupils benefit from a stretching and supportive learning environment, with strategies for ensuring inclusion, diversity and access.

In community engagement

- To build strong, trusting relationships with parents, carers and members of the community.
- To be a compelling ambassador for Chichester Free School, effectively communicating the School's vision and ethos to a wide range of external audiences.

In educational culture

- To ensure the development of the Chichester Free School's ethos, where all pupils are provided with the foundations for life and essential personal skills are taught alongside a broad education
- To be a visible, approachable figure among the pupils, investing time in building strong relationships with the pupil body.
- To deliver exceptional pastoral care, ensuring pupil welfare and personal, social and moral development is at the heart of all decision-making.
- To ensure the co-curricular life of the School is a distinctive strand of the School.



Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Educated to honours degree or above		Essential
b. Qualified teacher status		Desirable
c. Good honours degree	First or upper second	Desirable
d. Post graduate qualifications (including NPQH)	Masters degree/post graduate diplomas	Desirable
e. Evidence of relevant Professional Development		Essential
f. Has successfully undertaken Secretary of State (NCSL, CWDC or local authority) approved 'safer recruitment' training or has a commitment to do so before taking up the post		Essential

Knowledge Base

a. Excellent professional knowledge and understanding	Essential
b. Models of learning and teaching, behaviour and attendance management	Essential
c. Strategies for ensuring inclusion, diversity and access	Essential
d. Current educational trends and issues, including national policies, priorities and legislation, underpinning school effectiveness	Essential
e. Curriculum design and management	Essential
f. Financial planning, budgetary management and principles of best value	Essential
g. An understanding of assessment strategies and the use of assessment to inform the next stages of teaching and learning.	Essential
h. Principles and practice of quality assurance systems, including school review, self-evaluation and performance management	Essential
i. An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children	Essential

Leadership & Management

a. Exceptional strategic planning skills with a proven ability to translate vision into clear, coherent plans	Essential
b. Excellent classroom practitioner who can lead by example, with a knowledge of adjacent phases of education	Essential
c. Ability to manage change and work under pressure of changing circumstances	Essential
d. Experience of carrying out performance management and acting on any issue that arise from the reviews	Essential
e. Demonstrated ability to lead, coordinate, delegate and empower	Essential
f. Leadership and management skills to improve and maintain attainment and success	Essential
g. An exceptional, collaborative, inspirational leader with proven ability to build positive working relationships, negotiate with and influence individuals and relevant groups	Essential
h. Authority and ability to inspire confidence in Governors, teaching and associate staff, pupils and parents alike	Essential
i. A strong commitment to continuing professional development for all staff	Essential
j. Managing the school efficiently and effectively on a day-to-day basis	Essential
k. Experience of working with leaders across primary and secondary	Desirable
l. Experience as a deputy or assistant headteacher	Essential

Experience

a. Experience of whole school responsibility – academic and/or pastoral	Essential
b. Senior leadership experience within the 12-18 age range, with a track record of success in raising achievement and bringing about improvement	Essential
c. Experience of working in high performing schools	Essential
d. Experience of working in an all-through school	Desirable
e. Experience of teaching in at least two schools, including 16+/Sixth Form students	Essential
f. Strategies that encourage parents and carers to support their children's learning	Essential
g. Experience of working across a MAT or group of schools	Desirable

Skills Required

a. Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
b. Decision making skills: the ability to solve problems and make decisions	Essential
c. Teamwork: the ability to work collaboratively with others	Essential
d. Communication skills: the ability to make points clearly and understand the views of others	Essential
e. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
f. Able to communicate with a wide range of audiences including pupils, parents, teachers, associate staff and Governors, as well as external contacts required by the role	Essential
g. Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	Essential
h. Ability to develop and sustain a safe, secure and healthy school environment, ensuring an understanding of the legal issues related to managing a school	Essential
i. Ability to be innovative, creative and tenacious	Essential

Attitude/approach

a. A deep and passionate commitment to the values and ethos of Chichester Free School	Essential
b. Ability to enthuse children and adults	Essential
c. Possess a positive attitude and approach to change and development	Essential
d. Flexible and firm with the ability to know when to be either	Desirable
e. Enjoy rising to the challenges inherent in a school environment	Essential
f. Lifelong learner	Essential
g. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of Chichester Free School	Essential
h. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence	Essential
i. Developing and sustaining a learning culture that has the Every Child Matters five outcomes at its core, including high expectations and standards of achievement for all	Essential
j. Manage and resolve conflict	Essential

Safeguarding

a. Evidence of commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential

Chichester Free School is 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 DBS checks along with other relevant employment checks.



Chichester Free School

Hunston Road, Chichester, West Sussex PO20 1NP

t: 01243 792690 e: office@chichesterfreeschool.org.uk www.chichesterfreeschool.org.uk

Company Registration No: 07874411

