

PRINCIPAL RECRUITMENT PACK

MARCH 2019



See the Light in All

A SCHOOL FOR YOUNG INQUISITIVE MINDS



At Khalsa Science Academy we believe that every child deserves the best possible start in life, which is why we hold high expectations for all our pupils. Through interactive play and investigate learning, we seek to give our children the confidence to think for themselves and develop a natural curiosity in the world around them.



At Khalsa Science Academy we welcome all children regardless of their backgrounds or faiths and we aim to help all our children develop a lifelong love of learning, which will support them throughout their academic careers and beyond.

We firmly believe in the importance of science as a foundation for all areas of learning. Nurturing a love of experimentation and enquiry at an early age will help our pupils mature as balanced, rational individuals capable of making the right decisions in order to make the most of whatever opportunities and challenges their futures bring. We are very much focused on providing our children with an international education and as such our teaching is underpinned by the national curriculum with a focus on STEM (in particular science) and Spanish. We believe that both STEM and language skills will prepare our children for the 21st century, which in turn will allow access to some of the best opportunities available to them as young adults.

Khalsa Science Academy is not a faith school. We are firmly committed to developing our pupils' understanding and appreciation of the diverse world in which they live. We actively promote tolerance, fairness, respect for all faiths, and the rule of law to ensure children, parents, staff and trustees at Khalsa Science Academy also 'See the Light in All'.

Our Golden Rules are to be Kind, Honest, Achieve, Lead and Share for All humanity.

Like all of our pupils, we're still growing. Why? Because we have a lovely new School building which we purposefully designed to give us room to grow. Plus, we've got lots of green space for

playing and exploring. There are now 136 pupils on roll from Reception to Year 5. The school will have its full complement of primary year groups by the start of the next academic year, 2019/20.



Our Vision is to inspire the children of today to become the leading citizens of tomorrow through encouraging high expectations and personal reflection.

See the Light in All

MESSAGE FROM THE TRUSTEES

Thank you for your interest in the post of Principal at Khalsa Science Academy.

At Khalsa Science Academy, we are proud to be an inclusive school where we work together to challenge, motivate and inspire all children to become successful, confident and caring citizens of our diverse world.

We are determined to create an inclusive culture of learning where all children will be challenged in their thinking to achieve to the best of their abilities and strive to become lifelong learners.

In our most recent Ofsted inspection monitoring visit inspection (October 2018), you will see that the school and Trustees are collectively making strong, promising progress to becoming a good school.

In our new Principal, we are looking for a leader who can demonstrate humility, galvanizing others as a central strategy whilst bringing confidence, energy and commitment to maintaining this momentum.

We look forward to hearing from you

Best wishes

Harnek Singh

Chair of the Trustees



“Governors have a clear vision for the school that is rooted in the school’s golden rules: kind, honest, achieve well, lead, share for all humanity (KHALSA). They are passionate about ensuring that pupils have wide experiences that will support them well in their future lives.” Ofsted October 2018

See the Light in All

PRINCIPAL JOB DESCRIPTION



Main Purpose:

To provide professional leadership and management for the school in order to secure its success and improvement, ensure high quality education for all its pupils and improve standards of achievement.

The Principal carries out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, the *National Standards of excellence for Headteachers* and the policies and procedures of the Governing Body.

Key Responsibilities of the Post

- ◆ Take the lead role on working with the Governing Body to develop a collaborative school vision, which embraces excellence, high standards and inclusion. Translate the vision into a development plan and implement it successfully.
- ◆ Secure excellent teaching to achieve high standards of learning and attainment across the primary 4-11 range, including preparation for secondary education.
- ◆ Hold all staff to account for their professional conduct and practice.
- ◆ Ensure inclusion, diversity and access.
- ◆ Lead by example to foster an open, transparent and equitable culture.
- ◆ To be responsible for the internal organisation, management and control of the school.
- ◆ Manage finance and resources astutely to maximise their use and value.
- ◆ Develop and sustain effective relationships with the Trustees to ensure effective governance of the school, and the discharge of Trustee responsibilities.
- ◆ Build/develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
- ◆ Create an outward-facing school to work with other schools, organisations and partners to champion best practice.

Qualities and Knowledge

- ◆ Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
- ◆ Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, Trustees and members of the local community.
- ◆ Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- ◆ Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- ◆ Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- ◆ Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

- ◆ Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- ◆ Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- ◆ Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- ◆ Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- ◆ Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- ◆ Hold all staff to account for their professional conduct and practice.

Systems and Process

- ◆ Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- ◆ Provide a safe, calm and well-ordered environment for all pupils/staff, focused on safeguarding pupils and developing exemplary behaviour in school and in wider society.
- ◆ Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- ◆ Welcome strong governance and actively support the Trustees to understand their role and deliver their functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- ◆ Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- ◆ Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for decision making.

The Self – Improving School

- ◆ Create an outward-facing school which works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all.
- ◆ Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- ◆ Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.
- ◆ Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- ◆ Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- ◆ Inspire and influence others within and beyond schools to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Essential Requirements

Qualifications and Experience

- ◆ Qualified Teacher Status, degree
- ◆ Further relevant professional / academic study and evidence of continuous professional development and knowledge of current issues in Education.
- ◆ Experience as an effective senior leader in a primary setting.
- ◆ Substantial successful teaching experience

Qualities and Knowledge

- ◆ Hold and articulate clear vision, values and moral purpose, demonstrating optimistic personal behavior, and positive relationships and attitudes.
- ◆ Demonstrate a strategic leadership style that is characterised by integrity, creativity, resilience and clarity. Understand how to empower all students and staff to excel.
- ◆ A respect for individual beliefs and all religions including those without a faith
- ◆ Evidence of implementing, managing and evaluating change in a collaborative way.

Pupils and Staff

- ◆ Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.
- ◆ Significant experience in evaluating and using data to plan and improve pupil performance.

- ◆ A clear understanding of what makes good and outstanding teaching through a deep understanding of how students learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.
- ◆ A commitment to valuing, supporting and encouraging the professional development of all staff members.

Systems and Processes

- ◆ An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children.
- ◆ Strong financial planning and management skills, with experience of making effective use of resources including the Pupil Premium.
- ◆ A clear understanding of and commitment to promoting and safeguarding the welfare of children.

The Self—Improving School

- ◆ Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.
- ◆ A commitment to building and maintaining effective and positive relationships with parents/carers, Trustees, the wider community and other schools.
- ◆ Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.
- ◆ Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, Trustees and parents.
- ◆ The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.

HOW TO APPLY



If you wish to apply for the post of Principal at Khalsa Science Academy, please complete the application form outlining how you meet the criteria and attributes required.

Please use the additional information section of the application form to explain what is important to you and what you are able to offer which you think can have a positive impact. This must be no longer than two sides of A4.

We request that you provide details of daytime and evening contact numbers and an email address for use should you be called for interview.

Closing Date: 23rd April 2019 at 8.30am.

You will be informed at the earliest opportunity if your application has been unsuccessful after shortlisting on 23rd April.

Interviews: 25th and 26th April.

Completed applications should be returned to
recruitment@fusionbusiness.org.uk

Alternatively, completed applications may be sent to:

Recruitment, Fusion HR
Suites 1 and 2 Ideas House,
98 Bradford Road,
East Ardsley,
Leeds. WF3 2JL
Telephone: 01924 827869

Thank you for your interest in our post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to qualifications and experience checks, satisfactory references and an enhanced disclosure via the Disclosure and Barring Service.

PRINCIPAL VACANCY, LEEDS



Vacancy Details

Start Date: September 2019

Indicative Salary: L6—L21 subject to candidate skill/experience

Contract: Full Time / Permanent

Interviews: 25th and 26th April 2019

An exciting opportunity for an inspirational and committed leader who has the passion and skills to lead our growing Academy forward on its journey. We firmly believe that we have strong foundations for the future following our Ofsted report in October 2018. We want a leader who can build on the momentum delivered successfully by the existing team and galvanize the staff and pupils in creating a culture of reflective self-improvement in line with our values in order to achieve the highest standards of education.

Khalsa Science Academy provides education to children aged 4-11. We are located in a purpose built new school building in which children can feel secure and thrive.

Our leader will:

- ◆ Have proven leadership and management skills
- ◆ Be able to turn vision into action
- ◆ Successfully promote the aims of the academy with all stakeholders
- ◆ Be passionate about education and providing every child with the very best academic start in life.
- ◆ Lead by example

We can offer you:

- ◆ Extremely well behaved children with a curiosity for learning.
- ◆ An inclusive and dedicated team of staff who support each other all day and every day
- ◆ Ambitious and supportive Trustees
- ◆ An outstanding and well- resourced state of the art learning environment
- ◆ Opportunities to work collaboratively with other like- minded and progressive partner schools

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to qualifications and experience checks, satisfactory references and an enhanced disclosure via the Disclosure and Barring Service.

If this prospect intrigues you and you are looking for an exciting opportunity to make a difference, then please do get in touch.

Visits are encouraged and warmly welcomed during week commencing 15 April 2019 .

Please contact Sharon Rudd on 0113 887 3680 to arrange a visit.

Khalsa Science Academy, Fir Tree Rise, Leeds, LS17 7EZ

www.khalsascienceacademy.org.uk