

Application Pack- TDA Principal



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Chief Executive welcome

Dear applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils. Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

This unique and exciting opportunity for a person with substantial senior leadership experience has arisen because of the promotion of the existing Principal to an executive leadership role across the Trust. We are looking to recruit an inspirational, committed and optimistic colleague who understands the importance of being a highly visible leader.

Support for the successful candidate will come in many forms, an experienced executive group, Trustees of the Board, local governance, other Principals and business leaders. At Thomas Deacon Education Trust we believe in the power of collaboration and working together - any prospective candidate must share in this same belief. Thomas Deacon Academy is part of a Trust that includes both secondary and primary academies and as such, the post-holder will join a very supportive educational community and will help to shape its future development. Strong professional development is available to all staff in the Trust, including all Principals. There is a strong central Trust infrastructure that significantly supports all educational and business services for the academy.

The role is undoubtedly challenging, but it also has the potential to be hugely rewarding and any decision to apply for the role must be considered carefully. I am happy to discuss the role with potential applicants if helpful and tours of the school can be organised if of interest to potential applicants. Please contact my PA, Sam Hornsby if either of these are of interest: samantha.hornsby@tdet.education

I very much look forward to hearing from you.

Scott Hudson

About Thomas Deacon Academy

Thomas Deacon Academy (TDA) is a member of the Peterborough based Thomas Deacon Education Trust and opened in September 2007 as one of the UK's first and largest academies. Today we are a thriving all-through school, with students from Year 3 to Year 13.

In addition to our impressive main academy, our beautiful 43-acre campus includes TDA Juniors - a modern, light and purpose-built Key Stage 2 facility, an excellent Sixth Form Study Centre, and expansive playing fields and sporting facilities.

Vision, Ethos and Values

Our vision for the academy is a simple one: we want every member of our learning community to be the very best they can be and achieve their full potential. Our core purpose is:

“To ensure that each student acquires the necessary knowledge, skills and character to make a positive contribution to society and ‘thrive’ as a global citizen”

We are committed to providing a world-class education which allows every young person to achieve the best possible set of qualifications. Equally, we value the importance of developing young people who are positive, confident, self-reflective citizens, fully equipped to take their place in the world.

Central to this ethos are our six character pillars: Curiosity, Commitment, Courage, Compassion, Confidence and Courtesy, which provide the foundations of our learning environment and are embedded into all areas of life at Thomas Deacon Academy.

Aspects of these character pillars are interwoven throughout our entire curriculum, as well as our extra-curricular activities. We offer students a range of exciting leadership roles and all learners are encouraged to participate in our excellent enrichment programme, which includes a very successful Combined Cadet Force, a flourishing Duke of Edinburgh programme and extensive opportunities in the sports and arts.

We ensure that all our young people have the highest quality of care possible, and our year group system provides students with the opportunity to be part of a smaller community: competing, socialising and celebrating with other members of their year group.

We are very proud of our academy. Based in the heart of Peterborough, an exciting, fast-growing and forward-thinking city, there is fierce competition for places.

Our visitors often comment on the calm, purposeful learning environment created and enjoyed by our teaching teams and students. We are always happy to provide opportunities for potential candidates to tour our first-class facilities and experience our academy.



About Thomas Deacon Education Trust

TDET is a highly successful multi-academy trust and charitable organisation that aims to be one of the leading MATs in the country, dedicated to providing a truly world class education for our communities in Peterborough and the surrounding area.

We are a trust that unites and empowers like-minded academies to achieve the very best for our learners, and at the heart of our vision is a profound belief that the Trust as a whole is more than the sum of its parts. All our academies are equally valued and contribute to the development and direction of the Trust as we grow together.

All members of our Trust - our academies, members of staff, pupils and communities - are united in purpose through a set of shared common values and expectations:



Trust – We rely on honesty as the basis for developing meaningful relationships



Diversity – We embrace individual differences



Excellence – We want the very best and never give up on doing what is right



Transformation – We work together to make a positive impact

We work across all key phases of education to provide every child in our communities with the best life chances and high aspirations whatever their background or starting point.

All TDET schools strive to give our pupils the very best education possible and we insist upon the highest standards in all that we do.

Our academies work closely together, taking part in real and meaningful collaborations between teachers, pupils and other key partners including parents, business and other education providers. We value our local communities and actively encourage our schools and staff to share best practice to benefit all pupils within each local area. Through these collaborations we strive to ensure that TDET:

- Offers the highest quality educational Provision so that every child is empowered to be a confident learner, successfully prepared for their future.
- Develops meaningful and high-leverage Partnerships that actively and directly support our goals as a strong multi-academy trust.
- Becomes an employer of choice by investing in our employees so that we have the best People working for us, who are fully engaged and empowered to achieve our collective goals.

Through experience, we know that there is no such thing as a one-size-fits-all approach to education. Our academies are individual members of the Trust community and are empowered to innovate and adapt to the needs of their pupils and the local community.

About Peterborough

Peterborough is one of the fastest growing cities in the UK. The city is delivering a billion-pound regeneration programme, and boasts unrivalled transport links and exciting plans for growth.

However, Peterborough isn't all about work, it's a great place to live and bring up a family too.

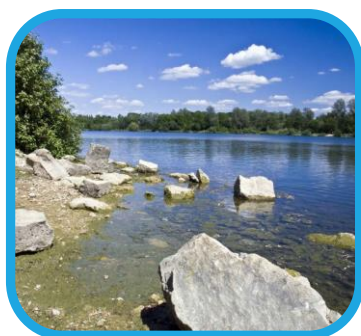
It boasts one of the highest ratios of green space per person in the UK with beautiful landscapes, country parks and working farmland – and offers an excellent quality of life. In fact, you can enjoy the hustle and bustle of the city centre, and reach the stunning Ferry Meadows in just five minutes. Peterborough has a vibrant leisure and culture scene with activities for all the family throughout the year. Theatre, arts, dining out, heritage and music, we've got it covered in Peterborough. On top of this, Peterborough is also one of the most affordable places to live with excellent house prices and one of the lowest council tax levels in the country.

Peterborough's history stretches back to the Bronze Age. Romans, Anglo-Saxons and Normans all left their marks. Predicted to be the fastest growing English city by 2025 Peterborough continues to attract people from far and wide, creating a diverse and outward looking community.

The heart of the city has undergone a £12 million transformation and Cathedral Square is now a buzzing piazza where you can eat, meet or shop. The regeneration has attracted many new additions to the city centre.

Just steps away from the bustling square is the splendour of the city's Cathedral, one of the finest Norman examples in the country. The Cathedral has strong links to our Trust as it is the burial place of Queen Katherine of Aragon and there is a memorial to Thomas Deacon. The Cathedral also has a full programme of musical and cultural events as well as quiet spaces for reflection.

An exciting addition to the city is ARU Peterborough. A state of the art, £30 million university opened its doors to 2,000 students in 2022 with an ambition to offer courses for up to 12,500 students by 2032.



Advert

Job title: Principal
Reports to: TDET Executive Leader
Salary: Group 8 L28 – L43

The successful candidate will be offered a 5 point salary range within the advertised salary banding. This will be determined by the skills and experience demonstrated throughout the interview activities.

Start date: April 2025
Closing Date 30th September 2024

Thomas Deacon Academy is a thriving and inclusive all-through school located in the heart of Peterborough. We are proud to serve a diverse community of over 2,200 students, ranging from Year 3 to Year 13. Our academy is committed to providing an outstanding education that inspires and empowers our students to achieve their full potential.

Our vision for the academy is a simple one: we want every member of our learning community to be the very best they can be and achieve their full potential. Our core purpose is:

“To ensure that each student acquires the necessary knowledge, skills and character to make a positive contribution to society and ‘thrive’ as a global citizen”

We are committed to providing a world-class education which allows every young person to achieve the best possible set of qualifications. Equally, we value the importance of developing young people who are positive, confident, self-reflective citizens, fully equipped to take their place in the world.

Thomas Deacon Academy is proud to be part of Thomas Deacon Education Trust, a MAT dedicated to raising educational outcomes across a range of primary and secondary phase schools and academies in Peterborough and the surrounding area. This locally-based trust allows us to share expertise with a variety of like-minded schools and ensures we provide the best possible opportunities for our pupils. There is a strong central Trust staff infrastructure that significantly supports all educational and business services for the academy.

We are seeking an exceptional and visionary leader to join our team as Principal. The successful candidate will bring significant expertise and experience from a relevant education setting and a proven track record of positive impact in a variety of leadership roles. You will have experience of raising standards in teaching and learning, strategic planning, financial management and staff recruitment and development and understand the criticality of building school culture where all members of the school community can thrive. You will have exceptional communications skills, allowing you to build strong relationships with pupils, staff, parents and those with local governance roles, as well as with key external stakeholders.

If you think you have the qualities necessary to take on this challenging but ultimately rewarding role and you believe wholeheartedly in raising the aspiration and successfully changing the lives of our pupils, then we would be delighted to hear from you.

The Trust offers:

- Excellent salary package and Teachers' pension scheme.
- Fantastic training/CPD opportunities in a friendly supportive environment.
- Opportunity for progression across Thomas Deacon Education Trust.
- An engaging, creative and welcoming environment to learners who take pride in their school.
- An inclusive and collaborative approach.
- A talented, highly motivated, committed and professional team of colleagues, both within the school and across the trust.
- An actively supportive Academy Committee and Trust leadership.

Thomas Deacon Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Academy will require the successful candidate to provide satisfactory references and undertake an Enhanced Check with the Disclosure and Barring Service.

Requirements of the role

At Thomas Deacon Education Trust, we pride ourselves in looking beyond the technical aspects of leadership roles. Our leaders are driven by a moral compass and a set of behaviours that align with our organisational values.

The information below contains further detail related to the post on:

- Key skills, competences and behaviours
- A technical job description
- Required skills and experience

Key Skills, Competences and Behaviours

The role of Principal is complex and multi-faceted. The person specification below gives a flavour of the skills and experiences that are required. Above all, leaders must be able to demonstrate the following:

1. The ability to build **relationships** with people through effective **communication**
 - Writing clearly, speaking with clarity, and using active listening.
 - Encouraging discussion, building trust, conveying vision and strategic intent
 - Influencing by aligning the efforts of others, and building commitment from people at all levels and
 - Inspiring, motivating, enthusing and empowering both staff and pupils and encouraging enthusiastic and positive attitudes in others.
2. Being **values** driven
 - Embodying the Trusts values of Trust, Diversity, Excellence and Transformation at all times
 - Fostering a culture of respect, fairness, openness, high expectations and self-discipline
 - Advocating for equality principles and those of inclusion, promoting integrity, compassion and tolerance.
3. High levels of **Self-Awareness**
 - Understanding their own strengths and weaknesses
4. **Learning Agility**
 - Being an active learner, recognizing when new behaviours, leadership skills, or attitudes are needed and accepting responsibility for developing them.
5. **Implementing effective time-alignment**
 - Devoting time to strategic matters and not being overly drawn into operational activity.

Technical Job Description

Job Title	Principal
Academy	Thomas Deacon Academy
Reports to	Executive Leader
Salary / Grade	L28 – L43 <i>The successful candidate will be offered a 5 point salary range within the advertised salary banding.</i>
Core Purpose	To provide exceptional professional leadership for Thomas Deacon Academy ensuring every student receives the highest standards of learning and personal development.
Key Responsibilities	
Strategic development	
<ul style="list-style-type: none"> • Support the development of and lead the implementation of the academy's strategic plan • Working alongside the Trust Executive to develop the Trust's strategic plan and oversee its implementation in the local academy context • Monitor and evaluate the performance of SLT, responding and reporting to the Trust Executive as required • Ensure all members of SLT are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the Academy. • Monitor, evaluate and review school practice and promote effective improvement strategies • Ensure evidence-based improvement plans and policies to promote continuous school improvement • Demonstrate strategic thinking and leadership, a commitment to creativity, innovation and the use of new technologies to achieve excellence • Ensure that all those involved with the academy are committed to its aims and is motivated to achieve them to ensure the educational success of the academy and every student • Work with leaders across the Trust and in other academies in meaningful and impactful collaborative activity. 	
Curriculum, Teaching & Learning	
<ul style="list-style-type: none"> • Maintain an environment that promotes secure excellent teaching, effective learning, high standards of achievement and outstanding behaviour • Ensure that teaching and learning across the academy enhances learners social, moral, spiritual and cultural development • Oversee the work of SLT • Use data to set targets for improvement and evaluate an action plan in relation to those targets. • Observe and feedback to staff on teaching and learning in order to ensure continuous improvement of the teaching and learning across the Academy. • Ensure health and safety of self and others. • Take responsibility for raising academic standards and ensure the provision of a high quality, relevant and dynamic curriculum which is increasingly personalised to meet the needs of the pupils • Ensure appropriate strategies are promoted for managing student behaviour 	

- Ensure that a suitable system of assessment is implemented that enables all staff to track and monitor progress and achievement over time.
- Ensure that an appropriate level of planning is completed by all teaching staff to enable every lesson to support high rates of student progress, taking account of teacher workload, and setting expectations for a reasonable work-life balance.

Leadership

- Provide inspiring and purposeful leadership for all aspects of educational provision at the Academy
- Promote, enable and support leadership and its further development at all levels
- Hold staff to account for their professional conduct and practice and maintaining rigorous and fair systems for managing their performance.
- Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded
- Challenge under-performance at all levels
- Develop and maintain a clear vision for the Academy skillfully articulating the vision to diverse audiences.
- Develop an ethos which enables everyone to work collaboratively across the Academy and the wider Trust.
- Set and achieve ambitious goals for pupils and staff
- Provide high quality training and development for all staff which empowers staff at all levels to lead and initiate improvements

Safeguarding

- Ensure that all safeguarding policies and procedures are adhered to at all times
- Ensure that all academy staff are suitably trained and that day to day practice prioritises pupils welfare and wellbeing
- Ensure a high standard of staff welfare and that all decisions take into account staff wellbeing

Efficient and effective deployment of staff and resources

- Ensure SLT are recruiting and retaining staff of the highest quality
- Ensure that all safer recruitment requirements are followed
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control within SLT.
- Support a complete program of induction for all new appointees
- Oversee work of SLT to deploy and develop staff effectively in order to maintain and improve the quality of education provided.
- Maintain an organisational structure which reflects the academy's values and enables structures and processes to work effectively

Other accountabilities

- Provide a safe, well-ordered and calm environment for pupils and staff
- Regularly review own practice, set personal targets and take responsibility for own development
- Maintain appropriate financial procedures and management systems used by the trust
- Manage the budget to ensure that expenditure is maintained within it
- Maximise the use of grants and other fund-raising opportunities
- Advise and report to TDET Executive Group, where appropriate, to ensure strong accountability
- Contribute to the Trust's annual report
- Maintain a high-profile image of the academy in high quality public presentations
- Provide a wide range of opportunities for parents to be involved within the academy

General Responsibilities

- Comply with any reasonable request from the TDET Executive Group/Trustees/Academy Committee to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and all other stakeholders.
- Be aware of the academy's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the trust and academy improvement plans.
- Treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the academy/trust responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the trust and academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with CEO/Trustee approval.

Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or as a result of a team/operational requirements, or
- As a result of agreed performance appraisal needs and objectives.

It is the shared responsibility of the post holder and their line manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Degree in relevant subject.	E	A
Qualified teacher status.	E	A
Evidence of continuing professional development including leadership training.	E	A/I
Further/Higher professional qualification.	D	A
Masters degree.	D	A
Knowledge and Understanding		
Detailed knowledge and understanding of current issues in education.	E	I
Knowledge and experience of school improvement planning.	E	A/I
Knowledge of working with partner schools and outside agencies.	E	I
Ability to teach a core subject	D	A/I
Skills and Abilities		
Ability to communicate a vision.	E	I
Ability to motivate and inspire staff.	E	A/I
Ability to demonstrate energy, drive and enthusiasm.	E	I/T
Ability to be a reflective practitioner.	E	I/T
Ability to be creative and develop innovative practice.	E	A/I
Effective communication and inter-personal skills.	E	A/I/T
Experience		
Significant experience of leading a team of staff (teaching and non-teaching).	E	A/I
Experience of working with and advising Governors.	D	A/I
Experience of implementing EAL strategies that lead to school improvement.	D	A/I
Successful teaching across the 11-18 age range.	D	A
Significant successful senior leadership experience.	E	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References

How to Apply

Please select the link in the advert to begin the application process. Application forms should be completed in full along with a supporting statement. CVs will not be accepted.

In no more than 800 words your supporting statement should demonstrate how your key skills, competences and evidence of impactful leadership make you the ideal candidate to lead Thomas Deacon Academy on the next stage of its journey.

The closing date for applications is midday on Monday 30th September 2024

Interview dates: 9th and 10th October 2024

Start date: April 2025

Visits

Informal discussions are actively encouraged and will be by appointment through contacting Sam Hornsby, email samantha.hornsby@tdet.education

