



**Principal Job Pack
December 2017**



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1. A Statement from the Director of Primary Education

Welcome to Adventure Learning Academy Trust

Dear potential candidate,

This is an outstanding opportunity for a highly motivated education professional to work within a growing family of schools within our multi-academy trust.

Adventure Learning Academy Trust's (ALAT) vision for teaching and learning is based on the individual learning needs of every child through the adoption of a personalised curriculum and a range of learning skills. To achieve this, we are working with all our academies to improve the quality of teaching and learning. This means having the best school leaders and teachers, investing in skills development and resources to ensure our schools are providing the most effective approach to learning, the highest standard of leadership and an exciting and challenging curriculum that will develop those skills and abilities that children will need to become successful, employable and fulfilled citizens with a thirst for learning.

We are looking for a compassionate, dedicated and highly skilled leader to become part of an established team of professionals taking up the post of Gulval School Principal. The successful candidate will need to demonstrate positivity, resilience, the ability to solve problems in an innovative way and the ability to work collaboratively as part of a community at Gulval School.

We can offer you a competitive salary and pension as well as excellent CPD opportunities in an atmosphere where you can expect to be supported and challenged.

If you share our vision and would like to join us on our journey, we would like to hear from you.



2. Adventure Learning Academy Trust

ALAT is a different kind of academy trust as it focuses on outdoor and adventurous learning, developing its pupils and forging strong links with the local community.

Learning through adventure and real life experience has a proven track record in developing those personal qualities – independence, problem solving ability, discipline, team working and confidence – which are in demand in the modern workplace and underpin successful social development. Learning through adventure provides a reliable means for developing a distinctive school ethos, supportive of personal development, achieving high standards and encouraging pupil and parental choice.

ALAT builds on the strengths of learning through adventure across our schools. Our schools are fully comprehensive and inclusive, with a strong focus on the children as individuals. These are places where young people will thrive irrespective of their background, socio-economic status, or learning needs.

All elements of our schools' design are infused with learning through adventure and the environment: from the curriculum and approach to teaching and learning, to the leadership, organisational design, partnerships and wider resources that the school can draw on. Being part of a multi-academy trust offers the freedom and flexibility in building design, curriculum and timetable models and staffing to help deliver an 'Adventure Learning' school.

ALAT is on a personal journey to ensure each pupil reaches the highest level of personal achievement through the acquisition of a range of learning skills and customised curriculum.



3. ALAT Academies

Gulval School is a warm, caring and vibrant school that sits at the heart of the local Cornish community. We are a stone's throw from the beautiful beaches of Penzance and St Michael's Mount and are surrounded by fields and farm land. Gulval is a truly inspirational place to learn, as identified in the recent Ofsted report (May 17) and the staff team strive for excellence in all that they do. The aim is to ensure that every child exceeds beyond their potential, is self-confident and has a belief that anything is possible.

At **Altarnun Primary School** everyone works hard to ensure that the children are safe, secure and part of a friendly and caring community. We want the children to be happy and excited about coming to school to learn and to develop their knowledge, skills and understanding across a wide curriculum. Our unrelenting aim is for every child to achieve their potential, develop a love for learning and a thirst for knowledge.

At **Fowey River Academy**, we are working together for a better future for our young people and we are passionate about success. Our vision is that our young people receive the very best education, realise their full potential and are prepared to become responsible and successful citizens.

Liskeard Hillfort Primary School is a happy and friendly mixed infant and junior school which has built positive and inspiring relationships between staff, parents and children. We value our strong sense of community, passion from our staff and the determination from our pupils. We believe every child is entitled to benefit from the highest quality of teaching and learning. It is our aim to see our school develop as a centre of excellence, providing effective care and education for our children and a stimulating and rewarding environment for staff and parents.

At **Tywardreath School** our aim is to make sure every pupil fulfils their potential; not every child will be a traditional academic so it is important that every pupil receives options and valuable skills to enable them to succeed. Our vision is to ensure that pupils receive the very best education, realise their full potential in a happy and caring environment, enabling them to lead a full, purposeful and happy life.



4. Job Description



Principal

Salary: L10 -L15 (dependent on skills and experience)

Contract: Full-time, permanent

Location: Gulval School

Start date: May/June half term 2018 (unless available before)

We can offer you a competitive salary, pension, quality CPD, health and wellbeing and in an atmosphere where you will become a part of 'Team Gulval'; a group of professionals who thrive on collaboration and are driven to provide the very best educational experiences for our young pupils.



Main purpose of the job:

- The core purpose of ALAT's Principal role is to raise standards of achievement for all children by providing outstanding leadership for the academy. The Principal will lead the successful development and implementation of ALAT's vision, ethos and ambitions and establish high quality education, lead teaching and learning, have the highest aspirations for all and ensure the continued innovative development of all staff.
- The Principal will contribute to the development of ALAT's education system as a whole by building effective relationships with the wider community.
- The overall aim is to empower pupils of all backgrounds and abilities to achieve as highly as possible and to become active and positive contributors to society.

Teaching and Learning:

- Maximise the performance of all pupils through high quality learning and teaching which motivates, challenges and empowers.
- Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest standards.
- Ensure that the curriculum model, which is broad, balanced and effective, is embedded within the school, allowing for local flexibility.
- Provide effective collaborative and inspirational leadership, building strong and focused teams ensuring improvements in teaching and learning.
- Take responsibility for the development and implementation of school wide improvement initiatives.
- Demonstrate and articulate high expectations and set stretching targets for the school.
- Direct and implement strategies, which secure high standards of behaviour and attendance.
- Take the strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.



- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Collate, analyse, report and quality assure the data for pupil performance in line with Trust protocol.
- Promote and safeguard the welfare of pupils and report any child protection or staffing issues.
- Support staff to be Ofsted inspection ready and monitor and implement the annual plans/school improvement plans.
- Ensure all staff receive the appropriate teaching and leadership training and continue to develop their practices in line with the Trust vision and principles.
- Work to recruit staff of the highest quality for the school.

Strategic Leadership

- Ensure that the Trust's ethos is embedded in the school.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all staff.
- Demonstrate and act as an advocate to promote the vision and values in everyday work and practice.
- Lead, motivate and develop all stakeholders to create a shared culture and positive climate.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Direct and implement the strategic planning that takes account of the diversity, values and experience of the school's community.
- Develop talented and motivated staff to drive the school forward.



Operational Management

- Ensure the school is financially viable at all times, operates within its budgets and meets all statutory and Trust requirements for transparency, probity and robust financial management.
- Promote and market the school to a variety of audiences to raise the profile with the local community and seek sponsorship and partnerships which help meet planned and future objectives.
- Manage and organise the schools environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety and Safeguarding regulations.
- Regularly review structures across the school that reflect the schools/Trust's values and enables management systems, structures and processes to work effectively.
- Enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, HE and FE partners, the LA, other schools, voluntary organisations, other public sector bodies and employers.

Developing self and working with others

- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the school and Trust.
- Build a collaborative learning culture and actively engage with other schools, Executive Principals and partnerships to build effective learning communities.
- Develop, maintain and contribute to effective strategies and procedures for staff induction, professional development and appraisal.

- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Regularly review self-practice, set personal targets and take responsibility for your own personal and professional development.

Other

- To ensure that pupils' needs are prioritised and to have a clear sight of how this role impacts on the Academy's, and the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Adventure Learning Academy Trust reserves the right to revise this job description.

5. Person Specification

Education and Training

Essential

- Qualified Teacher Status
- Post Graduate Level Qualification or recognised alternative
- Evidence of continuing professional development
- NPQH or equivalent

Desirable

- Leader of Education
- Thrive or Trauma Informed Schools (TIS) Practitioner



Skills and Experience

Essential

- Proven track record of a senior role in education
- Proven experience of raising standards of teaching, learning and assessment
- Curriculum management – planning, teaching and assessment
- Experience of managing successful change
- Demonstrates experience of successful whole school improvement
- Experience of budget and resource management
- Ability to analyse data in relation to developmental planning

Desirable

- Operational management within a MAT

Specialist Knowledge and Skills

Essential

- Experience of Ofsted preparation
- Partnership and community development
- Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people
- Demonstrates an awareness, understanding and commitment to equal opportunities

Desirable

- Leadership within a MAT
- Coaching and mentoring skills

Behaviours and Values

Essential

- Collaborative working and a team player
- Resilient
- Positive and with a 'can do' attitude
- High personal standards of professional conduct
- Motivational leadership





- Promote a culture of high performance
- Workforce resilience
- High level of emotional intelligence
- Trust and integrity
- A love of the outdoors, of adventurous learning, pygmy goats and chickens

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

6. More information

To find out more about Adventure Learning Academy Trust please visit www.alat.org.uk

Cornwall is renowned for its spectacular coastline, beautiful cliff top walks, picture postcard harbours and famous beaches. Cornwall boasts a rich cultural heritage that has left an indelible mark on the landscape. Right in the heart of Cornwall is Truro, the UK's most Southerly city, which is a vibrant centre of shopping, culture and impressive architecture.

To find out more about Cornwall please visit <https://www.visitcornwall.com/things-to-do>

7. How to apply

All applications must be made via the ALAT website at:

www.alat.org.uk/work-with-us/recruitment/jobsacademies.

What you need to submit:

- **Application form and covering letter** – please ensure you complete an application form which contains full employment history in reverse order with details of each post you have held and key responsibilities, providing evidence of key requirements specified in the job description. You may also include a CV; however, **please note applications with CV only will not be accepted.**
- **Self-declaration form** – please fully complete a self-declaration form and submit with your application form.



8. Selection process

To ensure we recruit the right candidate for the Trust, we have a specific selection process that must be met, especially surrounding safeguarding.

- **Safeguarding** - ALAT is committed to safeguarding and employment will be subject to the satisfactory completion of all pre-employment checks, inclusive of an enhanced DBS.
- **Anomalies** - any anomalies in the information provided or any issues will be checked i.e. gaps in employment. This is to ensure we are safeguarding our pupils.
- **Criteria** - after the closing date, all candidates will be shortlisted by the panel using a shortlisting scoring matrix with the competencies taken from the job description. This is to ensure each candidate meets the requirements of the role and are scored fairly against other applicants. Candidates who meet the criteria will be invited to an interview.
- **Testing** - each candidate will be tested and assessed fairly during the interview process.

