



PRINCIPAL RECRUITMENT

APPLICANT INFORMATION PACK

WELCOME TO OUR ACADEMY

Learn together, lead together.



JOSEPH LECKIE ACADEMY

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Principal (Secondary)

Work Location: Academy based

Reports to: Chief Executive Officer (CEO)

Salary: Leadership Scale 35-41

Accountable to: CEO, LGB and Education Standards Team (through specific elements of trust reporting)

Line Management responsibility: Academy staff

Links with: All stakeholders

Core Purpose:

The core purpose of the Principal is to provide professional leadership and management for the academy. The Principal is responsible for creating a productive learning environment which is engaging and fulfilling for all students. This outstanding leadership and management will:

- Draw on the support provided by the trust and academy community,
- Establish a culture that promotes excellence, equality and high expectations of all students and staff.
- Promote a secure foundation from which to achieve high standards in all areas of the academy's work.
- Establish and sustain high quality teaching and learning.
- Establish and sustain routines across the academy that promotes high quality climate for learning.
- Utilise academy and trust systems and process that support the very highest standards of student and staff performance and well-being.
- Uphold the very highest standards of safeguarding for both students and staff.
- The Principal, working with others within the trust, is responsible for evaluating the academy's performance to identify the priorities for continuous improvement and raising standards, through:
 - Ensuring equality of opportunity for all
 - Implementing trust policies and practices that continually strive for high standards.
 - Ensuring that resources are efficiently and effectively used to achieve the academy's aims and objectives and for the day-to-day management, organisation and administration of the academy.

Leadership:

- Lead by example – with integrity, empathy, kindness, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
- Hold and articulate clear values and moral purpose focused on providing an outstanding education for the students they serve.
- Inspire and influence others - within and beyond the academy, to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- Demonstrate the very highest standards of personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors, and members of the local community.
- Sustain wide, current knowledge and understanding of education and systemic practice in the pursuance of continuous professional development.

The Forge Brook Trust - JOB DESCRIPTION

- Ensure that resources are efficiently and effectively used to achieve the academy's aims and objectives and for the day-to-day management, organisation and administration of the academy.
- Create an outward-facing academy which works with other academies, organisations, and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all students.
- Communicate compellingly the academy's and trust's vision and drive the strategic leadership, empowering all students and staff to excel.

Students and staff:

- Demand ambitious standards of achievement and attendance for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
- Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between academies, 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 academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity of the trust.
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in academy and in the wider society.
- Contribute to the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
- 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 CEO, trust Board and local governing body to deliver their functions effectively – in particular the functions to set academy strategy and hold the Principal to account for pupil, staff and financial performance.
- Work with the trust CFO to exercise day to day financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the academy's sustainability.
- Distribute leadership throughout the academy, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

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Other Specific Duties:

- To continue personal and professional development as required.
- To actively engage in the performance review process.
- All staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the MAT and its stakeholders
- To adhere to the MAT's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

CONDITIONS OF EMPLOYMENT:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To uphold the trust's policy in respect of Child Protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder is required to support and encourage the ethos and objectives, policies and procedures of the trust as agreed by the trustees / Board of Governors.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- The post holder may be required to perform any other reasonable tasks after consultation with the post holder.
- All staff members are required to participate in the trust's agreed appraisal scheme, and adhere to the Staff Code of Conduct.

The Forge Brook Trust - PERSON SPECIFICATION

PERSON SPECIFICATION		
	Measured by: A - Application I - Interview R - Reference	Essential or Desirable
EXPERIENCE		
Successful senior leadership within a secondary 11 – 18 school / academy resulting in significant improvements	A, R	E
A record of implementing change programmes to raise standards in teaching and learning, quality of provision and improve outcomes for students	A,I, E	E
Recruiting, retaining and developing a skilled and effective team and motivating the team to achieve its full potential	A, R	E
A demonstrable track record of strategic and innovative thinking and translating this into effective outcomes for students and staff	A, R	E
Experience of working collaboratively and in partnership with a wide range of partners	A, R	E
Experience of effective financial and resource management	A, I, R	E
Experience of creating and sustaining positive relationships with a wide range of internal and external stakeholders	A, I, R	E
SKILLS, ABILITIES AND KNOWLEDGE		
Think strategically, analytically and creatively	A, I	E
Deal with complexity and uncertainty, with a clear growth mind-set	I	E

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Building and sustaining a learning community within a diverse workforce	I	E
Ensure effective practice and research evidence is used to improve outcomes for children and young people.	I	E
Knowledge and understanding of education policies and practices relating to the education and training of students	A, I	E
The ability to provide inspirational and strong leadership and create an ethos in which the highest achievements are reached by all members of the Academy community	A, I	E
Demonstrate, enthusiasm, commitment, passion and ambition to lead the delivery of high quality learning and teaching, raise student and staff aspirations and inspire students to develop to their full potential	A, I	E
The ability to analyse and use data to establish benchmarks and to set and achieve challenging targets for improvement	A, I, R	E
Ability to initiate and maintain innovative curriculum design and delivery to stretch the learning of all students	A, I	E
Ability to create strong, proactive and effective relationships with parents and the local community	A, I	E
Ability to act as both lead and team member, in fostering leadership potential in all	A,I	E
A commitment to social mobility and improving the life chances of all our students	A, I	E
QUALITIES		
A belief in the right of students to a high quality education, raising standards of achievement by recognising the value and worth of each individual, providing teaching, learning and enrichment which stretches each student and supports them to become fulfilled, confident adults	A, I	E

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The ability to implement the Academy's vision, supported by a clear strategic plan, targets and goals for the Academy	A, I, R	E
Secure effective pastoral care, student welfare and significantly reduce instances of unacceptable behaviour	A, I, R	E
Able to employ the appropriate leadership style(s) and approach to develop staff and secure an ethos of harmony and mutual respect	A, I, R	E
Listen, reflect and communicate effectively	I	E
Resonance and emotionally intelligent	I	E
Tenacity, resilience and drive	I, R	E
A sense of humour	I	E
EDUCATION		
First degree or equivalent	A	E
QTS	A	E
Additional Post Graduate Study	A	D
Recent and relevant professional development	A	E
NPOH or working towards	A	D

How to apply:

Please apply by completing the application form which is available [here](#).

As part of the application, you are requested to **submit a personal statement** of no more than 1000 words stating clearly how your knowledge, skills and experience meet the criteria set out in the person specification.

Applicants must **complete all sections of the application form in full**. Incomplete applications will not be considered for shortlisting. Your completed application form, including your personal statement, should be sent to s.richards@josephleckieacademy.co.uk.

The **deadline for applications is midday on 28th February 2025**. Shortlisted candidates will be informed by 5th March 2025. References will be taken up shortly after shortlisting and prior to interview using the contact details supplied on your application form. Please ensure the contact details are correct to avoid any unnecessary delays.

Further information about the Joseph Leckie Academy can be found on the academy's website. In addition, candidates are warmly encouraged to visit the school prior to applying. **Mr Ludlow, Chief Executive Officer will be available for visits on:**

- 11th February at 10:00am
- 13th February at 3.30pm
- 26th February at 2:00pm

Please email Sam Richards, Executive Assistant to the CEO to book your preferred date and time.

Interviews will take place on 10th and 11th March 2025.

We welcome applications regardless of age, disability, gender, ethnicity or religion. Joseph Leckie Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service.