

# Application Pack Principal



**Queen Katharine**  
Academy



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## Chief Executive Welcome

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Dear Prospective Candidate,

### **Re: Principal Position at Queen Katharine Academy**

I am delighted that you are considering applying for the position of Principal at Queen Katharine Academy, part of the Thomas Deacon Education Trust (TDET). This is an exciting opportunity for an exceptional leader to join our dynamic and forward-thinking Trust, and to make a significant impact on the lives of our students and the wider community.

Queen Katharine Academy is a vibrant and diverse school, committed to providing an inclusive and high-quality education for all our students. We pride ourselves on our strong ethos of respect, ambition, and resilience, and we are dedicated to nurturing the potential of every individual. As Principal, you will play a pivotal role in shaping the future of the academy, driving continuous improvement, and ensuring that our students achieve their full potential.

We are looking for a visionary and inspirational leader who can motivate both staff and students, and who has a proven track record of success in school leadership. The ideal candidate will have a deep understanding of the challenges and opportunities within the education sector more broadly and specifically those relating to Queen Katharine Academy. To that end, visits are strongly recommended and can be arranged through my personal assistant via e-mail at [samantha.hornsby@tdet.education](mailto:samantha.hornsby@tdet.education)

At TDET, we believe in harnessing the power of collaboration and innovation to transform lives. We are a community of schools that work together to share best practices, support each other, and achieve excellence. We understand that the role of Principal is both challenging and rewarding, and we are committed to providing you with the support and resources you need to succeed. As part of our Trust, you will have access to a wealth of resources, professional development opportunities, a strong commitment to well-being and a supportive network of colleagues who are passionate about education.

If you are a dedicated and ambitious leader who is ready to take on this exciting challenge and making a difference to the lives of our students, we would love to hear from you. Please find enclosed further details about the role, the application process, and the timeline for recruitment.

Thank you for your interest in Queen Katharine Academy and the Thomas Deacon Education Trust. We look forward to receiving your application and learning more about how you can contribute to our vision of excellence in education.

Yours sincerely,



Scott Hudson  
Chief Executive  
Thomas Deacon Education Trust

## About Queen Katharine Academy

Queen Katharine Academy (QKA) is a member of the Peterborough based Thomas Deacon Education Trust and opened in September 2017. QKA is a larger than average 11 to 19 school in north Peterborough with approximately 1700 pupils on roll including 350 in the sixth form.

### Vision, Ethos and Values

We are acutely aware that the key purpose of the Academy is to put pupils first and everything we do must reflect that aim. Our vision is:

*“To be an inclusive centre of educational excellence.”*

QKA has an extremely diverse cohort (with more than 49 languages spoken as a home language at the last count), and our curriculum is designed to ensure that all pupils are able to achieve their full potential. QKA offers a range of academic and vocational qualifications, thus allowing pupils a range of opportunities to follow diverse career and educational paths once they leave the Academy. Our aim is to ensure that pupils gain the necessary cultural capital to become valuable members of our global community.

QKA has high expectations based on a clear knowledge and understanding of our pupils' needs. We firmly believe in offering a wide range of opportunities for all pupils and provide appropriate support, stretch and challenge. Our curriculum is literacy rich and, due to the nature of our cohort, is developed to meet the needs of our pupils, a significant number of pupils have English as an additional language (EAL).

We have Community Liaison Workers and a range of bilingual staff to support newly-arrived EAL pupils and families to settle into the Academy. QKA has also used its international partners across Europe to provide enrichment through multi-lateral working, at the same time supporting pupils to retain links with their countries of origin. Wherever possible, pupils are encouraged and supported in achieving qualifications in their home languages. Additionally, the academy has achieved recognition for many aspects of its work through awards and nominations from organisations including the TES, Pearson and Prince's Trust

Pupils have a wide range of enrichment opportunities, both curricular and extra-curricular. Student leadership is embedded and growing across the Academy, with our Student Leadership Coordinator supporting and developing a team of Prefects and student leaders across the whole school. In addition there are successful leadership schemes including: Language Leaders, Maths Leaders, Roma Leaders, Eco Leaders and Library Leaders.

Staff at Queen Katharine lead by example and work hard to ensure their pupils feel happy, valued and secure. A real priority is given to pastoral care and student well-being. Structures, systems and processes are well embedded to support pupils in overcoming any challenges they may be experiencing. However, it is much more than this and genuine attention is given to the quality of relationships that exist between all members of the academy community.

## About Thomas Deacon Education Trust

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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.

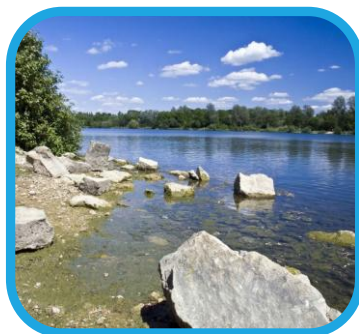
It boasts one of the highest ratios of green space per person in the UK with beautiful landscapes, country parks and working farmland – and offers an excellent quality of life. In fact, you can enjoy the hustle and bustle of the city centre, and reach the stunning Ferry Meadows in just five minutes. 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 Katharine 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

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Job title: Principal  
Reports to: TDET Executive Leader  
Salary: L30-L35  
Start date: September 2025  
Closing Date 9am Monday 10<sup>th</sup> March 2025  
Interview: Week commencing 17<sup>th</sup> March 2025

Queen Katharine Academy is an award winning, growing and vibrant, multi-cultural school based in the north of Peterborough. We are looking to appoint a dynamic and forward-looking leader who has the requisite drive, skills and experience to lead the Academy through the next stage of its development.

The academy currently educates almost 1700 pupils aged 11-19 and prides itself as an inclusive centre of educational excellence, rooted in its community. Staff at Queen Katharine are committed to providing an education that transforms lives and gives all our pupils the opportunities they deserve, regardless of where they are from or their personal starting points. The academy wants our pupils to learn how to change their own lives and those of others, to change the future and to shape society and the world.

Queen Katharine 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.

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

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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

<b>Job Title</b>	Principal
<b>Academy</b>	Queen Katharine Academy
<b>Reports to</b>	Executive Leader
<b>Salary / Grade</b>	L30-L35
<b>Core Purpose</b>	To provide exceptional professional leadership for Queen Katharine Academy ensuring every student receives the highest standards of learning and personal development.
<b>Key Responsibilities</b>	
<p><b>Strategic development</b></p> <ul style="list-style-type: none"> <li>• Support the development of and lead the implementation of the academy's strategic plan</li> <li>• Working alongside the Trust Executive to develop the Trust's strategic plan and oversee its implementation in the local academy context</li> <li>• Monitor and evaluate the performance of SLT, responding and reporting to the Trust Executive as required</li> <li>• 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.</li> <li>• Monitor, evaluate and review school practice and promote effective improvement strategies</li> <li>• Ensure evidence-based improvement plans and policies to promote continuous school improvement</li> <li>• Demonstrate strategic thinking and leadership, a commitment to creativity, innovation and the use of new technologies to achieve excellence</li> <li>• 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</li> <li>• Work with leaders across the Trust and in other academies in meaningful and impactful collaborative activity</li> </ul> <p><b>Curriculum, Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Maintain an environment that promotes secure excellent teaching, effective learning, high standards of achievement and outstanding behaviour</li> <li>• Ensure that teaching and learning across the academy enhances learners social, moral, spiritual and cultural development</li> <li>• Oversee the work of SLT</li> <li>• Use data to set targets for improvement and evaluate an action plan in relation to those targets.</li> <li>• Observe and feedback to staff on teaching and learning in order to ensure continuous improvement of the teaching and learning across the Academy.</li> <li>• Ensure health and safety of self and others.</li> <li>• 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</li> <li>• Ensure appropriate strategies are promoted for managing student behaviour</li> <li>• Ensure that a suitable system of assessment is implemented that enables all staff to track and monitor progress and achievement over time.</li> <li>• 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.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide inspiring and purposeful leadership for all aspects of educational provision at the Academy</li> <li>• Promote, enable and support leadership and its further development at all levels</li> <li>• Hold staff to account for their professional conduct and practice and maintaining rigorous and fair systems for managing their performance.</li> <li>• Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded</li> <li>• Challenge under-performance at all levels</li> </ul>	

- 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, or

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
<b>Qualifications</b>		
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
<b>Knowledge and Understanding</b>		
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
<b>Skills and Abilities</b>		
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
<b>Experience</b>		
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
<b>Personal Commitment</b>		
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

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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 experience and knowledge make you the ideal candidate for this role.

The closing date for applications is 9am on Monday 10<sup>th</sup> March 2025

### Visits

Informal discussions are actively encouraged and will be by appointment through contacting Samantha Hornsby, email [samantha.hornsby@tdet.education](mailto:samantha.hornsby@tdet.education)

