

Principal Candidate Pack





Broadfield Primary

"Together We Can Achieve!"



Broadfield Primary School Principal (L18 – L24, £67,351 - £77,237)

Start date 1 September 2023 or sooner if possible. Contract term: Permanent

We are looking to appoint an outstanding leader to lead a committed and hard-working team of staff in our happy and very successful school, supporting our wonderful pupils to achieve great outcomes both in and beyond the school.

Broadfield Primary School serves just under 400 pupils in the Hathershaw area of Oldham. It also provides nursery education for pupils from 2 years of age. After working with partners in The Pinnacle Learning Trust for many years, the school has chosen to convert to become an academy and to join The Pinnacle Learning Trust from 1st April 2023. This has been very positively received by staff and the school's local community. Last inspected in November 2018, and judged as Good, the school is oversubscribed and very well respected. We are proud of the Broadfield Values; celebrating diversity and inclusion in addition to having high expectations and excellent pastoral provision.

As a result of the planned retirement of the current Headteacher, Ms Patricia Stennett, on 31 March 2023, after 16 very successful years at the school, we are looking to appoint a new Principal from September 2023 (or earlier if possible). The new appointment will be made by The Pinnacle Learning Trust, in partnership with the school's Governors and the Local Authority. We are keen to recruit someone who is passionate about providing an excellent and inspiring curriculum, and leading the school from its current strong position to even greater strengths, working with staff, parents/carers, Governors and the Trust to inspire, support and challenge staff and pupils to achieve highly and develop as well-rounded and capable individuals. The growth and development of the Trust make this an exciting time to join us, and the new Principal will have opportunities to play a strategic role beyond the school as part of the Trust Executive Team, in addition to being supported by colleagues.

Working with the Executive Principal, Governors, Senior Leadership Team and others, the Principal will be expected to lead all aspects of the school, ensuring that Broadfield Primary School achieves high standards and seeks continuous improvement in all aspects of its work. We are seeking a leader who is committed to achieving the highest of aspirations and successfully improving life chances for all pupils.

The Pinnacle Learning Trust was established in partnership by Oldham Sixth Form College and The Hathershaw College in September 2017 and includes highly successful professional development provision, through Research School status at OSFC and our strategic and operational leadership in partnership with the local Teaching School Hub, supporting school improvement across the town and beyond. Werneth Primary School was invited to join the Trust in 2019 as part of a planned ambition to include all phases of education within the Trust. We have already seen considerable mutual benefits

across the Trust, for pupils and staff, as a result of our continuous provision and links between the phases, and Broadfield Primary School joining the Trust further enhances our work and our offer to pupils and staff.

Broadfield Primary School is a Group 3 school with:

- 392 pupils on roll, including 44 in nursery provision
- 71% of Pakistani heritage and 8% of Bangladeshi heritage, with the remaining 21% coming from 11 other ethnic groups
- 70% of pupils with English as an additional language
- 14.3% of pupils with SEND requirements

WHAT ARE WE LOOKING FOR?

- Successful senior leadership and proven school improvement experience within a primary educational setting
- An individual with integrity, who inspires and influences others, and has a passionate belief in the value of education
- Someone with a clear understanding of the school's vision and values in the context of the Pinnacle Learning Trust and the broader local area.
- A commitment to supporting and leading developments both in the school and across the Trust
- A commitment to collaboration, professional development and working with a wide range of partners to achieve the best possible outcomes for pupils.

For further information relating to Broadfield Primary School and The Pinnacle Learning Trust, please visit our websites: www.broadfield.oldham.sch.uk and www.pinnaclelearningtrust.org.uk

To arrange a visit to the school, please contact Mrs D. Brown (Business Manager) on 0161 665 3030 or diane.brown@broadfield.oldham.sch.uk

APPLICATION CLOSING DATE: Noon on Friday 13 January 2023

SHORTLISTING: Week beginning 16 January 2023

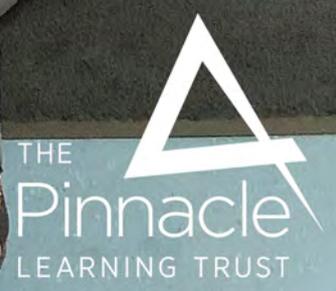
PROVISIONAL INTERVIEW DATES: 24th and 25th January 2023

To apply, please complete the Application Form and Equality Assurance Monitoring Form and attach a supporting statement. Please send these documents to hr@pinnaclelearningtrust.org.uk by the closing date. All forms can be found on our website <http://www.pinnaclelearningtrust.org.uk/vacancies/>

Commitment to Safeguarding

As part of our safeguarding commitment and promoting the welfare of children, any offers of employment will be subject to satisfactory DBS checks as part of the pre-employment procedures on all potential new employees. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

Where will your wings take you?





BROADFIELD PRIMARY SCHOOL
Goddard Street, Oldham, OL8 1LH

Tel: 0161 665 3030

Fax: 0161 624 9445

E-mail: info@broadfield.oldham.sch.uk

Website: www.broadfield.oldham.sch.uk

Headteacher: Ms P.A. Stennett B.ED, NPQH

E-mail: head@broadfield.oldham.sch.uk

Dear Sir or Madam,

We are glad that you are wanting to join our fantastic school team.

At Broadfield, we have talented children and teachers, who work together and participate to make a wonderful team.

The mental wellbeing of children, staff and parents is very vital in our school. We have Place2Be to do the job of helping everyone.

Our school values are: Belief, Respect, Our Community, Aspiration, Diversity, Friendship, Inclusion, Learning and Determination.

Yours Faithfully,

Razia Mohammad



MUSIC MARK SCHOOL







Broadfield Primary
"Together We Can Achieve!"



Job Description for the post of Principal at Broadfield Primary School

The information contained below is to help staff understand the role of Principal at Broadfield Primary School. It should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Principal
Reporting to	Executive Principal – The Pinnacle Learning Trust

Core purpose of the post:

The core purpose of the Principal is to raise standards of achievement for all pupils by providing professional leadership and management for Broadfield Primary School. The Principal must establish high quality education by leading teaching and learning, having high aspirations and developing all staff.

The Principal is the leading professional in the school, providing vision, leadership and direction for the school and ensuring it is managed and organised to meet the aims and ambitions established by the Trustees, Governors and the community the school serves. Working with the Executive Principal/CEO, the Principal is responsible for monitoring and evaluating the school's performance and identifying priorities for continuous improvement. The Principal's priorities will include raising standards for all children and ensuring equality of opportunity for all. The Principal will deploy resources efficiently and effectively to achieve the Trust's and school's aims and objectives. Supported by the Trust Executive Team and Central Services teams, the Principal will be responsible for the effective day to day leadership, management, organisation and administration of the school. The Principal secures the commitment of the wider community to the school by developing and maintaining effective partnerships.

With the Trust Board, Executive Principal/CEO and governing body, the Principal is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

Key responsibilities:

- The day to day running of the school
- Modelling the highest possible standards of professional conduct
- High quality leadership and management of identified responsibilities to secure:
 - provision of a broad, ambitious and inclusive curriculum for all pupils
 - high expectations and aspirations for all pupils and staff
 - ambitious standards for all pupils, overcoming disadvantage and advancing equality
 - improvements in attainment, progress and social development for all pupils
 - consistently high quality teaching & learning across the curriculum
 - the effective use of data and assessment tools to monitor progress
 - effective strategic direction, leadership & management
 - excellent relationships with and between all staff (support staff and teachers)
 - effective use of resources and a safe and healthy working environment for pupils and staff
 - achieving agreed annual targets for the role as established through the performance management process
 - effective financial management and resource deployment alongside the Chief Financial Officer
 - strong and embedded relationships to promote the school and the Trust to external organisations for the benefit of all our pupils

- the effective safeguarding and welfare of all pupils and staff
 - meeting the Teacher Standards and, where appropriate, the Post Threshold Teacher Standards as described in the School Teachers' Pay and Conditions of Service document and the new Principal Standards.
- The Principal will
 - have the overall responsibility for the day to day operation of the school, the curriculum, standards of teaching, learning and outcomes across the whole school
 - monitor, evaluate and review classroom practice to embed improvement strategies and consistently and systematically raise the quality of teaching and learning
 - see themselves as the senior leader in the school, modelling the approaches and values expected of others. They will work with the senior team to set standards and create an ethos and culture that will pervade all aspects of school life.
 - develop and encourage effective and positive working relationships with and across the entire staff as a whole, the leadership team and those they line manage. They will actively assist and drive the establishment of a strong team of leaders (both teaching and support staff) who are proud of their work and achievements; where colleagues are valued and supported; well-being is promoted, and where motivation is developed and sustained
 - act as a positive role model for others, inspiring them through high quality personal and professional conduct that sets the standard. They will help to shape the vision, ethos and policies of the school and promote high levels of expectation and achievement amongst all staff and pupils. The post holder will provide the practical support, guidance and professional development that will enable the entire staff to fulfil their roles and responsibilities
 - work with the Senior Leadership Team and Trust Executive Team to ensure a safe, secure, creative, motivating and responsive learning environment across the school. They will lead a school where children are happy and enthusiastic learners who feel valued and cared for, act safely, learn to respect others, aim high and can grow as people. Each child will be supported and inspired to reach the highest possible academic and personal development standards.
 - welcome strong governance and active support from the Local Governing Body (LGB), Executive Principal/CEO and Trust Board to enable the Trust to meet its statutory responsibilities and improvement targets.
 - lead the development of positive pupil attitudes and behaviour across the school and model and ensure adherence by all, to all Trust and school protocols, policies and procedures.
 - implement strategies to support, motivate and challenge staff, to ensure the delivery of the highest standards of learning and care, and implement a rich curriculum which is continually assessed to ensure impact on learning.
 - use the performance management system to challenge and develop staff and, where required, tackle staff under-performance, with the support of the Chief Operating Officer and Trust Head of HR
 - actively engage to promote and encourage positive and productive relationships with parents of current and prospective pupils and with the broader local community, listening and responding to feedback and views expressed, ensuring the school retains a positive reputation and is seen as an asset in the community.
 - work in partnership within and beyond the Trust, with other primary Heads and as an active member of relevant local groups and working appropriately with the local authority, DfE, Regional Director and other key partners.
 - have responsibility for the SEF and Improvement Plan and will, alongside the Executive Team, ensure robust quality assurance processes.
 - work with the Chief Financial Officer and Trust Heads of Finance and Estates to establish and be responsible for managing a complex budget with several budget headings and to develop a capital strategy in order to maintain the fabric of the building and to 'future proof' the school
 - work with and support colleagues in other Pinnacle Learning Trust academies, where appropriate, and play an active role in the Trust's professional development offer.

Main duties:

- Inspire, motivate and lead all staff, demonstrating the highest standards of personal professional conduct
- With the Senior Leadership Team, establish and lead a culture that promotes excellence, equality and high expectations for all pupils
- Safeguard and promote the welfare of pupils throughout all the schools, working collaboratively with school leaders to do so
- Ensure that consistent and effective behaviour management strategies and practices are in place, enabling pupils to learn and make good progress
- With the support of the Trust Executive Team and Trust Marketing Manager, the Principal will develop and implement a school brand that is supported and promoted internally and externally and which champions the school's quality and achievement
- Build a strong and supportive team at senior, middle leadership and whole staff level based on excellent communication, with a shared and consistent vision and practice
- Ensure that the Senior Leadership Team are implementing the appropriate and innovative use of initiatives to support learning and raise standards throughout the school
- Ensure that Phase and Subject Leads are driving school improvements so that there is consistency in the high quality of provision across the curriculum
- Represent the school at external and internal events in a professional and enthusiastic manner
- Overall responsibility for the effective leadership and management of the:
 - a. Operational management of the school in respect of staff, pupils and site
 - b. Additional responsibilities and specifics relating to these will be agreed with the successful candidate on appointment
- Provide guidance, mentoring, coaching and challenge so that teachers and support staff can develop professionally and fulfil their duties effectively.

Requirements of All Trust Staff:

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, pupils, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Trust's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Ensure any documentation produced is to a high standard and is in line with the agreed style
- Promote their area(s) of responsibility within the school/academy and beyond
- Represent the school/academy at events as appropriate
- Support and promote the school ethos

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification for the post of Principal at Broadfield Primary School

*Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the requirements of the post. **Candidates MUST meet the essential criteria.** Candidates who fail to meet any of the essential criteria will automatically be excluded at any stage of the process.*

The appointing panel will use a combination of assessment tools to determine a candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered in the interview process and references.

Disabled applicants who meet the minimum essential criteria will be shortlisted for an interview.

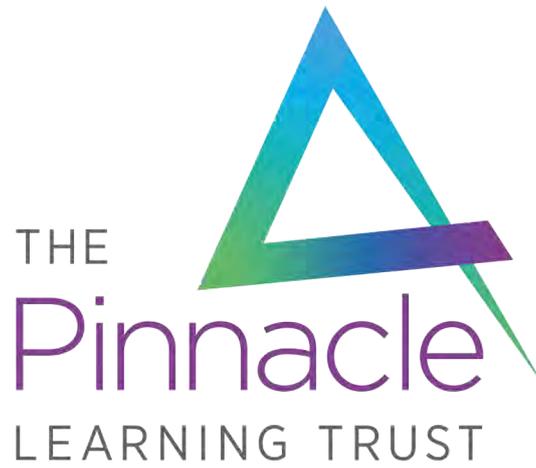
Evidence Key:	Application Form & Supporting Letter	A	Selection Process	S	Reference	R
----------------------	---	----------	--------------------------	----------	------------------	----------

Professional Qualifications and Experience		
Criteria	Essential (E) Desirable (D)	Suggested Evidence
Proven success in a senior leadership role within a primary educational setting	E	A
Significant successful experience of leading and motivating a team to improve standards and outcomes	E	A/S
Qualified Teacher Status (QTS)	E	A
Substantial and successful experience as a teacher in primary education	E	A + S
Experience of working in more than one school at a senior level	D	A
Experience of teaching across all the primary phases	D	A
Achieved or working towards NPQH or equivalent	D	A
Educated to good degree level (2:2 or above) or equivalent	E	A
Active participation in and commitment to ongoing professional development	E	A
Commitment to safeguarding and promoting the welfare of all pupils and staff	E	A/S/R
Understanding of school funding; effective management of a school budget and efficient deployment of resources	E	A or S
A positive approach to, and proven success in managing change	E	A or S
Successful experience of implementing and overseeing school improvement initiatives leading to improved pupil attainment	E	A or S
Experience or awareness of working in diverse communities	D	A or S
Experience of working with a Governing Body	E	A or S
Experience of working in a Multi-Academy Trust context	D	A or S
Knowledge & Skills		
Criteria	Essential (E) Desirable (D)	Suggested Evidence
Excellent leader with a proven track record in terms of excellent pupil progress and achievement	E	A or S

Ability to inspire, motivate, support and challenge staff, pupils, parents and other key partners	E	S
Can evidence strategic leadership	E	A or S
Exhibits current knowledge and understanding of educational policy and practice, including evidence informed teaching and learning practices	E	S
Promotes equality and inclusive practices	E	A or S
Demonstrates analytical understanding and uses quality assurance processes and data effectively to drive continuous school improvement	E	A or S
Understands the relationship between managing performance, CPD and sustained school improvement	E	A or S
Effective team work within a school, and ability to build networks and work with a range of partners, including parents and the local community	E	A or S
Able to establish and sustain effective organisational structures, systems, policy and practice, including safeguarding	E	S
Able to think creatively to anticipate and solve problems and demonstrate balanced and fair judgement	E	S
Able to consult and negotiate to achieve the best possible outcomes for children and their families	E	S
Able to build and sustain effective relationships with all stakeholders that will enhance the education of all pupils at Broadfield Primary School	E	A or S
Able to work in partnership and accept appropriate support from all stakeholders in Broadfield Primary School	E	A or S
Confident and inspirational leader with the ability to motivate and influence others	E	A or S

Personal Qualities & Attributes		
Criteria	Essential (E) Desirable (D)	Suggested Evidence
Actively demonstrates a passion for the value of education	E	A or S
Demonstrates honesty and integrity	E	A or S
Self-motivated, enthusiastic and energetic	E	S
Excellent communication and interpersonal skills	E	A or S
Resilient	E	A or S
Ability to develop and maintain effective working relationships, including working as part of a team	E	A or S
Excellent organisational skills	E	A or S
Prioritises, meets deadlines and performs effectively under pressure	E	A or S
Demonstrates initiative and problem-solving skills	E	A or S
Flexible and positive approach to new challenges and opportunities	E	A or S
Commitment to consistently high standards of principled and professional conduct, including demonstrating the behaviours and principles outlined in the Headteachers' standards	E	A/S/R
Excellent attendance & punctuality record	E	A/R
An enhanced DBS disclosure is required	E	S





Strapline

Together we succeed

Mission

Our mission is to improve the lives and life chances of young people in Oldham and the local area. In order to achieve this we are committed to continuing to raise aspirations and achievement across all our academies through the development of outstanding practice based upon partnership.

Vision

Our vision is to:

- Create a family of outstanding academies within a caring and supportive environment.
- Be consistent in our emphasis on high standards and excellence
- Establish a culture of high aspirations and promote a commitment to lifelong learning
- Provide and nurture an ethos in which students learn by example and grow morally and socially

Values

Our purpose is to provide excellent academies for our children and young people based upon the following values. We aim to:

- **Celebrate the uniqueness of all students**, and through outstanding pastoral care, inspirational teaching and academic challenge, support each student to flourish and become responsible and successful citizens who make a positive contribution to the communities they serve
- **Generate positive and challenging learning environments** which allow students and staff to grow and develop through a range of opportunities
- **Develop outstanding leadership** at all levels that delivers maximum achievement
- **Celebrate the diversity of our community** by encouraging an understanding of our communities, faiths and cultures; locally, nationally and internationally



Wellbeing and Benefits

- Teachers' and support staff pension schemes.
- On site free car parking facilities (subject to availability).
- Cycle to Work scheme
- Occupational Sickness benefits for both teaching and support staff.
- Excellent working environment which includes staff kitchens.
- Long service awards after 15 and 25 years service.
- Wellbeing group to improve staff wellbeing
- Wellbeing day – a range of activities for staff to promote health and wellbeing
- Work Life Balance Policy which offers the opportunity for staff to balance their working lives with their personal needs and responsibilities.
- OSFC and Hathershaw College have on-site multi gyms that can be used by any Trust employee.
- Free flu vaccinations offered to all staff
- Eye tests and a contribution towards glasses for those who are classified as DSE users and hearing tests.
- Health and Safety training is provided through an online training package.
- Telephone Counselling Service for staff via an independent company.





THE
Pinnacle
LEARNING TRUST