



ALDRIDGE
EDUCATION

Duke's Principal

Recruitment Pack

Introduction

Welcome from Jane Fletcher, CEO and Rob Wye, Chair of the Aldridge Education Board of Trustees

Aldridge Education is a norms-led organisation committed to providing an equitable and high-quality education for all. Sponsored by Sir Rod Aldridge, we have a strong desire to be entrepreneurial in approach and to provide our students with all they need to leave compulsory education with genuine choices available to them about their futures.

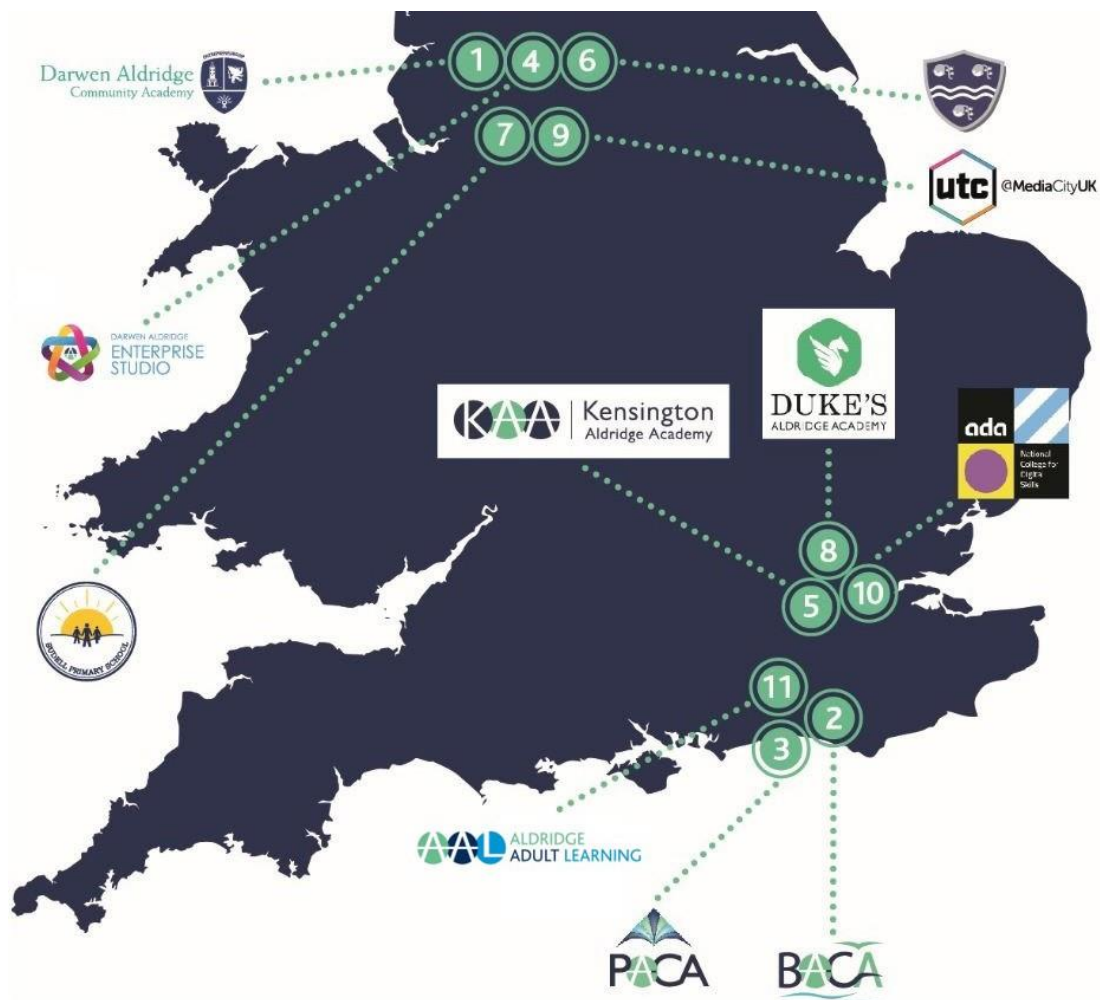
The trustees of Aldridge Education are both proud of the work being done across the Trust and keen to continue that work as we continue to pursue our mission, build towards excellence, and broaden our scope.

Together, we are looking for an individual with integrity, high standards and a bias for action to become part of our team. Who you are and your approach to your work is as important to us as what you know – we're genuinely in the work together at Aldridge Education and so we're looking for someone who wants to be a part of the team.



Aldridge Education

Aldridge Education is a semi-national multi-academy trust with schools located in West Sussex, London, Salford and Lancashire. We also have family links with Ada, the National College for Digital Skills and we are the lead sponsor for Kensington Aldridge Academy, secondary school of the year in 2018.



Our ethos and values

Our mission is to bring true equity to education through academic rigour and whole-learner development; supporting aspiration for all and leaving no one behind.

Everyone working for Aldridge Education is asked to commit to these norms and to being open to improving our practice as we see ways to better embody both our norms and our mission.

We are Aldridge Education

We all own the name, the right to speak, the reward and the responsibility. We believe the best of each other, speak positively and act with thought and purpose in order to find solutions and to do good work.

The standard is excellence

Excellence is our bar – it's what we aim for together, nothing less – so we support each other to get better faster.

We champion equality

Inclusion and equality are central to our mission. We aim to leave no-one behind and we are fiercely anti-discrimination.

We're in the work together

We each stand by our mission and we act with transparency and clarity. Because we share accountability, we both give and receive feedback. We celebrate honest support that makes us collectively better.

We behave with integrity

Professionalism, honesty and humanity underpin every word and action. Truth and kindness work hand in hand.

We lead by example

We own our responsibility to live our norms. We expect to be role models to those around us in matters both small and large.

We use time well

Time is precious so we work smart. We select actions and tools that provide the most benefit from time invested. We avoid creating unnecessary work for others.

Our ethos and values

Aldridge Advantage

There are two key themes to our work and five strands of activity.

Our themes are:

1. **No-one left behind**
2. **Bringing learning to life**



These sum up the intentions of our work and the things for which we want to be known.

The five strands of activity in our current strategic plan, which runs through to 2026 are:

1. **Organisational culture**
2. **Excellent learning for all**
3. **Whole-learner development**
4. **Valuing our people**
5. **Partnership-working**

About Aldridge Education

Aldridge Education Information

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. We seek to work with our principals and teachers in rapidly improving the quality of education on offer at primary, secondary and sixth form levels in order to transform the life-chances of our students.

Aldridge Education was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, and acting as lead sponsor for a single academy trust within the Aldridge family of schools.

Sir Rod Aldridge launched the Aldridge Foundation in 2006 after retiring from Capita Plc, the business he set up and which became one of this country's most successful companies. The shared belief of both organisations is that we exist to seek equity for our communities, to bring learning to life through our entrepreneurial spirit and attributes, and that it is a combination of excellent academic provision and great personal development that helps our learners thrive. We seek to provide context and relevance to their learning, and to foster creativity, passion, determination, risk-taking, problem-solving and teamwork. These characteristics help our students achieve in their education and acquire further vital skills for adult life.

For more information, please view our website: www.aldridgeeducation.org

I look forward to hearing from you.

Jane Fletcher

Aldridge Education, CEO



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EDUCATION



About Duke's Aldridge Academy

Duke's Aldridge Academy Information

Following the retirement announcement of our current and long-serving Principal, Monica Duncan, we are now looking for a new principal to join our team at Aldridge Education.

Duke's Aldridge Academy has been part of the Aldridge family of schools since 2017 when it chose to join Aldridge Education Trust. The school is at the heart of its community and situated right next door to Tottenham Hotspur Football Club and nearby to White Hart Lane station. As an inner-city London school, it experiences the ebb and flow of city life and no two days are the same. It serves a diverse community of many nations and makes good provision for those needing to learn English or using English as a second or third language.

Duke's is a vibrant, lively 11-16 co-educational school that serves its community well. It shares its extensive site with a local community special school, Vale School. Duke's has close links with the nearby London Academy of Excellence Tottenham, sponsored by Tottenham Hotspur Football Club - an academically selective co-educational 16-19 provision. It also has strong partnerships with Linklaters, a multinational law firm based in London.

The current senior leadership team have a fierce passion for equity and they work hard to ensure that every learner benefits from the school's full offer - through and beyond the taught curriculum. Standards have been consistently in line with national averages for some years now. Progress in maths and science is particularly strong. Middle leaders in the school are passionate about their subjects - including music and performing arts.

Duke's is a strong and engaged member of Aldridge Education and works in good partnership with national team staff and the other schools around the Trust.

Duke's Aldridge Academy is a good school with a committed team of teaching and support staff. If you have the skills and qualities required to be its next leader, we look forward to hearing from you!

Jane Fletcher

Aldridge Education, CEO



Job description

Role:

Principal

Contract:

Permanent (6-month probationary period), 35 days annual leave, TPS, employee benefits platform, cycle to work scheme

Reporting to:

Chief Executive

Salary type:

Competitive salary

Aldridge Education is a charitable trust of learning providers which includes primary, secondary, Studio Schools, UTCs and adult learning provision. We are a values-based, mission-driven organisation with a passion to reach those often deemed as the hardest to reach.

Partnership is at the heart of our work and, through teamwork and collective voice, we aim to achieve excellence in all that we do. School leaders and central staff partner together to deliver the highest standards in all areas of our work and in all of our schools. By doing this, our school leaders are free to focus on their most important work as leaders of learning and developers of people.

Aldridge Principals understand the urgency of their work. Running excellent schools requires leaders who can inspire students, put 'excellence' ahead of 'easy' and who can project urgency about supporting sector-best destinations for every learner through outstanding outcomes, wide-ranging enrichment and exemplary culture. They have a passion for learning and the classroom; they prize integrity; and are self-reflective and humble in their leadership.

Because Aldridge Principals are passionate about equity and opportunity, they have a desire to influence beyond their own school doors. They see the benefit of being part of a MAT, sharing best practice, and supporting their colleagues. As they build excellence and grow leaders from within, they are ready to share what they have learned in the interests of supporting other schools and leaders, particularly within the Trust.

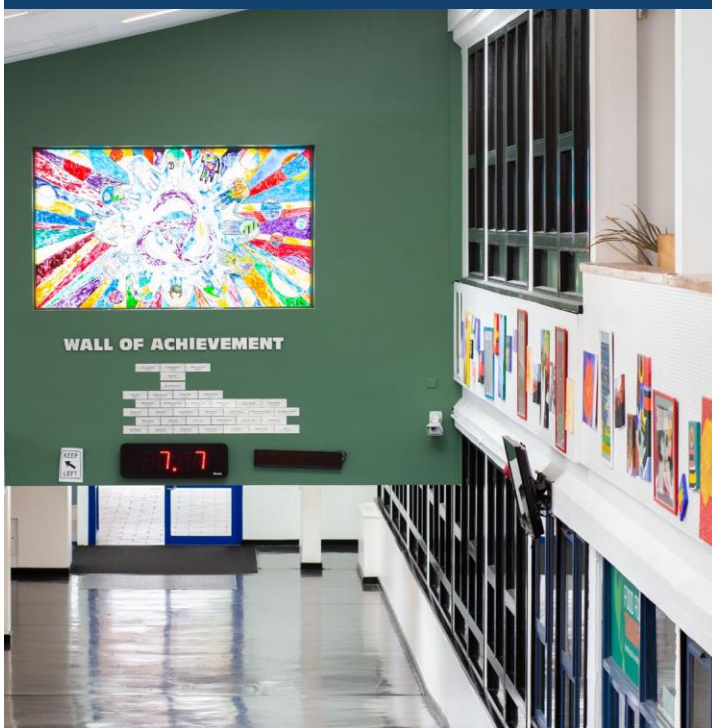
Aligned to the mission and direction of travel of the MAT, Aldridge Principals are involved in Trust-wide projects, bringing their expertise to the table and leading items at times, under the agreement and direction of the CEO.

In return, our principals receive the support of a highly experienced executive team and benefit from a wide range of partnership activity with both education and operational members of the Trust's central team.

Summary

The heart of the role of Principal at Aldridge Education can be found in these five key responsibilities cited by research from the Wallace Foundation¹:

1. Shaping a vision of academic success for all students, one based on high standards
2. Creating a climate hospitable to education in order that safety, a co-operative spirit and other foundations of fruitful interaction prevail
3. Cultivating leadership in others so that teachers and other adults assume their parts in realising the school vision
4. Improving instruction to enable teachers to teach at their best and students to learn at their utmost
5. Managing people, data and processes to foster school improvement



¹ <https://www.wallacefoundation.org/knowledge-center/school-leadership/pages/effective-principal-leadership.aspx>

Job description

Specific responsibilities

Instructional Leadership

Using the Aldridge school improvement model and focusing on our four key levers (curriculum culture, coaching and data-driven instruction):

- Provide exemplary leadership to all school community members to achieve outstanding performance and sector-best next steps/destinations.
- Demonstrate a relentless commitment to improve the minds and lives of students in and out of school.
- Develop and communicate strategic school systems, culture, and vision, and build a plan to achieve that vision.
- Implement effective assessment systems and use data to inform decisions, use of resources and priorities.
- Lead all aspects of curriculum development and assessment and ensure consistency and quality in delivery and alignment with evidenced best practice and Aldridge Standards.
- Ensure that the curriculum meets the needs of all students and leads to strong outcomes through a relentless focus on local context and need, reviewing the curriculum at regular intervals and ensuring that it maintains its relevance and stays fit for purpose, amending and enhancing as required.

Quality delivery of teaching and learning

- Build an open door, learning culture where professional development is an entitlement, coaching is a daily part of school life and staff are proud to learn together.
- Oversee the professional development programme, teacher training, recruitment, appraisal and all performance-related matters, staff wellbeing and workload matters and staff communications.
- Work in partnership with the HR team to address all people-related matters, ensuring that all employment law, Trust policy and best practice advice is always followed.
- Ensure the consistent quality of well-managed and rigorous daily lessons alongside reasonable and effective daily homework.
- Ensure that the thorough use of data – both micro and macro – leads to regular and productive tutoring to close gaps that have not been closed through classroom interventions and reteach. Through partnership with Virtual Aldridge and other internal means, ensure that resources are used to allow learning gaps to close at the earliest possible time in a child's education.
- Provide opportunities for students to learn independently above and beyond minimum expectations set by teachers through the use of high-quality, individualised learning platforms available to all students.
- Measure the impact of in-class and beyond-class interventions and ensure that resources are always being used in the highest impact areas and can be evidenced accordingly.
- Build a culture with all staff that promotes collective teacher efficacy and high student expectations (self-report grades, Hattie), leading to an evidenced collective belief from students and staff that excellence is distinctly achievable.
- Take time to understand the needs of the hardest to reach/those with particular needs and their obstacles to successful learning; directing resource appropriately to meet these needs and set the conditions for successful learning to take place for all.



Job description

Specific responsibilities

School Culture

- Determine and establish a vision for school culture, encouraging ownership across the staff community and building upon equitable values.
- Work with staff to identify key routines and create minute by minute plans for these; ensure rollout is strong and application is consistent.
- Through practice labs, monitoring and coaching, foster consistency in academic and behavioural expectations.
- Collaborate with school staff to support student personal development including morality, British values and the rule of law, a wide range of enrichment opportunities and Futures exposure that meets Gatsby benchmarks as a minimum.
- Ensure that traditions and rituals that support the school's moral purpose and identity are built and maintained, cohort by cohort, year to year;
- Build and advocate for a wide programme of enrichment opportunities outside of statutory timetabled hours.
- Communicate regularly with families, ensuring they are kept involved with and held accountable for their children's performance, and correspond about school policies, trips, and events.
- Build authentic community relationships starting with families but extending to local business, other charities etc. Use these to maximise opportunities to self-review, to understand the needs and views of the locality and to build wide-ranging opportunities for students.
- Respond to family concerns promptly and effectively.
- Build strong, positive, collegiate partnerships with senior Trust officers, local governors and trustees with an absolute commitment to the aims and direction of Aldridge Education. Hold an understanding that the leadership of the school is a delegated right and responsibility from the CEO and trustees and is being done for, in the name of and with Aldridge Education.

School management

- Ensure that the school runs smoothly daily with a robust and appropriate timetable; appropriate levels of supervision; due regard to all statutory guidance, rules and law; and treating all members of the community with equity and respect.
- Make safeguarding an absolute priority at all times, ensuring that all requirements of Keeping Children Safe In Education, the Trust's safeguarding policy and all other statutory guidance are adhered to by all at all times, and that a culture of safeguarding permeates all that happens in the school.
- Ensure that all areas of the Ofsted framework are consistently at least 'Good' as identified by the Ofsted key judgements criteria found in the Section 8 and Section 5 handbooks.
- Work in partnership with central senior leaders to ensure that all areas of school and Trust practice is exemplary. Identify with central leaders what the key needs and priorities of the school are and engage with them as they address these needs, implement change, oversee local projects and support the local team.
- Work with the Trust Head of Finance and local finance leads to draft a budget - which rightly addresses priorities, drives excellence, and is accurate and achievable - for review by the COO and CEO prior to scrutiny by the Trust Board.
- Ensure that the budget set by trustees is met, holding ultimate responsibility for this at a local level and for full compliance with the Trust's finance handbook and other statutory financial regulations.
- Uphold all appropriate policies, ensuring that local policies are kept updated, fit for purpose, known and used by all.
- Ensure that the school website is compliant, clear and useful at all times and for all audiences.

Person specification

Person specifications

Qualifications	Essential	Desirable
Educated to degree level	✓	
Post-graduate qualification in education or leadership		✓
NPQH		✓

Experience	Essential	Desirable
Expert classroom practitioner with outstanding outcomes for own students	✓	
Proven track record as a senior leader	✓	
Successful leader of learning as a head of department or AST	✓	
Senior leader of teaching and learning at whole school or equivalent	✓	
Experience as a successful coach and leader of professional development	✓	
Track record of successful recruitment	✓	
Experience of building strong culture in an organisation and gaining followship	✓	
Track record of successful financial management		✓
Strong pastoral track record		✓

Other skills and qualities	Essential	Desirable
'Warm firm', equitable approach that hears the views of all and maintains the standard of excellence.	✓	
Absolute commitment to Trust operating norms and the Trust mission.	✓	
Able to build strong professional relationships with colleagues at all levels; building credibility and earning thoughtful followship.	✓	
A disposition for learning, willing to listen and self-aware; not taking self too seriously and considering the differing views of others.	✓	
Excellent communication skills: accurate, concise, warm, coherent and clear (both written and oral)	✓	
Strong organisational skills and time management, able to adjust and flex and mindful of highest priorities at any point in time.	✓	

Aldridge Education is committed to:

- Growing leaders from within
- Exemplary safer recruitment practice
- Equity in recruitment which goes above and beyond to ensure that all are included and have an equal chance to prove themselves ready for a post being advertised
- Ensuring our learners of all backgrounds see themselves in leadership roles in our Trust and know they belong in any and all offices



Application process

Application Process

The Trust is accepting applications through Veredus, our recruitment partner. As part of our safer recruitment practice you will be required to complete an application form, which will be available through Veredus.

[Veredus Application Link](#) | [Principal for Duke's Aldridge Academy](#)

Selection process

The selection process will take place at Duke's Aldridge Academy over two days on 6 & 7 February 2024.

Candidates wishing to view the school in advance of submitting an application should contact Michelle Gale at Veredus (contact details below).

Short-listing will take place at the end of day one and successful candidates will be invited back to the second day for the final activities.

Michelle Gale
Associate Director, Education
Mobile: 07715 625 151
Email: Michelle.Gale@Veredus.co.uk
LinkedIn: www.linkedin.com/in/michelle-gale-1b6b00242

Safeguarding Statement

Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment. Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

A copy of Aldridge Education's Child Protection policy is available on our website, www.aldridgeeducation.org.

Following successful shortlisting, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates undertaking regulated activity. If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment made will be conditional upon a satisfactory enhanced DBS check and other safer recruitment checks.

If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2023.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Given the nature of the Trust's activities and the regulatory framework it is subject to, it is an express condition of your continued employment with the Trust that you satisfactorily pass a DBS check carried out by the Trust and join the update service; any additional disclosure that may lawfully be sought from the DBS during your employment.