



St Peter's
C.E. Academy



Principal
application pack
January 2019



Proud to be part of the
Nene Education Trust

WELCOME TO ST PETER'S CE ACADEMY

Thank you for your interest in the post of Principal at St Peter's CE Academy, a two-form entry junior school set in the community of Raunds and part of the Nene Education Trust.

We are proud of St Peter's, its pupils and staff, and wish to appoint a Principal who can identify with its Christian values and ethos and has the skills and personality to lead the school through its next phase of development and beyond.

This is an exciting opportunity for an exceptional and inspirational leader with aspirations for further career development and promotion. Principals work collegiately and play a key role in shaping the future development of the Trust; opportunities for cross academy collaboration are also encouraged and plentiful.

St Peter's vision is to 'unlock the gates to achievement within the love of the Lord'. We aim for our pupils to develop a life-long love of learning, to develop their social and spiritual understanding and help them prepare well for life in a modern British society. Our children, who are at the heart of everything we do, are well behaved and we have a highly committed, creative, loyal and experienced team of staff.

We are seeking to appoint a highly skilled, effective and inspirational leader who can have a positive impact from the start, on school improvement, the learning environment and curriculum design at St Peter's and across the Trust.

A particular interest in curriculum design and creativity and new technologies will help us to deliver our goal of sustained high quality teaching through a broad curriculum to our amazing pupils. We have significantly improved outcomes in KS2 and our School Improvement Plan identifies that there is further work to do in sustaining this and achieving outcomes above National outcomes.

You will be an open-minded person who is emotionally intelligent and seeks dialogue with staff, parents and children but who is inquisitive, not afraid to challenge and make tough decisions when necessary. Resilience, energy, commitment and a good sense of humour is always helpful.



We asked our pupils and they said they are looking for a Principal who:

- 'Is brave
- Caring
- Encouraging
- Can mix fun with learning
- Ensures lessons are engaging
- Trustworthy - parents are leaving their children in the Headteacher's care
- Understanding of all children. Celebrating all our differences.'

Our Trustees and Governors are highly committed and will provide a good balance of support and challenge. Peer-to-peer support, professional challenge and opportunities for senior leaders and their staff to develop and share best practice across all our academies are encouraged and central to how we operate.

You will find further information in the applicant's pack and on the Trust and academy websites. We would also be delighted to show you round the

academy. If you would welcome an informal conversation with me about the role please contact Alison Woodward, in the first instance on 01933 627081 to make arrangements.

If you are someone that thrives on working in a dynamic environment with likeminded colleagues then I would encourage you to make an application.

Yours sincerely,

Mr Chris Hill
CEO

Melanie Spinks-Wilson
Chair



ABOUT THE SCHOOL

St Peter's CE Academy is a 'good' school serving the town of Raunds and catering for both boys and girls between seven and eleven years of age.

It has a very long history, stretching back over three hundred years, beginning its life in the Chantry of St Peter's Church in 1704. At the heart of St Peter's are the 12 Christian Values and with a clear vision to 'Unlock the gates of achievement within the love of the Lord', we strive to provide the very best for our pupils academically, socially and spiritually.

In recent years, St Peter's has been on a rapid journey of self-improvement and development and the most recent Ofsted and SIAMS inspections rate the academy as 'good'. With an emphasis on embedding the Christian ethos and creating a vibrant school community while focusing on improving pupil achievement and staff development and wellbeing, the academy has established excellent links with the Peterborough diocese and support from parents and the local community is very good.

Evidence confirms that our pupils achieve well and levels of attendance are very good. Our pupils enjoy a wide range of enrichment including various trips, visits to the school from authors, scientist

and artists and extensive opportunities for sport and creative activities; sport competitions and clubs, and music and choir performances. The strong pastoral support we also provide to our pupils and families allows them the opportunity to truly flourish.

Our pupils say:

'Everyone is really friendly'

'Teachers help us with friendship and confidence.'

'Teachers push us when we need to be pushed and help where we need help.'

'Different activities all the time.'

The school has received numerous awards for its work including School Games Gold Mark, RE Quality Silver Mark and Active Young Citizens Award.

We are proud of our academy and its community and aspire to continue our journey towards excellence, seeking new ways to ignite learning and provide enrichment opportunities for all our pupils, allowing them to reach their full potential academically, emotionally and spiritually. We have committed staff and brilliant pupils and we are sure that with high expectations, hard work and determination this will soon be a reality.



ABOUT THE NENE EDUCATION TRUST

The Nene Education Trust is a developing Trust of five academies that work together to 'Develop character, raise aspirations and celebrate achievement'. We aim to ensure our children and young people are continually challenged to successfully complete their education, develop self-confidence and self-esteem, and be proactive in determining their career pathway.

Each academy retains its own unique character but works collaboratively to improve and enhance the educational provision, opportunities and life chances for all the young people in the communities we serve. We are committed to providing opportunities for good learning and developing life relationships in environments where staff and students feel safe, respected, and able to pursue the highest possible progress and academic achievement for all.

Central to our approach are our core values of respect, enrich and nurture and we expect all staff members within our Trust to uphold similar values and put these at the heart of all they do.

It is an exciting time for the Trust; with a new CEO, central team and family of academies, we have ambitious plans for further development, growth and improvement.

ABOUT THE ROLE

We are seeking to appoint an inspirational and exceptional leader to shape and develop the future direction, culture and ethos of the academy.

It is also an excellent opportunity to contribute at an executive level to school improvement and leadership across the Trust.

St Peter's CE Academy, part of the Nene Education Trust, is a successful junior school; committed to further improving standards and opportunities for our pupils.

The role of Principal is vital to the future success of the school, and will also have an important role to play in the development of our trust.

The Principal will:

- To provide strategic leadership, vision, ambition and direction for the academy
- To actively promote and further develop the academy's Christian ethos, values and moral purpose, and ensure the Christian vision is clearly articulated, shared, understood and acted upon effectively by all
- To ensure the academy is effectively managed and organised to develop and deliver excellent teaching and learning and secure outstanding outcomes for all pupils
- To act as an ambassador for the academy and the Trust and develop proactive working relationships with all partners, stakeholders and the local community to maximise the opportunities that will transform the lives of our young people
- To promote creativity in curriculum design, innovation in teaching and the use of appropriate new technologies to achieve excellence
- To ensure strategic planning takes account of the diversity, values and experience of the school and community at large whilst maintaining the distinctive Church of England nature of the academy
- To take responsibility for promoting and safeguarding the welfare of children and young people within the academy
- To promote and support the continuous development and improvement of the Trust to secure excellent outcomes for all its young people

What can we offer?

In return we can offer you with the opportunity to:

- Help shape the future of our academy and Trust
- Teach highly motivated and talented students
- Work with colleagues that are dedicated, well qualified and highly motivated
- Experience fantastic and varied opportunities for professional development
- Fast track your personal development; in addition to CPD, access to Trust leadership and school improvement opportunities, mentoring support, and membership of key professional organisations
- Work in a Trust that values its staff and where there is a genuine commitment to staff well-being
- Live and work in a semi-rural location that offers competitive house prices, with outstanding leisure and shopping facilities and excellent transport links to all areas of the country.



JOB DESCRIPTION

Job Description for the Principal of
St Peter's CE Academy

Salary:

Up to £65k depending on skills and
experience

Start Date:

Required for September 2018 or earlier if
possible

*This job description based on The
National Standards of Excellence for
Headteachers (2015) which defines
the high standards expected for all
Headteachers.*

Responsible to:

CEO and Local Governing Body

Purpose of the Job

- To provide strategic leadership, vision, ambition and direction for the academy.
- To actively promote and maintain the academy's Christian ethos, values and moral purpose and ensure the Christian vision is clearly articulated, shared, understood and acted upon effectively by all.
- To ensure the academy is effectively managed and organised to develop and deliver excellent teaching and learning and secure outstanding outcomes for all pupils.
- To act as an Ambassador for the academy and develop proactive working relationships with all partners, stakeholders and the local community to maximise the opportunities that will transform the lives of our young people.
- To promote creativity in curriculum design, innovation in teaching and the use of appropriate new technologies to achieve excellence.
- To ensure strategic planning takes account of the diversity, values and experience of the school and community at large
- To contribute as a senior leader to the improvement and development of the wider Trust community
- Take responsibility for promoting and safeguarding the welfare of children and young people within the academy

MAIN DUTIES AND RESPONSIBILITIES:

Strategic direction and development of the academy

- Provide inspiring and purposeful leadership for the staff and pupils.
- To work in partnership with the governing body, staff and parents generating the ethos and values which will underpin the academy.
- To develop and implement a Development Plan which will secure continuous school improvement.
- To monitor and evaluate the performance of the academy and respond and report to the governing body as required.
- To ensure that the management and administration of the academy and the deployment of finances and resources supports its vision and aims.
- To ensure that academy policies and practices take account of national, local and academy requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the academy in practice, and take action if necessary.
- To ensure that all those involved in the academy 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 school.

Teaching and learning

- To establish and maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- To ensure a consistent and continuous academy-wide focus on pupils' achievements, using data and benchmarks to monitor progress in every child's learning.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- To promote a climate that positively challenges underperformance at all levels and ensures effective corrective action and follow-up.
- Ensure a culture and ethos challenge and support where all pupils can achieve success and become engaged in their own learning and develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement policies for the personal, social and moral development of pupil and which promote equality of opportunity.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the academy through appropriate methods.

- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline within the ethos of a Church school and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extracurricular activities in accordance with the educational aims of the school.
- To lead on the teaching of Religious Studies across the academy.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of the Principal.
- Promote, participate and successfully implement the Trust's performance management policies and procedures.
- Lead and develop a plan for staff CPD that includes the identification of areas for further training and development to meet individual needs and the academy development plan.
- To explore opportunities for working with academies across the Trust to maximise opportunities for staff development and academy improvement.
- Successfully implement the Trust's Pay policy for all staff.
- Ensure that a deputy Principal or suitable person, assumes responsibility for the discharge of the Principal's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

MAIN DUTIES AND RESPONSIBILITIES:

Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the academy's performance in a form appropriate to the range of audiences, including governors, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Governing Body.

The Community

- To foster positive relationships with the Peterborough diocese and promote opportunities with the local church community that support the academy's Christian ethos and values.
- To develop and implement policies and practice, which promote inclusion, equality and the extended services that the academy offers.
- Collaborate with other agencies to facilitate the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Look for opportunities to promote the positive involvement of parents/carers in academy life and organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- To proactively encourage and develop effective links with the local and wider community, other providers, parents and governors.
- Promote positive relationships and work with colleagues in other academies in the Nene Education Trust and external agencies

Safeguarding Children & Safer Recruitment

- Actions
- The Principal should ensure that:
- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
 - Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
 - All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.
- St Peter's C E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION PRINCIPAL

	Essential	Desirable	Assessment
Qualifications			
Qualified Teacher Status	✓		Application
First degree or equivalent	✓		Application
Higher degree or equivalent		✓	Application
Evidence of recent professional development relevant to Headship	✓		Application
Christian ethos and values			
An understanding of and commitment to promote the ethos and values of Christianity across the wider academy community	✓		Application interview
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the academy	✓		Application interview
Knowledge and understanding of the Primary Religious Studies Curriculum and able to lead on the teaching of this subject	✓		Application interview
Experience			
Recent successful experience of Headship or Senior Leadership in a primary setting	✓		Application
Evidence of successful impact on raising standards and continuously improving student progress and outcomes	✓		Application interview
Evidence of successful leadership of teaching and learning that demonstrates, promotes and encourages outstanding classroom practice	✓		Interview References
Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT.	✓		Application interview
Ability to set, interpret, monitor and manage the school budget.	✓		Application interview

	Essential	Desirable	Assessment
Strategic direction and development of the academy			
Ability to provide clear educational vision and direction and lead by example	✓		Application interview
Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.	✓		Interview References
Ability to work in partnership with the governing body.	✓		Interview References
Evidence of introducing successful strategies for improvement.	✓		Interview References
Knowledge of current educational developments	✓		Application interview
Knowledge of statutory requirements and leading Ofsted inspections		✓	Application interview
Teaching and Learning			
Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school.	✓		Application Interview
Understanding of the principles of how to engage children through an exciting child centred curriculum.	✓		Application Interview
Successful experience of reviewing and developing the curriculum.	✓		Application Interview References
Understanding and successful experience of the role and impact of assessment in children's' learning.	✓		Application Interview
Successful experience of monitoring, evaluating and improving the quality of teaching and learning.	✓		Application Interview
Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils.	✓		Application Interview

	Essential	Desirable	Assessment
Leading and managing staff and resources			
Ability to lead, manage and motivate the whole school community.	✓		Interview References
Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals.	✓		Interview
Successful experience of leading and developing staff CPD including the delivery of training for staff.	✓		Interview References
Able to successfully lead change and inspire others	✓		interview
Ability to consult and negotiate effectively with different stakeholders involved with the school, including pupils.	✓		Interview References
Experience of recruiting, selecting and deploying staff.		✓	Interview References



	Essential	Desirable	Assessment
Other qualities, skills and experience			
Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success.	✓		Interview
Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.	✓		Interview References
Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning.	✓		Application References Interview
Highly effective interpersonal, communication and presentation skills; both written and oral.	✓		Application References
Ability to form and maintain appropriate professional relationships with children and young people.	✓		Interview References
Ability to inspire others and lead change with integrity, creativity, innovative and dynamic leadership	✓		Interview
Effective ICT skills and ability to use a range of software packages.	✓		Application References
Possess strong personal presence and able to act as a successful ambassador for the academy and the Nene Education Trust	✓		Interview
Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience	✓		Interview References
A good sense of humour	✓		interview

APPLICATION PROCESS

For a teaching application form, please visit the Trust website: **www.neneeducationtrust.org.uk**

Please complete and return the teaching application with a covering letter as detailed below. CVs are not accepted.

Your supporting letter should be no more than two sides of A4 and should enhance your application by highlighting the specific skills and experience you could bring to the role; particularly your leadership experience.

In addition, please address the following question: How would you develop the curriculum to ensure it is creative and inspiring while delivering excellent outcomes for our young people? Your answer should be no more than one side of A4.

To arrange a visit, or for an informal discussion with the CEO about the role, please contact **Alison Woodward on 01933 627081** or by email: **alison.woodward@neneeducationtrust.org.uk**.

Completed applications should be addressed
FAO, Chris Hill, CEO and returned to
sarah.charles@neneeducationtrust.org.uk.

Closing Date: 9.00 am on 21 January 2019

Interviews: 28 January 2019

The Nene 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.

