



Erdington Hall Primary School  
SUMMIT LEARNING TRUST



# Vacancy

## CANDIDATE INFORMATION PACK



'Strength Through Diversity'  
'Ambition Through Challenge'  
'Excellence Through Curiosity'

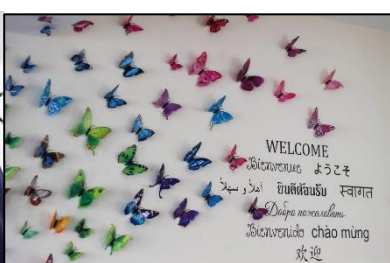
Erdington Hall Primary School, Ryland Road, Erdington. Birmingham, B24 8JJ



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## **ADVERT – PRINCIPAL**

**Start date: September 2022**

**Contract: Full time, permanent**

**Salary range L19 – L23. £65,735 - £72,497 - Starting salary point is dependent upon experience.**

The children, staff, governors and Trust are seeking a dedicated, enthusiastic and highly effective Principal who is ambitious, has a passion for excellence in teaching and learning and is keen to work with our supportive and diverse school community. This is a fantastic opportunity for a leader to build on the school's existing strengths and to help our children achieve their full potential.

Erdington Hall Primary School is part of the Summit Learning trust which comprises of four primary schools, three secondary schools and a sixth form. It is a warm and welcoming school and has enthusiastic and happy learners.

We pride ourselves on being an inclusive school with high expectations and a commitment to providing the very best experiences for all our children.

### **We encourage candidates to apply who:**

- Are passionate about promoting excellence in teaching and learning
- Are looking for an exciting and challenging position where you will be fully supported by our Trust and its Education Improvement Team
- Have the wellbeing of every child at the heart of their vision and ethos
- Will maintain high standards and achievement
- Will be calm and focused in challenging circumstances
- Have the ability to motivate, support and inspire both pupils and staff
- Want the opportunity to make a significant contribution to the realisation of a shared Trust vision and improvement strategy
- Have high expectations and know that you can inspire and motivate pupils, staff and all other members of the school community
- Can offer a compelling track record of school improvement

### **The successful candidate can expect:**

- Children who are fully engaged enthusiastic learners
- A hard-working dedicated staff
- Aspirational families from diverse cultural backgrounds
- A harmonious community with shared values
- Dedicated staff, keen to improve and provide great teaching for all pupils
- The opportunity to work with a collegiate team of senior leaders within the Trust

### **We are seeking to appoint an effective, strong and inspirational leader who can:**

- Further develop and embed excellent standards of teaching and learning
- Through the highest expectations, raise achievement for every child
- Show commitment to continuous school improvement
- Provide a culture where everyone is valued and encouraged to succeed
- Work with the whole school community

**We offer the right candidate:**

- Well-behaved and respectful children who want to be challenged and are keen to succeed
- Supportive parents and local community
- A motivated and collegiate team of Principals and senior leaders within the Trust who gladly share their expertise
- Dedicated staff, keen to improve and provide great teaching for all pupils

If you have the drive and vision to lead Erdington Hall Primary, we would be delighted to hear from you.

For further information, or if you wish to have an informal discussion about the post, or would like to arrange an informal visit to Erdington Hall Primary, then please contact Louise Quinlan, Executive Assistant at [louise.quinlan@summitlearningtrust.org.uk](mailto:louise.quinlan@summitlearningtrust.org.uk)

Completed applications should be returned to: **recruitment@summitlearningtrust.org.uk**

For further information about all our vacancies please visit the trust website:

<http://www.summitlearningtrust.org.uk/category/nat-vacancies/>.

**Closing date: 12 noon on Monday 27<sup>th</sup> June 2022**

**Interviews: week commencing Monday 4<sup>th</sup> July 2022**

*We welcome applications regardless of age, gender, ethnicity or religion. Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people in our academies. All appointments will be subject to an enhanced Disclosure and Barring Service check.*

## **Letter from the Chair of the Local Governing Body**

9<sup>th</sup> March 2022

Dear Applicant,

Thank you for your interest in Erdington Hall Primary school. I hope that you have had the opportunity to visit and check out the websites for the school and Trust.

I have been Chair of Governors at Erdington Hall for nearly five years, and I am very proud to see how the school has developed and grown during that time under the leadership of the Principal and other leaders, and in partnership with leaders from across Summit Learning Trust. The Erdington Hall team, including the Local Governing Body is very committed to providing the best possible educational experiences for all the children at Erdington Hall. They work very hard to do this.

The Local Governing Body has a good deal of expertise within the education and safeguarding sector. I am the Headteacher at a large primary school and our safeguarding and pupil premium governors are both teachers working within the secondary sector. We meet twice a term and are fully involved in all aspects of school life. We actively encourage visits from governors into school and encourage staff to attend Governor meetings as well as meeting with Governors when they are in school. I firmly believe that by working together and providing honest and supportive challenge, this helps us all move forward together for the benefit of all the children at Erdington Hall.

Yours sincerely,

*Gill Turner*

Chair of Governors

## **ABOUT OUR SCHOOL**

Erdington Hall Primary School is a two-form entry primary school with a 52-place nursery serving a diverse community in south Birmingham. The school is part of Summit Learning Trust which comprises of four primary schools, three secondary schools and a sixth form college.

Summit Learning Trust is committed to delivering the following mission statement:

‘Summit Learning Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities’.

## **OUR VISION**

At Erdington Hall Primary, every child is recognised as a unique individual. Our aim is to provide our pupils with an engaging, exciting, and empowering curriculum that equips them for today and tomorrow. We celebrate and welcome diversity within our school community and recognise that each child comes with different experiences. We are an inclusive school. At Erdington Hall we promote equality, challenge discrimination, and promote social justice.

Taking into account the need of all our pupils, we have developed our curriculum to:

- Instil a deep love of learning of **knowledge** and **skills** through the teaching of a broad and balanced curriculum
- Provide **collaborative** and **independent** learning experiences that promote **curiosity**, **creativity** and develop cultural capital
- Help our pupils become **confident, ambitious and articulate communicators**, who use subject language effectively
- Enable pupils to make links and **transfer skills** and **knowledge** to all aspects of learning
- Encourage pupils to **contribute positively** to life in modern Britain and take pride in their achievements

The trust is structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, Directors and Governors, and the wider community work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place so that education is outstanding.

## **OUR LEADERSHIP STRUCTURE**

<b>Principal</b>			
Vice Principal			
SENCO & EYFS Lead Teacher	Curriculum Lead Teacher	English Lead Teacher	Maths Lead Teacher

## **OUR CURRICULUM**

The broad and balanced curriculum at Erdington Hall Primary School is rooted in developing the knowledge and skills that pupils need to take advantage of opportunities, responsibilities and experiences of later life. The end points that the curriculum build towards are what pupils need to know and be able to do in order to achieve success.

The curriculum promotes the rigour of intellectual challenge and fosters curiosity and a lifelong love of learning. It is designed to nurture children as individuals in a culture where they are resilient and confident. In addition to this, we recognise the need for effective communication skills, so our curriculum is language rich, supporting the acquisition of high quality written and spoken English.

We teach our curriculum in an engaging, interesting, and inspirational way primarily through a skill- and knowledge-based approach. We actively seek opportunities to link these core areas of the curriculum to the broader topics. The needs, skills and interests of all our pupils lie at the heart of this approach to the curriculum.



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We acknowledge that where the children's interests are reflected in lessons, levels of engagement are high. Through this approach, we aim to provide a rich diversity of exciting themes that appeal to our children while meeting the requirements of the National Curriculum.

We are proud of our community and believe that together we achieve more. We strive to promote positive relationships between home and school since we recognise the important role of parents and carers in engendering strong moral, social, cultural, spiritual, physical and mental development, and thus the well-being of the individual. We believe that through education, we affirm our joint commitment to the virtues of truth, justice, honesty and sense of duty and the promotion of British Values.

At Erdington Hall, we strive to uphold the following principles:

- Every child should be confident in the self-belief that they have the chance of success
- The curriculum is tailored to pupils' individual needs
- Pupils learn best from a broad, challenging and coherent curriculum
- The curriculum involves first-hand experience; it is founded in children's interests and develops their aspirations
- Achievement in a range of subjects across the curriculum and beyond improves pupils' confidence and self-esteem, empowering them to tackle greater challenges
- The curriculum should prepare children for the future





## Job description

### Principal

<b>Job title</b>	Principal, Erdington Hall Primary School
<b>Reporting to</b>	Education Director
<b>Responsible for</b>	Senior leaders and staff in academy
<b>Salary Scale</b>	Primary: L19 – L23

### Vision and purpose

The role of Principal is crucial to the rapid improvement of academies in our Trust, against the Summit Academy Designations, learner outcomes and Ofsted grades. The Principal is responsible and accountable for delivering excellent standards of teaching and learning in their academy, for ensuring that all pupils and staff are safe and happy and for maintaining strong professional links with the Summit Executive Directors and Central Teams.

Principals will at all times adhere to and promote the agreed Summit Leadership Principles and Behaviours.

The Principal will ensure that the academy's values align to those of our Trust, and will champion and promote our Trust work across all academies. In addition, the Principal will develop and build a strong individual academy ethos rooted in the context and community of the academy.

### Main duties and responsibilities:

- Ensure that safeguarding is the top priority in all aspects of the academy and for the whole academy community. Carry out and adhere routinely to all appropriate safeguarding procedures and processes in terms of recruitment, record keeping and staff and pupil behaviours
- Using regular, precise and rigorous self-evaluation, devise and implement a clear strategic plan for ambitious academy improvement in line with Summit values
- Through the implementation of robust monitoring and review systems, develop and embed the highest standards of teaching and learning and consequent achievement and progress outcomes at the academy
- Systematically identify and map emerging talent in your staff and support career pathways and succession planning
- Promote and champion Anti-Discrimination and Diversity (ADD) and promote British values in all aspects of the academy's work
- Through proactive and constructive partnership with Summit Executive Directors and Central Teams, ensure the smooth running and operation of the academy on a day-to-day basis. Maintain an appropriate level of skills in finance, HR and health and safety to enable adherence to the academy responsibilities for each Directorate as set out in the Service Level Agreements.



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- Be a visible and proactive champion for our Trust, its vision and values, and lead your staff in their understanding of the benefits of our Trust family
- Ensure the implementation of accurate and regular assessment of pupil progress by teachers and the analysis of this data. Require leaders and all staff to use this analysis to inform curriculum planning and implementation.
- Review pupil achievement and progress information across all year groups and for all groups of pupils, systematically and regularly, to ensure your accurate understanding of the quality of teaching and learning across the academy
- Prioritise the strong progress and achievement of all learners and notably most-able learners, disadvantaged pupils and those pupils with special educational needs and/or disabilities
- Encourage, inspire and coach senior leaders, whilst holding them robustly to account
- Provide a role model of consistency, integrity, drive and purpose for all staff and students
- Aspire to Tier 1 and above of the Summit Principal standards, proactively embracing development opportunities to support you in this
- Forge productive and outward-facing links with external organisations and providers to enhance provision in the academy and our Trust
- Liaise closely with other academies in our Trust to share and benefit from expertise
- Demonstrate visible commitment to academy-to-academy support across our Trust
- Prioritise the wellbeing and motivation of all staff in the academy
- Lead and develop strong and positive working relationships with colleagues to enthuse, inspire and engage them in order to achieve a highly effective workforce
- Establish and maintain positive relationships with parents, carers and the academy community, governors, Trustees and community leaders
- Deliver, as required, high quality presentations to Local Governing Bodies, Trustees and Senior Trust leaders to inform about the quality of education at the academy

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

This job description is current at the time of appointment, but you may be directed to undertake other duties as required to ensure the smooth running of the academy and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



## Person Specification - Principal - Primary

	Essential	Desirable
<b>Qualifications</b>	<p>Good higher degree (or equivalent)</p> <p>Qualified teacher status</p> <p>NPQH</p> <p>Evidence of committing to Continuing Personal Development</p>	<p>Evidence of post-graduate study or research</p> <p>Ofsted training</p>
<b>Relevant experience</b>	<p>Successful and effective experience within <b>senior leadership in at least one primary school setting</b>, preferably in an urban setting</p> <p>Experience in <b>realising a vision</b> into reality through strategic planning and implementation</p> <p><b>Direct experience of significant, validated school improvement work</b> with strong impact on standards</p> <p>Has worked effectively with governing boards and supported governors to understand and exercise their roles effectively</p> <p>Evidence of positive work with parents to build a strong local school community</p> <p>Experience of dealing effectively with poor performance and to use appraisal as a tool for improvement</p> <p><b>Successful experience</b> of leading a school through an <b>Ofsted inspection</b>.</p> <p>Experience of <b>effective quality assurance approaches</b>, including staff performance management and staff development</p>	<p>Experience of supporting school to school improvement in an academy trust or federation of schools</p> <p>Experience of inspecting for Ofsted</p>

<p><b>Knowledge and understanding</b></p>	<p>Sound <b>knowledge and understanding of all safeguarding requirements</b>, and a commitment to upholding the highest standards of safety for pupils and staff</p> <p>Ability to <b>plan and think strategically, including in terms of financial planning</b>, to ensure equitable and effective deployment of budgets and resources</p> <p><b>Strong knowledge and understanding of system leadership</b></p> <p><b>Ability to critically analyse and evaluate standards</b> across the school with precision and accuracy</p> <p>Keen knowledge and understanding of data and assessment systems</p> <p><b>Politically and financially astute with clear principles that align to the Summit Learning Trust values</b></p> <p>Ability to secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful pedagogy</p> <p>Able to <b>create a culture</b> in which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other</p> <p>Ability to hold all staff to account for their professional conduct and practice</p> <p>Successful experience of managing human resources/staffing issues</p> <p>Strong knowledge and understanding of ICT applications and management systems</p>	
<p><b>Skills and aptitudes</b></p>	<p>Ability to <b>inspire and influence others</b> – within and beyond school- to <b>believe in the fundamental importance of education</b> and to promote the value of education</p>	

	<p>Full adherence to the 9 Nolan principles of public life</p> <p>Proven ability <b>to lead by example</b> with integrity, discretion, tact, creativity, resilience and clarity, drawing on your own scholarship, expertise and skills and those around you</p> <p>Creates <b>highly effective relationships</b> with colleagues and other professionals to improve outcomes for pupils</p> <p><b>Innovative and outward thinking</b>, creative in finding solutions</p> <p><b>Resilient</b>; able to challenge others rigorously and to withstand challenge yourself</p> <p><b>Empathetic</b> and emotionally literate</p> <p><b>Inspires respect</b></p> <p><b>Decisive</b> with sound judgment</p> <p>Self-motivating and enthusiastic</p>	
<b>Special Requirements</b>	<p>Enhanced DBS clearance</p> <p>Compliance with all School and Trust policies, with a willingness to develop the school to its full potential</p>	



# Our family of Academies

**Erdington Hall Primary School**  
[www.erdingtonhall.org.uk](http://www.erdingtonhall.org.uk)

**Pegasus Primary School**  
[www.pegasusprimary.org.uk](http://www.pegasusprimary.org.uk)

**The Oaklands Primary School**  
[www.oaklandsprimary.org.uk](http://www.oaklandsprimary.org.uk)

**Yarnfield Primary School**  
[www.yarnfieldprimary.org.uk](http://www.yarnfieldprimary.org.uk)

**Cockshut Hill School**  
[www.cockshuthill.org.uk](http://www.cockshuthill.org.uk)

**Lyndon School**  
[www.lyndon.org.uk](http://www.lyndon.org.uk)

**Ninestiles An Academy**  
[www.ninestiles.org.uk](http://www.ninestiles.org.uk)

**Solihull Sixth Form College**  
[www.solihullsfcc.org.uk](http://www.solihullsfcc.org.uk)

**The Summit Learning Trust has 7 schools a Sixth Form College and a Professional Learning Institute educating over 8000 students.**



## Summit Learning Trust

Email: [enquiry@summitlearningtrust.org.uk](mailto:enquiry@summitlearningtrust.org.uk)

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[www.summitlearningtrust.org.uk](http://www.summitlearningtrust.org.uk)

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# 'Scaling the heights together'