



JOHN MILTON ACADEMY TRUST

Applicant Information Pack

Principal at Stowupland High School



Bacton
Primary School

WORKING TOGETHER. AIMING HIGH



Cedars Park
Primary School

NO LIMIT TO LEARNING



Mendlesham
Primary School

LEARNING FOR LIFE



Stowupland
High School

OUTSTANDING PROGRESS FOR ALL



The John Milton
Sixth Form

AT STOWUPLAND HIGH SCHOOL



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November 2023

Dear Candidate

Principal at Stowupland High School

Thank you for seeking further information for the position of Principal at Stowupland High School. We are fully committed to our vision of ambition, aspiration and excellence across all aspects of Trust working and the advertised post presents a new development and an exceptional opportunity to become part of a thriving organisation.

The Trust presently comprises four schools in rural mid-Suffolk (including a post-16 centre) with two additional centres for cognition and learning located on school sites. We enclose further information in this pack - including a job description and person specification - for your perusal.

Candidates are welcome to contact me to seek further details, or to have an informal discussion regarding the post. Please contact Mrs S Stringer (Executive Assistant) via email: enquiries@johnmiltonacademytrust.co.uk or telephone (01449) 742422 to make an appointment.

If, having read the information provided, you would like to apply for this post, please complete the attached application form and submit this together with a covering letter. When writing your covering letter, you should include:

- Your career pattern to date and your reasons for applying for the post at John Milton;
- The experience and skills which you feel would equip you well for the advertised role;
- Your understanding (or experience) of working as part of a MAT.

The covering letter should be no more than three sides of A4 paper.

The closing date for applications is **Monday 4th December 2023** (noon) and we reserve the right to interview and appoint within this time period. The successful candidate may begin work in January 2024 (depending on notice periods or the potential for a secondment) or April 2024.

Again, thank you for your interest in our Trust and we look forward to receiving your application.

Yours sincerely

Mr S Common
Interim Chief Executive Officer

2. The John Milton Academy Trust (JMAT)

2.1 Trust Vision Statement

Ambition · Aspiration · Excellence

The John Milton Academy Trust (Company number 10298832) was incorporated on 26th July 2016. Prior to this, founding schools of the Trust operated as part of the Stowupland Pyramid, providing education to young people from the ages of 4 – 18. JMAT presently operates through four strategic sites: Bacton Primary, Cedars Park, Mendlesham Primary and Stowupland High Schools.

Our **ambition** is rooted in civic duty and civic leadership and this is applied from pre-school through to adult learning. We recognise the value of resources and assets across the Trust and continue to explore and develop these, ethically and responsibly, on behalf of our communities.

We have high **aspirations** for all learners - irrespective of starting point or context - and inclusive practice is embedded in our expectations, our learning offer and its delivery.

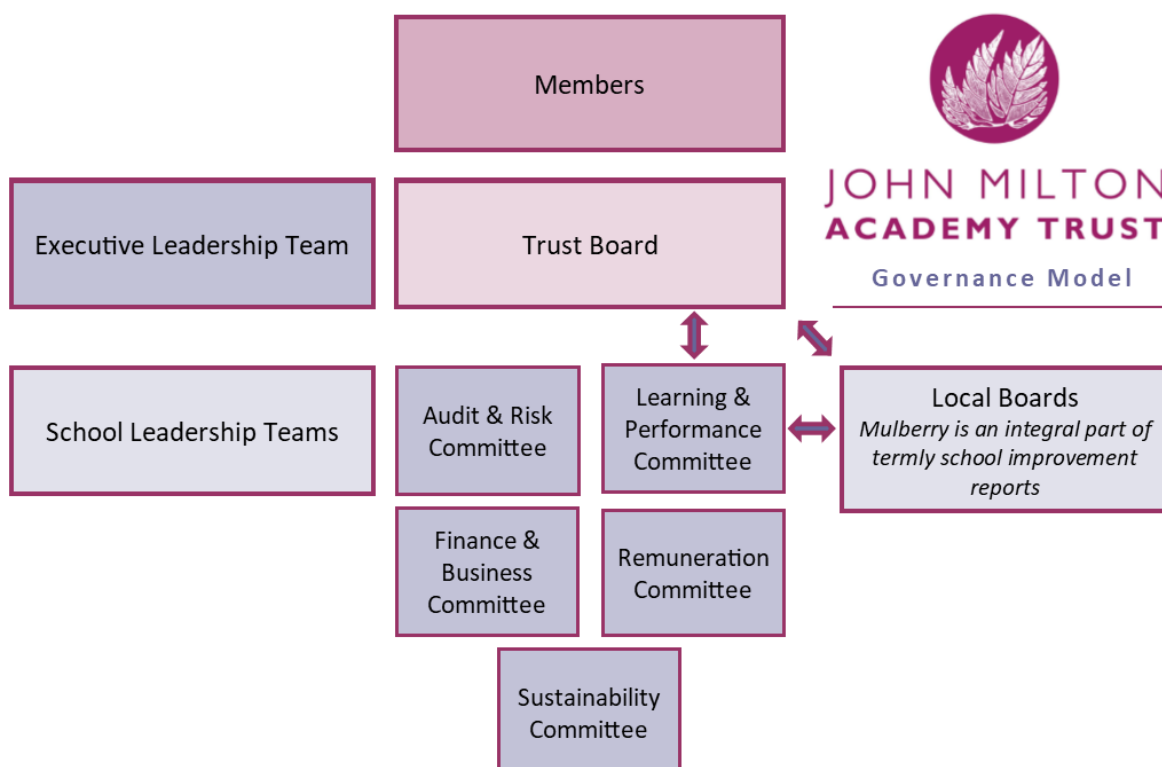
Excellence permeates all aspects of our work and we have embraced innovation, research and partnership working in order to advance education for public benefit and provide a path where others may follow.

2.2 The Central Team

The Central Team includes an interim Chief Executive Officer, along with a Director of Operations and Finance, an Operations and Facilities Manager, Trust Management Accountant, HR Manager, Executive Assistant and IT Network Manager. Central delivery includes school improvement and leadership support, finance, catering, full premises management (soft and hard services) along with ICT and HR services. The Trust also commissions a PR service.

The Central Team is based in JMAT Centre - a separate building on the Church Road site.

2.3 Trust Governance Structure



3. Stowupland High School

Stowupland is an inclusive 11-18 community school in mid-Suffolk. The large catchment area, which covers many of the outlying villages, adds to the vibrant and stimulating culture of the school. Stowupland's current admission number allows for 210 places in Year 7.

The school opened in 1978 and the community sports centre opened in 1999. Stowupland is proud to be a founding school of the John Milton Academy Trust, and fully supports its vision of Ambition, Aspiration and Excellence. The Trust sets the strategic direction and provides valuable support for all aspects of school life. It has facilitated an ambitious building refurbishment and improvement programme costing many hundreds of thousands of pounds and this has helped to create a welcoming and flexible 21st century learning environment.

The state-of-the-art Sixth Form building opened in January 2021. This exciting new build provides students with outstanding new facilities and space to develop their own distinctive Sixth Form character.

The new Mulberry Stowupland Centre opened on site in late 2021. This development, a partnership between John Milton Academy Trust, SENDAT (a specialist local Trust) and Suffolk County Council, has enhanced the provision for children with SEND, both locally and across the county.

Link to the website: [Stowupland High School](#)

4. Job Description

Job-Title:	Principal
Hours	Full time (although part-time and secondment arrangements would be considered)
Grading / Salary:	L31- L35: £98,616 - £108,776
Accountable to:	Executive Principal / CEO
Location:	Stowupland High School

The John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL EXPECTATIONS

All staff, including the Principal, are expected to accept, abide by, and promote the professional expectations and procedures of the Trust and school and are expected to adhere to, and actively support, all Trust and school policies, including the scheme of delegation.

Also, in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers. The Headteacher will report to and work with the Principal to achieve all aspects outlined within this job description.

All staff must undergo a Disclosure and Barring check and Safeguarding training prior to appointment.

CORE PURPOSE

The purpose of the post of the Principal, along with all other posts in the Trust, is to advance education for public benefit.

The Principal will provide vision, direction and leadership for the school and will support the work of the Trust. The Principal will also support and develop the partnership with parents and carers and the school community.

STRATEGIC RESPONSIBILITIES

A. STRATEGIC DIRECTION AND SCHOOL DEVELOPMENT AND IMPROVEMENT

The Principal will:

- Serve as an ambassador for the Trust and the school
- Assist the Executive Principal in the strategic leadership of the school
- Work in partnership with stakeholders to implement and develop the School's vision through a strategic plan which meets the needs of students and the school community
- Drive continuous improvement in the quality of education provided
- Provide Trustees and Local Board members with clear information on a wide variety of issues including statutory obligations, policy development and strategic direction
- Liaise with a very broad range of people and organisations for the benefit of the school and Trust
- Ensure the School meets all of its statutory and other obligations
- Live the mission and values every day and inspire others to do the same
- Behave with integrity and treat people fairly, equitably and with dignity and respect to create and maintain a healthy school culture
- Build an organisation which reflects the school's values and enables the systems and processes to work effectively in line with legal requirements
- Build a school culture and curriculum that values the richness and diversity of the local community
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community
- Ensure that systems and processes are well considered, efficient and fit for purpose in order to uphold transparency, integrity and probity
- Safeguard and protect all children in collaboration with other agencies, as appropriate
- Be the most senior point of contact for parents who have concerns about the school's effectiveness and raise this with the Executive Principal and appropriate leaders

B. LEADERSHIP AND MANAGEMENT

The Principal will:

- Lead and manage a complex organisation effectively and ensure the successful completion of outcomes
- Lead and motivate others and generate effective working relationships
- Contribute to the successful workings of the Trust
- Provide a safe environment where safeguarding is at the heart of school activities
- Work with the CEO, LIB members and other key stakeholders to ensure the school's mission is clearly articulated, shared and understood by all
- Translate the mission into agreed objectives and operational plans which will promote and sustain school improvement
- Produce and implement clear, evidence-informed improvement plans and policies for the development of the school

- Work with the CEO and Trustees (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences, including staff, local board members and parents
- Within an autonomous culture, ensure that policies and practices take account of national and Trust context and controls
- Deploy the school's financial and human resources efficiently to achieve the school's educational goals and priorities
- Manage and organise the school environment effectively to ensure that it meets the needs of the curriculum and health and safety regulations

C. LEADING TEACHING AND LEARNING AND ACHIEVEMENT OF STUDENTS

The Principal will:

- Ensure that the School provides a broad and balanced curriculum which is supported by high quality teaching
- Encourage a wide range of extra-curricular activities
- Ensure that the Pastoral system is effective and that behaviour management is robust and effective
- Monitor teaching and learning to ensure that high quality is maintained and action is taken to bring about improvement where needed
- Involve students in decision making and have structures in place which ensure that students can contribute to their environment and support their fellow students
- Build a collaborative learning culture within the school and actively engage with other JMAT schools to build effective learning communities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Manage own workload and that of others to allow an appropriate work/life balance
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Create and maintain an effective three-way partnership with students, parents and carers to support and improve students' achievement and personal development
- Ensure that a passion for learning is at the centre of strategic planning and resource management
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Ensure that the range, quality and use of all available resources improve the quality of education for all students and provide value for money
- Ensure a range of real-world learning experiences
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students

D. RESOURCES

The Principal will:

- Provide leadership which will inspire, motivate, challenge and support all staff employed by the school
- Lead and manage the effective use of financial, physical and human resources to meet the needs of the school both short and long term including effective staff recruitment and retention and value for money

- Ensure that organisational structures and processes support the achievement and development of the school's vision
- Provide opportunities for staff to develop their professional skills as an aid to improving performance and student achievement
- Maximise the contribution of all staff through self-evaluation and planned development to maximise the quality of education
- Promote equality of opportunity for staff and students and value the diversity of the school and its community

E. ACCOUNTABILITY

The Principal will:

- Develop and maintain rigorous systems to ensure the quality of educational provision
- Develop and maintain appropriate delegation of responsibility and successfully hold colleagues to account
- Cultivate a positive school culture and climate that promotes high autonomy, high challenge and high accountability
- Maintain a common culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Ensure a consistent and continuous school-wide focus on students' achievement where all teachers take responsibility for using data and benchmarks to monitor progress in every child's learning
- Challenge underperformance at all levels with effective corrective action
- Implement strategies that secure high standards of behaviour and attendance
- Review the evidence presented by the Headteacher to confirm a suspension or permanent exclusion

F. STAKEHOLDERS AND COMMUNITY

The Principal will:

- Inspire students and staff to achieve the best they can by setting a good example in their own practice and by encouraging a caring, positive and exciting learning environment
- Encourage the involvement of the wider school community and maintain and enhance the reputation and standing of the school
- Ensure that all stakeholders receive clear, detailed and accurate information about the school through a variety of reports and presentations

ADDITIONAL RESPONSIBILITIES

- Maintain a high profile on the school site and act as an ambassador for the school and Trust
- Support all Trust staff to carry out their duties on the school site where required. Highlight any areas of concern regarding premises, H&S, safeguarding etc. to the Headteacher or relevant member of the Trust team using the reporting systems available
- Comply with individual responsibilities, in accordance with the role, for health and safety within the workplace

NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It should be read as an addition to the requirements of a class teacher's job description. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school or the Trust.

5. Person Specification			Assessed by:	
Criteria		Essential / Desirable	Application Form	Ref and Interview
Qualifications and CPD	Qualified Teacher Status and first degree or equivalent	E	✓	✓
	Record of CPD relevant to Headship (including NPQH)	E	✓	✓
	Higher Degree relevant to Headship	D	✓	✓
Experience / Knowledge and Skills	Successful track record of recent/ current leadership in a large comprehensive together with recent/current experience of a Sixth Form	E	✓	
	Values driven	E		✓
	Strong teaching ability backed up by good and outstanding outcomes	E	✓	
	Minimum 3 years of Headship experience with significant impact	E	✓	
	Leading culture	E	✓	✓
	Robust self-evaluation, strategic thinking and improvement planning	E	✓	✓
	Leading significant whole-school change successfully	E	✓	
	Engaging positively with different stakeholders	E	✓	✓
	High expectations which motivate and challenge students and staff	E	✓	✓
	Build cohesive team, create clarity, over-communicate clarity and reinforce clarity	E	✓	✓
	Strong analytical and strategic thinking skills	E	✓	✓
	Simplify complex issues	E	✓	✓
	Thorough knowledge and understanding of current curriculum developments and how students learn	E	✓	✓
	Highly visible	E	✓	✓
	Ensure a culture and structure for managing behaviour which enables all students to achieve	E	✓	✓
Promote a sense of urgency and rigour	E	✓	✓	
Strong impact on teams, particularly in relation to improving learning	E	✓	✓	

	Hold others to account for high standards and address underperformance	E	✓	✓
	Empower colleagues so they experience real, significant personal growth	E	✓	
	Develop staff to become better leaders	E	✓	✓
	Current educational policy	E	✓	
	Budgetary planning	E		
	Governance	E	✓	
	Sensitively resolve conflict	E	✓	✓
	Strong self-awareness	E	✓	✓
Personal Effectiveness	Stable and supportive with stamina, energy, drive and confidence	E		✓
	Capacity for personal development	E		✓
	Able to identify and engage with priority issues and to be adaptable and responsive to circumstances	E		✓
	Sound and consistent judgement and inner integrity	E		✓
	Excellent communication skills	E	✓	✓
	Strong moral purpose for drive and improvement	E	✓	✓
	Mission-aligned	E	✓	✓
	Humble and kind	E	✓	✓
	Motivated, enthusiastic and flexible	E	✓	✓
	Excellent interpersonal; skills; presence	E	✓	✓
	Desire to develop yourself	E	✓	✓
	Ability to give, receive and act on feedback	E	✓	✓
	Strong attention to detail	E	✓	✓
	Ability to work under pressure	E	✓	✓
	Commitment to the full life of the school	E	✓	✓
Strategic Direction and School Development	Ability to lead school improvement and map progress	E	✓	✓
	Able to think strategically and to demonstrate proven impact	E	✓	✓
	Must have a clear and compelling vision for a 21st Century learning environment	E		✓
Leadership and Management	High level understanding of organisational structures and systems	E	✓	✓
	Appropriate delegation, monitoring and enforcement of accountability	E		✓
	Able to lead and maintain high morale, address problems and resolve conflict	E		✓

	Able to exercise good judgement and to take proportionate action in response to wide and varied issues	E		✓
	Approachable with a commitment to high achievement and equality of opportunity	E	✓	✓
Leading Teaching and Learning	Depth of knowledge of leading a successful school curriculum and sound experience of curriculum delivery, monitoring and assessment with proven success	E	✓	✓
	The ability to analyse complex curriculum issues and develop effective and creative responses	E		✓
Resources	Ability to analyse complex issues relating to finance and resources including staff and to develop effective and creative responses	E		✓
	Ability to exercise sound and proportionate judgement in dealing with staff and to be able to handle difficult situations	E		✓
Accountability	Able to ensure appropriate levels of accountability throughout the organisation and to successfully hold colleagues to account	E		✓
Stakeholders and Community	Effective communication with pupils, parents and carers, staff, Local Board Members and Trustees and other stakeholders in the local community	E	✓	✓
	Able to establish and maintain effective links with the community	E		✓
	Willingness to work effectively with an active and supportive Local Board and Trustees to develop and improve the school	E		✓

6. Application Summary

- **Application Form**

Please ensure that your form covers a full employment history with details of each post you have held, together with key responsibilities, thereby providing evidence against both the job description and person specification. The names and addresses of two referees should be included and references will be requested prior to interview.

- **Covering Letter**

Please submit a covering letter which covers:

- ❖ Your career pattern to date and your reasons for applying for the post at John Milton;
- ❖ The experience and skills which you feel would equip you for this role (please note the job description and person specification);
- ❖ Your understanding (and experience) of working as part of a Multi Academy Trust.

Salary: L31-35

Closing Date: noon on Monday 4th December 2023

Interviews: Thursday 14th December 2023

We reserve the right to interview and appoint within this time period

Start Date: To be negotiated depending on notice required/potential for a secondment

7. Safeguarding

The John Milton Academy Trust is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment.

This post is subject to:

- An enhanced DBS check
- Hard copy evidence of qualifications (e.g. degree, QTS)
- A fully completed application form, with any career gaps explained
- Two professional references covering the last five years of your career, including your present and/or most recent employer

The successful candidate will be required to complete safeguarding training prior to taking up the post. The Trust reserves the right to research short listed candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.

8. Selection Process

In order to ensure that we recruit successfully to this post, specific criteria must be met, particularly in relation to safeguarding.

Criteria: After the closing date, applications will be considered by the Trust Board and the CEO and will be assessed against the person specification. Two professional references will be required for candidates under consideration for interview. It is the Trust's expectation that candidates submitting an application will have sought the consent of the referees named on the form.

Interview Process: Each candidate will be assessed fairly during the interview process and there may be a cut-off during the course of the interview day(s).

Anomalies: Any anomalies in the information will be checked and candidates will be asked to account for any gaps in employment history. This reflects the school and Trust's commitment to safeguarding young people.

Verification: References, ID documents and qualification certificates provided will be scrutinised and pre-appointment / DBS checks completed.

