



Job Application Pack Principal

Permanent, Full Time, All Year Round
Salary: L24 – L30

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Academies.

A handwritten signature in black ink that reads "S. Hampton".

Sian Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale Academy

Believe, Belong, Achieve

Bluecoat Academy Wollaton

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was recently graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.



Bluecoat Wollaton

believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the river Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position in the city.



Bluecoat Aspley

believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new; state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary

believe in yourself, in others, in God

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Primary and Secondary Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.

We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **'Good'** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. We make no apologies for the high standards that we have here at Bluecoat Beechdale Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. This was evident to the Ofsted inspection team who made the following observations:

"All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper"

"Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations."

"Extra-curricular opportunities are extensive and exemplary."

"The school has a clear behaviour policy, which sets high standards for pupils' conduct."

Ofsted, February 2017

As further recognition of the improvements made at the academy, in November 2017 Bluecoat Beechdale was named as **'School of the Year'** in the Nottingham Post Education Awards.

Across a range of measures, student outcomes have shown improvement year-on year. In particular, standard and strong passes in English and Maths have increased dramatically since sponsorship.

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values. We are passionately committed to excellence for all and make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and 'attitudes to learning' following role-modelled behaviours from our staff. We expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in our learners that anything is possible.

The Vacancy

The Trust is seeking to appoint a new Principal for Bluecoat Beechdale Academy. The successful candidate is accountable to the Academy Advisory Board and Board of Trustees for the professional leadership, strategic direction and operational management in order to ensure that the academies' aims are implemented in accordance with the vision and ethos of the Trust, the academy improvement plans whilst adhering to Trust policies and statutory requirements.

The Principal is required to monitor, evaluate and review the impact of policies, priorities and targets of the academy and take timely action as necessary. The Trust Academy Advisory Board are committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people. The appointment is subject to the provisions of the School Teachers' Pay and Conditions Document.

Vision & Ethos of the Trust

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

We believe:

- That a values-based education underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

For more information about Bluecoat Beechdale Academy, please visit www.bluecoatbeechdale.co.uk . To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to Sue Toplis stoplis@bluecoat.uk.com clearly demonstrating your suitability for the role.

Closing Date: 9am, Monday 25th March 2019

Interview Date: Wednesday 3rd and Thursday 4th April 2019

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact Sue Toplis via email stoplis@bluecoat.uk.com or telephone 0115 9297445

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

JOB PURPOSE

The Principal is accountable to the Governing Body for the professional leadership, strategic direction and operational management of the Academy Trust in order to ensure that the academies' aims are implemented in accordance with school improvement plans and the policies of the Governing Body. The Principal is required to monitor, evaluate and review the impact of policies, priorities and targets of the academy and take timely action as necessary. The Governing Body of the Academy is committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people. The appointment is subject to the provisions of the School Teachers' Pay and Conditions Document.

KEY RESPONSIBILITIES

You are required to carry out the duties of an Academy teacher as set out in the relevant School Teachers' Pay and Conditions of Service Order.

LEADERSHIP AND MANAGEMENT OF STUDENT/PUPIL ACHIEVEMENT, PROGRESS AND SAFETY

- Ensure that student safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all students/pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on students/pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of students/pupils

LEADING AND MANAGING STAFF

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key SIP priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

LEADERSHIP AND MANAGEMENT OF CURRICULUM

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students/pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's specialisms on student opportunity and outcomes.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all students/pupils
- Ensure that the curriculum enables students/pupils to progress to sustained employment, education or training on exit from the school.

MANAGING RESOURCES

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the students/pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.
- Act as the academy trust's accounting officer, in accordance with the responsibilities detailed in Section 1.5.11 of the 2013 Academies Financial Handbook (and as amended by subsequent versions)

STAKEHOLDERS AND THE LOCAL COMMUNITY

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.

ACCOUNTABILITY AND GOVERNANCE

- Work with the Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Translate the vision into a School Improvement Plan with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

TEACHING

- The Principal is expected to make a contribution to the teaching programme. The Principal will have a teaching or similar commitment of about 2 periods in a 23 period week.

ADDITIONAL DUTIES

The Principal may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

PERSON SPECIFICATION

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

	COMPETENCIES, KNOWLEDGE, QUALIFICATIONS
QUALIFICATIONS AND CPD RECORD	<p>Essential:</p> <ul style="list-style-type: none"> • Qualified Teacher Status and first degree (or equivalent, eg. Cert Ed) • Record of CPD relevant to headship <p>Desirable</p> <ul style="list-style-type: none"> • Higher degree relevant to headship • NPQH • CPD record includes substantial relevant achievement
EMPLOYMENT RECORD	<p>Essential:</p> <ul style="list-style-type: none"> • Successful track record of leadership in the secondary sector in England in an outstanding school, preferably in a school of 1000+ students/pupils. • Successful track record of leadership of Foundation Stage/Sixth Form etc.
PERSONAL EFFECTIVENESS	<ul style="list-style-type: none"> • Stable and supportive, stamina, energy, drive, confidence • Capacity for personal development • Ability to identify and grapple with priority issues and be adaptable and responsive to circumstances. • Consistency of judgement and inner integrity. • be committed to and in strong support of the important Christian values of this established Academy and its religious foundation
LEADERSHIP AND MANAGEMENT OF STUDENT/PUPIL ACHIEVEMENT, PROGRESS AND SAFETY	<ul style="list-style-type: none"> • Concerned about individual student/pupil needs; regards personal safety and achievement for each individual as the highest priorities. • Ability to inspire high levels of performance in students/pupils; • The ability to analyse the complex issues relating to students'/pupils' attainment and progress and develop effective and creative responses. • Successful track record in managing and deep appreciation of monitoring and evaluation techniques of student/pupil progress, translating into detailed plans with specific measurable targets.
LEADING AND MANAGING STAFF	<ul style="list-style-type: none"> • High-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability. • Able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability • an ability to work in collaborative partnership with the full range of people, other school/academies and organisations associated with the Academy - staff, parents, governors, community, business, Diocese and LA • Positive and approachable with a commitment to equal opportunities and high achievement
LEADERSHIP AND MANAGEMENT OF CURRICULUM	<ul style="list-style-type: none"> • Depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment • The ability to analyse complex curriculum issues and develop effective and creative responses, • In-depth knowledge and understanding of current national and international

	<p>curriculum thinking which informs school priorities and developments and against which the school's progress can be mapped.</p> <ul style="list-style-type: none"> • A vision for the 21st Century curriculum provision
MANAGING RESOURCES	<ul style="list-style-type: none"> • The ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses. • A vision for 21st Century learning environment
STAKEHOLDERS AND THE LOCAL COMMUNITY	<ul style="list-style-type: none"> • Effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community. • Establish effective links with the community. • Evidence of the ability to establish a "standing" within the community and engagement with a wide variety of stakeholders.
ACCOUNTABILITY AND GOVERNANCE	<ul style="list-style-type: none"> • Successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements.
TEACHING	<ul style="list-style-type: none"> • Substantial successful teaching experience in the age range.