

RECRUITMENT PACK

Executive Principal South Dartmoor Community College & The Atrium School



Dear Applicant



Justin Morton
Chair of Governors
South Dartmoor Community
College

Thank you for considering making an application for the position of Executive Principal at South Dartmoor Community College (SDCC) and The Atrium School.

Situated within the boundary of the National park in an attractive open rural setting, the college is a rich mix of old and new with some great facilities. It has a deserved good reputation for performing arts and sport and has a thriving student body supported by great staff. Inclusivity is important to us and 'by opening doors through education' we believe in enabling our students to take control of their own learning and subsequently their own lives.

The college has faced many challenges in recent years but things are rapidly changing for the better and the future is bright. With the right leader SDCC will quickly return once again to being a great school and a focal point of the community. Whilst there is much work to do SDCC offers a real opportunity for the successful applicant to make their mark on a school that is primed for success.

Importantly, we aim to provide a safe, happy and stimulating learning and working environment right at the heart of the local community in Ashburton.

You will find the Local Governing Board (LGB) is ready to challenge, as you would expect, but also there to support.

Visits to the college are welcomed and likewise I would be happy to meet with you to talk about the college.

Both can be arranged by contacting Beth Alford, PA to the WeST Executive Team, on 01752 891754 Ext 1442 or via e-mail balford@westst.org.uk



From the Trust



Rob Haring
Chief Executive Officer
The Westcountry Schools Trust

Thank you for your interest in the Westcountry Schools Trust (WeST) and specifically the role of Executive Principal at South Dartmoor Community College and The Atrium School.

The Westcountry Schools Trust (WeST) is a cross-phase family of local schools that share a commitment to improving the lives of young people in our community. Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements. We also believe that by working together we can make our money go further and keep school funding focused on teaching and learning.

Whilst the educational landscape has changed significantly in recent years we have always kept abreast of developments and responded in a fashion that ensures our students always receive a first-class education. This does not mean that we jump to the tune of the latest 'fad' or initiative, but filter through what we believe will improve and enrich the experience our students enjoy.

We now seek to appoint an Executive Principal who will hold leadership oversight of both South Dartmoor Community College and The Atrium School. This is a fabulous opportunity to lead two schools, of different character, and gain leadership experience of working across multiple sites. The successful candidate will join a fantastic team of secondary principals who work closely together and meet in a structured fashion on a fortnightly basis. The opportunities to collaborate, network and work in partnership are abundant.

As Executive Principal of South Dartmoor Community College and The Atrium School, with your vision and enthusiasm, you will drive the development and delivery of a motivating and engaging curriculum and continually develop the quality of teaching and learning. Both schools are actively engaged in a rapid school improvement journey that is already making a difference.

For the right individual, this is a rare and exceptional opportunity. I recognise the time consuming nature of the application process but believe that the right candidate will see that South Dartmoor Community College, with its fabulous staff and students, has the potential to become one of the best schools in the country.

We welcome your application.

**Stronger together
... every child in
a great school**

Context

South Dartmoor Community College



Opening Doors Through Education

The core guiding principle that lies at the heart of everything we do at South Dartmoor Community College is to encourage and develop personal responsibility among all members of our community.

We believe in empowering students to take control of their own learning and their own lives so they know how to make good choices and also have the ability to thrive in a fast moving, ever changing world.

By creating a learning environment that has high expectations of everyone - and by modelling the behaviour that we expect from our students - we can provide the stepping-stones that bring dreams closer to reality.

The College is situated within the boundary of Dartmoor National Park and has an attractive rural setting. Most facilities are on our main campus on Balland Lane, with our Sixth Form Centre (Place House) and our extensive Sports Grounds and Facilities less than a couple of minutes walk away.

The Atrium Studio School



Putting our Mission, Vision and Ethos into Practice

At The Atrium Studio School, our mission is to prepare our students for successful, fulfilling careers in the Built Environment and Creative industries (Architecture, Surveying & Planning, Engineering, Town Planning, Ecology, Design, Photography and Media). We want them to flourish in a constantly-changing world; equipped with all the necessary academic, practical and social skills.

- Small class sizes create a supportive learning environment, in which students thrive.
- Project-based Learning (researching, designing and planning a product, publication or presentation) increases confidence, as well as collaborative and practical skills.
- Work placements give students not only valuable hands-on experience, but also chances to explore a variety of potential careers within the Built Environment and Creative Industries.
- Our industry partnership underpin many student opportunities at Atrium, including educational visits, mentorship, practical workshops and professional advice.
- Student safety is our priority at all times, reflected by dedicated pastoral care, safeguarding considerations and rigorous Health and Safety procedures.

Why Work for THE TRUST



WeST is a close-knit family of schools with a common mission of giving children the best start to life. . . with a vibrant staff community who care passionately about each other and what they do.



WeST Staff are curious and always seek to learn. WeST values high quality professional development and ensures that all staff have access to a carefully supported programme. . . offering career opportunities.





Advertisement

Executive Principal of South Dartmoor Community College and The Atrium School

required from September 2020

The Westcountry Schools Trust (WeST) is seeking to appoint an exceptional individual with vision, energy and inspirational leadership to the position of Executive Principal at South Dartmoor Community College (SDCC) and The Atrium School.

The Westcountry Schools Trust is a tight knit family of schools based around natural geographical proximity in the South West. Formed in 2017, the WeST family currently consists of 22 schools, of which 7 are secondary and 15 primary.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do. Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

The new Executive Principal of SDCC and The Atrium School will lead the school through their next phase of development and improvement.

The successful applicant will have a proven track record of success and school improvement with significant experience of working at whole school level. The ideal candidate will have the interpersonal skills to build confidence and excellent relationships and the drive and determination to secure successful outcomes for all students.

If having read the job description and person specification, you believe you have the skills and attributes to successfully take on this exciting new role and make a real difference to the outcomes for our young people, then we warmly welcome your application.

The closing date is 9am on Monday 6th March 2020

Interviews will take place on Tuesday 17th and Wednesday 18th March 2020

Informal conversations are welcomed. If you would like to discuss the post in confidence with the CEO of WeST, please call Beth Alford, PA to the WeST Executive Team, on 01752891754 Ext 1442 or email at BAford@westst.org.uk to arrange a convenient time.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for this post.

Job Description

Job Title: **Executive Principal of South Dartmoor Community College and The Atrium School**

Location: **South Dartmoor Community College**

Start date: **1 September 2020**

Salary: **Negotiable based on experience**

Responsible for: **CEO of the Westcountry Schools Trust**

Job Purpose

- To provide and model outstanding leadership for the school to secure its continued journey to good and beyond, ensuring high quality education for all its students and improved standards of achievement.
- To build strong relationships and inspire all members of the school community to achieve their very best in carrying the vision forward.
- To support the Chief Executive Officer in the efficient and effective delivery of the Trust's vision, strategic aims and corporate plan; to uphold and model the Trust's values and to provide outstanding leadership across WeST.

Key Accountabilities

- Lead staff to further raise standards of teaching and learning.
- Maintain and develop an unrelenting focus on high standards and excellence for our young people supported by a first rate curriculum.
- Secure the continuing development of both schools by building upon the work already undertaken to secure improvement.

In doing so, you will have the full support of a dedicated team of enthusiastic and dedicated staff and senior leaders, and be fully supported in your role through professional development opportunities and by the Trust's Director of Secondary School Improvement, Chief Executive Officer and Local Governing Board.

Main Duties:

1 Strategic Leadership and shaping the future

- 1.1 Ensure the Trust's ethos is embedded in South Dartmoor Community College and The Atrium School.
- 1.2 Ensure the vision for both schools is clearly articulated, shared, understood and acted upon effectively by all staff.
- 1.3 Demonstrate the vision and values in everyday work and practice.
- 1.4 Develop a talented and motivated Senior Leadership Team (SLT) to secure improvement and drive the schools forward.
- 1.5 Work with the Director of Secondary School Improvement to monitor and evaluate the academic performance and leadership of the College.
- 1.6 Ensure South Dartmoor Community College and The Atrium School are ready for an Ofsted inspection.
- 1.7 Establish a culture that promotes aspiration within the College community and celebrates success and achievement.

2 Teaching and Learning

- 2.1 Maximise the achievement of all students through high quality teaching and learning which motivates, challenges and empowers.
- 2.2 Ensure high quality teaching is at the heart of strategic planning and resource management.
- 2.3 Facilitate and encourage a learning experience that enables teachers to flourish and provides students with the opportunity to achieve the highest standards.
- 2.4 Ensure the curriculum is broad, balanced and effective whilst meeting national expectations.
- 2.5 Provide effective, collaborative and inspirational leadership, building strong and focused teams that constantly seek to further enhance teaching and learning.
- 2.6 Ensure all staff benefit from appropriate teaching and leadership professional development that supports professional growth.
- 2.7 Empower students to take an active part in their own learning.
- 2.8 Implement strategies that secure high standards of behaviour and attendance.
- 2.9 Monitor and evaluate the quality of teaching and standards of learning and achievement.
- 2.10 Build an effective partnership with parents and other stakeholders to support and enhance the achievement and personal development of all students.
- 2.11 Work to recruit staff of the highest calibre.
- 2.12 Challenge underperformance at all levels and ensure effective support and evaluation.

3 Managing the schools

- 3.1 Ensure the schools are financially viable and operate within their delegated budgets at all times.
- 3.2 Promote the Schools to a variety of audiences to raise the profile within the local community and southwest region.
- 3.3 Work closely with the Director of School Improvement and Chief Executive Officer to create and review structures that reflect the Trust's values and enable the delivery of exceptional education for all.
- 3.4 Produce and implement clear, evidence based improvement plans.
- 3.5 Produce policies and practices that take into account the Trust's values and are in line with national guidelines and legal requirements.
- 3.6 Promote and develop a safer working practice culture to ensure all staff and students are supported and safe.

4 Developing self and working with others

- 4.1 Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- 4.2 Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels in the schools.
- 4.3 Develop and maintain effective strategies and procedures for staff induction and professional development.
- 4.4 Develop and maintain a culture of high expectations for self and others and take appropriate action where necessary.
- 4.5 Regularly review own practice.

5 Securing accountability

- 5.1 Develop a collective ethos in the schools that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- 5.2 Ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed.
- 5.3 Work with the Director of Secondary School Improvement and Chief Executive Officer to develop and implement suitable quality assurance systems which are fit for purpose.
- 5.4 Present a clear, coherent and accurate account of performance to a range of audiences including the Local Governing Board.

6 Strengthening Community

- 6.1 Create and promote positive strategies for challenging discrimination.
- 6.2 Collaborate with external agencies to provide a holistic approach to wellbeing of staff, students and their families.

7 Safeguarding

- 7.1 Comply with WeST's policies and procedures on safeguarding and Child Protection.

8 Other

- 8.1 Perform other duties as required.
- 8.2 The role of Executive Principal is of critical interest to the schools and the wider community and the appointee will be held as its moral compass; this is a huge responsibility and demands unimpeachable personal credibility, requiring high standards of professional conduct and personal appearance.

This job description does not constitute an exhaustive list; the post holder may, from time to time, be required to undertake other duties commensurate with the responsibility and remuneration of the post.



Person Specification

Method of Assessment

The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.

	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications			
Proven evidence of success and relevant professional development across career	E		✓
Appropriate educational and professional qualifications including graduate status and Qualified Teacher Status	E		✓
Experience			
Demonstrable track-record of success in leading change and improvement in a comparable organisation	E		✓
Track record of achievement in raising standards and outcomes and achieving excellence	E		✓
Developing high quality leadership capacity and accountability	E		✓
Successful promotion and implementation of innovation in teaching and learning	E		✓
Using evidence-based information about effective learning and assessment for learning	E		✓
Developing excellent relationships with young people and adults	E		✓
Working successfully with governors, local community, external agencies and stakeholders	E		✓
Successful use of target setting, data analysis and curriculum innovation to improve performance	E		✓
Leading strategic resources, with an understanding of finance, HR and ICT	E		✓
Knowledge, Skills and Abilities			
Up-to-date knowledge of school development planning and evaluation	E		✓
Strategic and creative leadership, developing a school vision with learning achievement at the core	E		✓
Detailed understanding of current educational issues, including national policies and priorities	E		✓
In-depth knowledge of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance	E		✓
Detailed knowledge of quality assurance systems (including self-evaluation and performance management).	E		✓

	Essential or Desirable	Application Form	Interview (or other selection activity)
Commitment to developing choice and flexibility to meet the learning needs of every student	E		✓
Knowledge and understanding of legal issues relating to managing a school including Child Protection, Equality and Health and Safety	E		✓
Personal Qualities			
Strong team leadership philosophy, sets priorities, agrees and achieves ambitious goals and targets	E		✓
Thinks creatively to anticipate and solve problems	E		✓
Acknowledges excellence and challenges poor performance	E		✓
Inspires, motivates and empowers staff and students	E		✓
Enjoys working with and understands the needs of young people from all backgrounds	E		✓
Works collaboratively with others, delegating appropriately	E		✓
Seeks and acts on feedback from others	E		✓
Adaptable and creative in changing circumstances	E		✓
Resilient and decisive under pressure	E		✓
High level of perseverance and enthusiasm for the Schools	E		✓
Willing to be involved in all aspects of school life	E		✓



How to apply

If you would like further information, a confidential conversation or to arrange a school visit please contact Beth Alford, PA to the WeST Executive Team on:
Telephone: 01752 891754 extn 1442 email: balford@westst.org.uk

All applications are to be sent to **admin@westst.org.uk** no later than
09:00 on Monday 9th March 2020

Interview Days

All candidates will be expected to attend all day on **Tuesday 17th March**

Candidates selected for the final stage will be expected to attend on

Wednesday 18th March

Informal school visits are welcomed



The Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. Relevant pre-employment checks may also include considering information shared within the public domain.