

# St Columba Church of England Primary Academy



## Principal Candidate Brochure

*A member of the Portsmouth and Winchester Diocesan Academies Trust*

[www.pwdat.org](http://www.pwdat.org)





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## Key Facts and Statistics

Type of Academy	Primary
Denomination	Church of England
Age Range	5 - 11 Years
Location	Fareham, Hampshire
Co-educational or Single Sex	Co-educational
Year Academy Established	2012
Number of children on roll	191 (including 9 pupils in the Development Assessment Resourced Provision, see explanation in letter on pg.3)
Total PAN (Pupil Admissions Number)	210 (plus 10 in D.A.R.P)
Percentage of children with SEND, including EHCP's	24%
Percentage of children with EAL	7.8%
Percentage of children entitled to the Pupil Premium	27.2%
Percentage of children who are gifted and talented	7.32%



### WELCOME LETTER

Dear Applicant,

Thank you for your interest in this unique and exciting opportunity to become the Principal of St Columba Church of England Primary Academy.

We are seeking an experienced school leader who will proactively work in partnership with the Trust Board and the Local Governing Body to lead this academy forwards, remaining focussed on achieving the best possible outcomes for every child.

The academy building is spacious and well equipped with dedicated staff, and children who love to learn. The academy community is further enhanced through the Development Assessment Resourced Provision, which is a specialised 10 place facility for EYFS/KS1 pupils with language delay or developmental delay in more than one area. These pupils make excellent progress and are well supported to be included in mainstream education provision.

The Trust is committed to ensuring that St Columba is an outstanding academy in every respect. There has been considerable investment in both time and resources to improving teaching and learning, leadership and local governance. The new Principal will be the heart and focus of the next steps in the journey of the academy, within a proactive and growing multi-academy Trust.

The Trust provides support, advice, a plethora of services, central policy, procedures, challenge and ongoing monitoring to enable the new Principal to focus exclusively, robustly and consistently on improving teaching, learning and outcomes for all pupils. The Principal will be actively supported by the Trust Board, its officers, including educational and financial experts and the Local Governing Body.

This webpage explains what the Trust Board does and who the Trustees are:

[www.pwdat.org/members-and-directors/](http://www.pwdat.org/members-and-directors/)

The Trust Board delegates some functions of the governance to a Local Governing Body through a Scheme of Delegation, which is set out here:

[www.pwdat.org/scheme-of-delegation](http://www.pwdat.org/scheme-of-delegation)

We look forward to receiving your application and would be happy to answer any questions you may have.

Rev'd Canon Will Hughes

Chair – Portsmouth and Winchester Diocesan Academies Trust



## St Columba Church of England Primary Academy

### WELCOME TO ST COLUMBA

We are a lively and friendly Church of England Academy. Our philosophy for education in the 21st century is that a good education changes lives. Therefore we believe that education is both a preparation for life and a collection of valuable experiences to be enjoyed.

At St Columba we are committed to providing a safe, secure and stimulating environment where children will become life-long learners. We believe that children and staff learn best when they feel safe, relaxed and happy, so we place great emphasis on making learning experiences enjoyable.

We have high expectations of standards and behaviour. We work hard to develop a strong partnership with our parents and value their involvement and support in their child's education.



### TRUST VISION AND MISSION

Vision:

To create within a framework of Christian values, thriving and successful academies that set the highest aspirations for children's attainment and behaviour and enable children to excel academically, socially and spirituality.

Our vision is realised through our mission to:

- Keep children and their achievements and wellbeing at the heart of all we do
- Ensure that all children who attend a P&WDAT academy achieve well and have the opportunity to flourish in all respects in order to fully develop and realise their God-given talents and potential
- Empower children to reach out to others, make a difference and contribute to social transformation
- Raise aspirations for everyone in the organisation
- Attract and develop the very best staff
- Forge strong and effective partnerships with parents and the wider community
- Enhance the distinctive Christian ethos and values of our Church academies



## ABOUT OUR ACADEMY

The vision and values of the academy are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our children as confident, happy citizens.

The agreed vision for the academy is:

### AIM HIGH - There's no ceiling on the sky!

Staff and local governors will achieve this vision through our key aims which are to:

- Provide a safe, secure, nurturing environment where everyone has high aspirations for themselves and others
- Ensure that every child counts and every moment in school counts so that all children are enabled to achieve the highest possible standards
- Promote a positive and inclusive culture where all children are respectful and have high expectations of their own learning and behaviour
- Create a place where everyone is prepared to take risks and try something new showing resilience in their learning
- Develop an enriching, exciting, memorable curriculum full of learning opportunities which will enable children to blossom instilling in them a lifelong love of learning
- Enable all members of the school community to value, respect and support each other strengthening further the partnerships between home, school and the community in order to give families, our community and the children we serve opportunities to change and grow so that they are equipped for their futures.

### Christian Values

Our core Christian Values underpin all aspects of academy life. They are:

**LOVE** because it is at the heart of everything we do

**COMPASSION** because we believe that this encompasses how we should act as people in the world and

**HOPE** because it sums up what we want for our school community.



## Curriculum

A bespoke curriculum offer, is underpinned by our vision and values. Our aim is to engage all children through a challenging and rich curriculum, so that they are excited to learn and become lifelong learners.

Cross curricular projects that ignite children's interests have been carefully planned to provide children with opportunities to apply the skills that they are taught through their daily Mathematics and English learning. The children are involved in choosing subjects, resources and learning activities and actively self-evaluate their outcomes to plan the next steps in their learning journey.

## Extra - Curricular Activities

We provide a range of both lunchtime and after school clubs for children in all year groups. These currently include: dough gym, singing, chess, origami, construction and film, funky fitness and football.

Children in Years 2,4 and 6 have whole class music tuition provided through the Hampshire 'Listen to Me' project. Children are currently learning to play the Bamboo Tamboo, Violin, Cello and Samba. Termly concerts for parents are held so that parents and children can celebrate the wonderful outcomes being achieved.

## School Council

We have a school council who are elected each academic year. Their main role is to help improve the academy by ensuring that children's views are heard and acted upon.

Being a school councillor is a very important role. The children that are chosen by their peers are elected because they have good listening skills, are respectful and have lots of good ideas. They report back to their classes and teachers about what has happened at the school council meetings and endeavour to actively engage all stakeholders in the life of the academy.



What children and parents say

**“Our Christian Values are special things”** (Yr 1 pupil)

**“I feel safe everywhere”** (Yr 1 pupil)

**“Maths work is fun to do”** (Y2 pupil)

**“I enjoyed going to Marwell Zoo and the Zootropolis learning”** (Y1 pupil)

**“I enjoy being in the academy”** (Y2 pupil)

**“One of our values is love. Love is care, care for people”** (Y1 pupil)

**“The school is going from strength to strength, my child’s progress is outstanding”**

**“I continue to be highly impressed by the standard of teaching and the academy’s ethos”**

**“My daughter has come on leaps and bounds making me so proud”**

**“Very impressed with the integration and community feel”**

**“A really wonderful team of teachers and staff”**

**“I moved both of my children to this school 5 months ago and it’s the best thing I’ve done for them. My daughter has finally improved in her reading and writing.”**





### Principal - Role Profile

<b>Salary Scale</b>	LDR 29-41 £55,600 – £64,416
<b>Job Start</b>	September 2018
<b>Reports To</b>	The Portsmouth and Winchester Diocesan Academies Trust
<b>Role</b>	To provide effective, dynamic and inspirational leadership, in order that every child is able to fulfil their true academic and spiritual potential.
<b>Primary Purpose</b>	<ul style="list-style-type: none"> <li>• To lead and manage St Columba Church of England Primary Academy</li> <li>• To be a teaching mentor ensuring that all pupils achieve high standards so that from each starting point, they make rapid and sustained progress and learn exceptionally well</li> <li>• To promote and safeguard the welfare of children</li> </ul>
<b>Introduction and Context</b>	<p>St Columba Church of England Primary Academy, is designated by the Secretary of State as a school with a religious character, within the Anglican Diocese of Portsmouth. The Principal is an employee of the Portsmouth and Winchester Diocesan Academies Trust. They will carry out professional duties as detailed in the current version of the School Teachers' Pay and Conditions Document, National Standards of Excellence for Headteachers (January 2015), Trust Board Scheme of Delegation and associated policies and procedures (in addition to those adopted by the Local Governing Body), in line with the principles and practice of the Church of England.</p> <p>The Christian values of St Columba are developed and promoted through its distinctive ethos, which permeates all aspects of school life. In particular, the academy aims to serve its community by providing the highest quality education within the context of Christian belief and practice in partnership at Trust, parish, diocesan and national level.</p> <p>Working with all parties to share our vision that, through its Christian ethos, St Columba Church of England Primary Academy will:</p> <ul style="list-style-type: none"> <li>• Be dedicated to promoting the highest values, levels of achievement and well-being within the community that it serves</li> <li>• Provide a supportive, responsive and reflective environment in which children develop spiritual, moral, social and emotional awareness, together with a sense of self-esteem, respect and understanding for others</li> <li>• Provide excellence for all</li> <li>• Create learners for life</li> <li>• Seek new and exciting ways of learning and developing skills for life</li> <li>• Support every pupil to achieve their very best</li> <li>• Celebrate the gifts and talents of all</li> </ul>



### Key Duties and Responsibilities

<b>Qualities and Knowledge</b>	<p>In this Christian academy, the Principal will lead the community by example, modelling and promoting positive attitudes and relationships amongst staff, pupils, local governors, and parents, which stem from Christ's vision for humanity by:</p> <ul style="list-style-type: none"> <li>• Working with all relevant parties to deliver a high quality educational experience for learners through active, consistent, insistent and visible leadership</li> <li>• Maintaining a focus on improving the quality of teaching, learning, assessment and leadership across and beyond the academy</li> <li>• Actively promoting the profile of the academy e.g. website, local media, social media, networking with peers</li> <li>• Providing an inclusive environment which fosters exceptional outcomes for all pupils in order to maximise their life chances</li> <li>• Providing a balanced, differentiated and rich curriculum which will contribute positively to pupils' spiritual, moral, social and emotional development</li> <li>• Ensuring that the spiritual life of the academy is supported by prayer, daily acts of Collective Worship, and the exemplification of Christian values</li> <li>• Ensuring that the policies for Safeguarding, Religious Education, Collective Worship and SMSC are embedded in all aspects of academy ethos and practice</li> <li>• Leading by example through demonstrating personal qualities and relationships which create a resilient and reflective learning culture</li> <li>• Working proactively with all stakeholders, drawing on their expertise and skills whilst pursuing your own continuous professional development</li> <li>• Demonstrating political and financial wisdom</li> <li>• Articulating the Trust vision and mission through decisive strategic leadership</li> </ul>
<b>Pupils and Staff</b>	<p>The Principal will follow the policies and procedures of the Trust Board, articulating and promoting a vision, which reflects the Trust and academy's vision and mission. The Principal's leadership will determine the realisation of staff and pupil potential within the academy community by:</p> <ul style="list-style-type: none"> <li>• Creating and maintaining a consistent, vibrant, positive and caring ethos</li> <li>• Promoting relationships which raise confidence, self-esteem, positive attitudes and promote wellbeing</li> <li>• Ensuring that all staff are insistent and determined in their ambition to overcome disadvantage by instilling a robust sense of accountability for the impact of their work on outcomes for all pupils</li> <li>• Securing consistently exceptional teaching and progress in learning, through an analysis of data and assessment for learning to inform and underpin pedagogy</li> <li>• Working with the Local Governing Body and Trust Board, (including other Trust academies where appropriate) to recruit and deploy staff effectively to impact on pupil outcomes</li> <li>• Sustaining a motivated staff committed to a culture of openness, mutual support, coaching and mentoring</li> <li>• Where necessary, holding staff to account for their professional conduct and practice</li> <li>• Promoting the continuing development of the spiritual life of staff and pupils</li> <li>• Promoting a wide range of extra-curricular activities which can be accessed by all children without disadvantage</li> <li>• Ensuring and modelling exemplary standards of behaviour, attendance and a reduction in absence for all</li> </ul>



### Systems and Processes

The Principal will work with the Local Governing Body and Trust Board to drive the strategic direction of the academy by establishing and maintaining consistent, transparent and fair systems that minimise unnecessary teacher workload, improve wellbeing and leave room for high quality continuous professional development by:

- Ensuring that the academy is fully prepared for OFSTED and SIAMS inspections
- Maintaining and enhancing a Christian ethos with high expectations of safeguarding and social behaviour
- Ensuring long term strategic, and short term operational improvement plans and processes are efficient, appropriate, costed and deployed responsibly, (in accordance with the academy's context and strategy of the Trust Board where applicable), in order to consistently and sustainably impact upon pupil outcomes
- Upholding the principles of transparency, integrity and to act with probity at all times
- Leading the recruitment, selection and appointment of high quality staff, in line with Trust's Recruitment Policy and procedures and in consultation with other Trust academies
- Maintaining rigorous, fair and transparent performance management systems in line with Trust policy and procedures
- Distributing leadership appropriately and effectively to have a consistent impact upon pupil outcomes; ensuring that all staff have distinct roles and responsibilities, which are reviewed annually and appropriate arrangements are made for deputising for the Principal, in addition to considered succession planning and the development of staff. Dialogue and consultation must be consistently maintained with other Trust academies
- Monitoring, evaluating and triangulating the quality of teaching, learning and assessment regularly, aiming for outstanding standards of teaching and learning and exceptional outcomes for all pupils without compromise
- Welcoming accountability and constructive challenge from all stakeholders
- Exercising strategic financial planning and spending, in line with Trust policy and procedures and the Academies Financial Handbook
- Positively encouraging care and enhancement of the academy buildings and environment, so that they provide a welcoming, comfortable, safe and stimulating working and learning environment
- Arranging for the security, vehicle and engineering insurance and effective supervision of the academy buildings, their contents and grounds, ensuring that all health and safety regulations are met and notifying the Trust of any significant maintenance requirements and capital improvements in a timely manner and in accordance with policy
- Ensuring that any and all recommendations from the Prevent Strategy and child protection policies and procedures are firmly embedded, with priority, into all aspects of school life; that they are also monitored and implemented consistently by all members of staff, volunteers and the Local Governing Body
- To be the Designated Safeguarding Lead (DSL) and Single Point of Contact (SPoC)
- Monitoring office systems that ensure up-to-date records on all children, staff and local governors are maintained, with particular reference to all matters concerning safeguarding (e.g. DBS Checks), health and safety and GDPR as a priority



### The self-improving school system

The Principal is a lead professional and significant role model within the community that they serve. They will be responsible for exemplifying and communicating the Christian mission to the educational community (locally and more widely), recognising differences and respecting cultural diversity within contemporary Britain by:

- Working in partnership with local schools, other academies within the Trust and external organisations and partners to share effective practice and promoting innovation
- Ensuring that a SEF, Improvement Plan and SIAMS SEF are written and evaluated on an ongoing basis, informed appropriately by Trust and academy identified priorities, inspection advice and information obtained within the academy, from a regular and moderated pattern of monitoring, assessment, recording and reporting
- Ensuring that children and their parents are regularly informed of the progress being made and the steps that need to be taken to support further development
- Implementing all policies and support their regular review and updating, taking into account local circumstance, Trust and inspection advice
- Attending PTA, Local Governing Body, (and Trust Board meetings and events as required), effectively representing the academy through excellent preparation, communication and interpersonal skills; including providing a termly Principal's report to the Local Governing Body and Trust Board, in a specified format
- Being willing to support and deploy staff to work in any of the other academies that are currently in the Trust or which may become a part of the Trust in the future
- Developing effective relationships with fellow professionals in other public services
- Inspiring and influencing others to value education as key to improving life chances of young people
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Maintaining personal knowledge and skills as an educational leader and teacher by personally engaging in professional learning opportunities and the Trust's programme for the Performance Management of the Principal
- Modelling entrepreneurial and innovative approaches to school improvement with staff

**Any other task as is deemed appropriate to achieving the objectives of St Columba Church of England Primary Academy by the Trust Board or Local Governing Body, acting under the scheme of delegation.**

**Portsmouth and Winchester Diocesan Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including a Section 128 Check.**

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**Person Specification - Principal**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Will uphold and lead, the distinctive Christian ethos of the academy</li> <li>• Have the ability and desire to model Christian values to all members of the academy community through excellent interpersonal skills</li> <li>• An approachable and inspirational leader, who communicates transparently to stimulate confidence and trust</li> <li>• A visible and significant presence within the academy environment, who acts sensitively and with discretion, wherever necessary</li> <li>• Will work proactively with all parties in the Trust, seeking and implementing policy and advice in a responsive manner</li> <li>• Will lead, sustain and develop exemplary practice of Collective Worship in the academy</li> <li>• Be committed to inclusive education in a church school and passionate about the benefits of education to ensure equality of opportunity for all pupils</li> <li>• Have high expectations of themselves and all members of the academy community</li> <li>• Can establish and exhibit positive relationships, and optimistic attitudes with all stakeholders in the academy, local faith and wider communities</li> <li>• Will participate in out of school activities i.e. with the PTA</li> </ul>	<ul style="list-style-type: none"> <li>• A Communicant Anglican</li> <li>• Active involvement in the local parish (personal or current school)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application form</i></li> <li>• <i>Interviews</i></li> <li>• <i>*Three references, to include current employer and someone who can comment upon the applicant's spiritual life</i></li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of significant and relevant continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Has gained accreditation for further professional study (e.g. MA, DipEd)</li> <li>• NPQH/System Leadership qualification</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application form</i></li> <li>• <i>References</i></li> </ul>



<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Significant teaching experience within the primary phase</li> <li>• Experience of Ofsted inspection at senior leadership level</li> <li>• Has successfully undertaken appropriate Safer Recruitment, Prevent, Child Protection training and DSL duties</li> <li>• Has been actively involved in school self-evaluation and improvement planning, with proven impact, including ‘diminishing the difference’ for disadvantaged pupils, realising the potential of more able pupils, whilst driving high standards for all</li> <li>• Can articulate and improve upon the academy’s current position with accuracy and integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of all three primary key stages</li> <li>• An understanding of the rights and responsibilities associated with leading a school sponsored by a Multi- Academy Trust</li> <li>• Previous experience of primary headship</li> <li>• Previous experience of working in a Church of England school or academy at senior leader level</li> <li>• Experience of SIAMS Inspection</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application form</i></li> <li>• <i>Interviews</i></li> <li>• <i>References</i></li> </ul>
<p><b>Professional skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate wide, up-to-date knowledge of educational innovation and developments, locally, nationally and globally</li> <li>• Will embrace the importance of technology in learning and its future implications in enabling innovation and effective communication</li> <li>• Has experience of developing and implementing a creative, exciting and challenging curriculum based on the current National Curriculum</li> <li>• Has experience of using pupil performance data to: drive improvements in standards; benchmark the academy’s performance and to use as a tool to set ambitious future targets across the primary phase</li> <li>• Is able to articulate and model a deep understanding of the characteristics of outstanding teaching and learning</li> <li>• Has a proven track record of monitoring, evaluating and improving the quality of learning and teaching in a sustainable manner</li> <li>• Has a good understanding of assessment and how it can be used to inform teaching and learning as well as to plan interventions and accelerate pupil progress</li> <li>• Evidence of understanding of national initiatives and current learning theory</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of innovative, national and international education</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application form</i></li> <li>• <i>Interviews</i></li> </ul>



<p><b>Pupils and staff</b></p>	<ul style="list-style-type: none"> <li>• Will develop and support an ethos in which staff work together to mutually improve subject knowledge and skills, driving high standards for all</li> <li>• Demonstrates resilience and integrity, drawing on personal and collegiate experience and expertise to successfully build and develop teams</li> <li>• Evidence of enabling pupils to become resilient, motivated and independent learners</li> <li>• Demonstrates a proven ability to grow the whole staff team as leaders at all levels. Shows genuine care and interest in staff and can motivate and empower them to develop their full potential, whilst being mindful of their workload and wellbeing</li> <li>• Has the skills and experience of recruiting, retaining and deploying high quality staff</li> <li>• Is able to create and sustain a safe, secure and healthy school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Has experience of collaborating with other schools to make joint staffing appointments</li> <li>• Has experience of collaborative and partnership working for the benefit of all pupils</li> <li>• Has drawn upon the resources of the local community to enliven the curriculum</li> <li>• Evidence of promoting and sustaining high standards of classroom management and children's behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Interview</i></li> <li>• <i>Application</i></li> </ul>
<p><b>Systems and processes</b></p>	<ul style="list-style-type: none"> <li>• Is able to make professional, managerial and organisational decisions based on relevant evidence, in a timely manner</li> <li>• Direct experience of working with governors and Trust/Diocesan officers to drive the strategic direction and operational aspects of the academy forward</li> <li>• Has a good understanding and first hand experience of school budget planning</li> <li>• Welcomes strong governance (at local and Trust Board level) and constructive, supportive challenge to ensure accountability for staff, pupil and financial performance</li> <li>• Is able to distribute leadership throughout the academy, where staff are encouraged to develop their own management and leadership skills</li> <li>• Can create and set in place a constructive programme of coaching and mentoring to develop staff and drive succession planning</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with finances within an academy or multi-academy trust</li> <li>• Experience of coaching and mentoring skills</li> <li>• Has developed a model of staffing across schools on more than one site</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application</i></li> <li>• <i>Interview</i></li> <li>• <i>References</i></li> <li>• <i>Presentation exercise</i></li> </ul>



## St Columba Church of England Primary Academy

<p><b>The self-improving school system</b></p>	<ul style="list-style-type: none"> <li>• Will work co-operatively with colleagues in order to develop mutually beneficial systems that drive continuous school improvements and enhance the life opportunities of young people</li> <li>• Willing to support and work in other schools in the Portsmouth and Winchester Diocesan Academies Trust</li> <li>• Think strategically to build and communicate a coherent vision that brings about effective school improvement</li> <li>• Can demonstrate a proven ability to be accountable to the Trust, parents and other stakeholders for pupil progress and school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Work positively and effectively with colleagues beyond the academy in order to improve teaching, learning and curricular provision and raise standards</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Application</i></li> <li>• <i>Interview</i></li> </ul>
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Portsmouth and Winchester Diocesan Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including a Section 128 Check.

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# ACADEMICIS

If you would like further information, or to arrange a visit to the academy,  
please contact Carlie Ford at Academicis on:

T: 01223-90-79-76 | M: 07771-330-123

E: [cford@academicis.co.uk](mailto:cford@academicis.co.uk)

**All applications are to be sent to  
Carlie Ford no later than  
12 noon on Thursday 11th January 2018.**

*We reserve the right to research applicants on social media platforms and the internet,  
and the Trust Board may take this information into  
consideration during the recruitment process.*

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Opportunities and to safeguarding and promoting the welfare of children and young  
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