



The Howard  
Partnership Trust  
Bringing out the best

# Principal

## St Lawrence Primary School



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# Welcome

On behalf of the Board of Trustees of the Howard Partnership Trust (THPT), I would like to thank you for your interest in the exciting role of Principal at St Lawrence Primary School. I hope that, after having read the contents of this pack and undertaken other research, you will feel inspired to take your interest further, arrange a visit and make an application for this role.

All employees at THPT are committed to providing the very best opportunities for every young person we educate to bring out the best in them, and this also applies to our staff. There is a firm belief at THPT that outstanding achievement in our schools can be realised more quickly and with greater sustainability through proactive collaboration.

As a values-based employer with strong sense of moral purpose we create an environment within which all leaders take a collective responsibility for the learning and success of all 7,500+ children and young people in our care. We promote a culture in which openness to peer and external scrutiny and an active willingness to share and promote the very best practice are key factors in the improvement of all our schools. We are looking for a Principal who shares this commitment and our values and wants to bring out the best in all our young pupils.

We are seeking someone who, like us, recognises that effective collaboration is the best route to outstanding achievement. They will have an unremitting focus on developing and delivering high-quality provision, and a particular interest and expertise in inclusive education. They will provide the leadership required to secure our collective aims and be a leader who consistently models our values through their behaviours.

I wish you all the very best with your application and thank you again for your interest in St Lawrence School and THPT.

**Louise Lee,**  
**CEO The Howard Partnership Trust**

# About Our Trust

The Howard Partnership Trust (THPT) is a Multi-Academy Trust based in the South East, comprising four secondary, six primary schools and three special schools, with one more special school opening soon. We have a long-standing tradition of highly effective partnership working developed from the first federation of Surrey schools, originally formed in 2007. Our effective partnerships across primary, secondary, and special phases help raise standards of student achievement for every child.

Core to our ethos is that the schools within our Trust retain their own unique features to meet the needs of the communities which they serve, and our leaders are given the support they need to serve these communities at the highest level. However, our schools are rooted in the same vision and values, enabling us to truly bring out the best of every child, together. We also believe in the power and professionalism of our staff, supporting them to be the people who change our children's lives for the better. In addition to our school-based staff, Partnership Services provide expertise in HR, IT, Finance and Estates. We believe in partnership beyond our own Trust too and work in close collaboration with educational and community partners for the benefit of all.

We are driven by six values, each crucial to us meeting our goals: **Integrity, Aspiration, Resilience, Advocacy, Compassion** and **Partnership**. We create school environments where everyone is included, providing for children with more complex needs in our special schools and in 5 specialist centres attached to our mainstream settings.

## Our Schools

### Secondary Schools

- Howard of Effingham School
- Thomas Knyvett College
- Oxted School
- Three Rivers Academy

### Primary Schools and Early Years Provision

- Kenyngton Manor Primary School
- Cuddington Community Primary School
- Eastwick Infant and Eastwick Junior Schools
- Meadhurst Primary School
- St Lawrence Primary School

### Special Phase Schools

- West Hill School
- Linden Bridge School
- Fox Grove School
- Betchwood Vale Academy (in progress)

## Our Vision

To excel at **'bringing out the best'** in young people of all abilities and aptitudes, and so increase their life-chances for their future success and fulfilment.

## Our Mission

THPT will bring out the best by providing a rich experience both within and beyond the classroom. This will enable all our young people to thrive personally and academically, overcome challenges and make a positive contribution to society.

## Our Ethos

To enable us to **'bring out the best'** and so improve the life-chances of all our young people, we will create a culture:

- with a relentless focus on quality teaching and learning and school improvement across all phases of education.
- of support for all partnership schools through the building of trust and reciprocity.
- of leadership excellence within and across our schools to increase the capacity of any school that works with us.
- of energy, enthusiasm, and passion for increasing pupil outcomes.
- that is traditional, yet one that embraces innovation giving confidence in the present educational climate of challenge and change.





## About St Lawrence

### **Where children flourish**

Happy children make the best learners and when you step through the door you instantly get a sense of the warm and nurturing environment that sets St Lawrence apart. With just one class per year group, St Lawrence is a small, friendly school where children feel happy and secure, able to grow in confidence as they seize every opportunity to feed their curiosity and play a bigger part in all aspects of school life.

### **Outstanding learning**

As part of The Howard Partnership Trust, St Lawrence works in partnership with our family of schools, developing outstanding curriculum practice that ensures all children learn the curriculum well and make strong progress. As a result, children at St Lawrence typically achieve above both the Surrey and national averages in all National Curriculum assessments. Joining The Howard Partnership Trust builds on these strong foundations and enables the school to fulfil its ambition to deliver the very highest standards of education so that every child can flourish, whatever their educational needs.

### **Inspirational teaching**

Inspiring an enthusiasm for learning requires passionate teachers, able to combine creativity with best practice in the classroom. Each teacher at St Lawrence has their own field of expertise which strengthens the quality of teaching and learning in the curriculum area that they lead. The school also benefits from the specific subject expertise taught by our colleagues from The Howard of Effingham Secondary School. Also, uniquely among local schools, Year 6 children benefit from an extended induction programme at The Howard of Effingham, extending their learning and making them ready for the move to secondary school in September.

### **Bringing out the best**

Bringing out the individual talents of every child, cultivating both self-esteem and a sense of team spirit is at the heart of what St Lawrence does best. An outstanding programme of residential trips, and a range of drama, sports, music and other extra-curricular activities all contribute to an outstanding personal development offer.

### **A stimulating learning environment**

The school has large, bright classrooms, all with access to their own outside space. St Lawrence has a modern, spacious school hall, a large school kitchen, a children's kitchen, a specialist learning hub and a newly extended library area with additional learning space for small group work.

# Candidate Charter

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We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

## Our commitment to you

- **Transparency** – we will treat you with respect, honesty and fairness.
- **Protecting your privacy** – we'll ensure your information is secure and handled sensitively.
- **Understanding** – you'll be given everything you need to make informed decisions.
- **Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** – we will provide constructive feedback professionally and promptly.
- **Listening** – we welcome feedback and we'll act on what you have to share.
- **Inclusivity** – our hiring decisions align with our commitment to create a high quality, diverse workforce.

## We will:

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

## In return we ask that you:

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

# Job Description

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|                            |   |
|----------------------------|---|
| <b>Post title</b>          | Principal   |
| <b>School/Organisation</b> | The Howard Partnership Trust  |
| <b>Location</b>            | St Lawrence Primary School, Effingham, Surrey   |
| <b>Grade</b>               | Scale competitive within the group 2 headteacher range and commensurate with the experience of the successful candidate |
| <b>Contract Type</b>       | Permanent. The job description is subject to annual review  |

## Main Purposes of the Job

**Provide leadership and strategic direction, with accountability for all school standards.**

**Specifically, to:**

- Provide every pupil with a high-quality education, which promotes the highest possible standards of achievement and wider development.
- Work with all stakeholders to implement the strategic vision for THPT schools of 'bringing out the best' in all pupils.
- Promote the vision and values to pupils, staff, parents, other key stakeholders including leading internal and external relationships including with the wider community.
- Build leadership capacity in the school at all levels.
- Provide strategic leadership and translating planning into positive action and results.
- Model professional behaviour and promote the highest expectations of all as the school's lead professional.
- Manage resources to ensure best outcomes for pupils.
- Make a positive and meaningful contribution to the wider family of schools within THPT, including contributing to the strategic direction.

## Main Duties and Responsibilities:

### Leadership:

- Overall responsibility for all management and operational activity of the school.
- Leading safeguarding across the school ensuring a culture of safeguarding, line management and regular liaison with the school's Designated Safeguarding Lead as well as THPT leaders over any safeguarding issues or concerns.
- Providing an enthusiastic, innovative and consistent leadership to the school and its leadership team.
- Ensuring that the school has a culture where all pupils experience a positive and enriching school life.
- Creating a culture and ethos of challenge and support where all pupils from all backgrounds can achieve success and increase their life chances, becoming well prepared for the next phase of their education and life.
- Working positively with the community to ensure the best possible outcomes for all students, especially those who are the most vulnerable.
- Developing the reputation of the school, locally, regionally, and nationally.
- Implementing all relevant Trust policies.

### Education Provision and Standards:

- Ensuring that an effective curriculum is developed and implemented with reference to up-to-date research and regulatory frameworks.
- Establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensuring that effective use is made of assessment through valid, reliable, and proportionate approaches, driving a consistent a focus on pupils' outcomes, using data analytically and benchmarking to monitor progress.
- Ensuring that high quality provision is available to all students regardless of any characteristics including but not limited to race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Delivering on high expectations and setting challenging targets for the school.
- Monitoring, evaluating and reviewing practice and promote effective improvement strategies.
- Ensuring that all the activities of the school are conducted in accordance with all legal requirements and regulations by seeking advice and guidance from the Trust Partnership Services and ensuring that all managers are consistently applying Trust policies

### Additional Responsibilities:

- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Complying with the Trust and school policies and procedures at all times.
- Undertaking other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school and wider organisation.

# Person Specification

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Qualified Teacher Status (QTS)   | x                |                  |
| National Professional Qualification for Headship (NPQH)  |                  | x                |
| Further study to Masters level or beyond   |                  | x                |
| <b>Experience and Knowledge</b>  |                  |                  |
| An ability to drive and deliver transformational and cultural change   | x                |                  |
| Demonstrable primary school leadership at a senior level   | x                |                  |
| A clear understanding of what constitutes an excellent school, including 'outstanding' as defined by Ofsted, and what needs to be done to maintain that standard | x                |                  |
| A deep knowledge and clear understanding of educational legislation, new innovations and developments  | x                |                  |
| An understanding of and commitment to working within diverse communities   | x                |                  |
| <b>Skills</b>  |                  |                  |
| An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality                                    | x                |                  |
| An outstanding, collaborative leader with the ability to forge positive relationships to promote success   | x                |                  |
| An enthusiastic leader, committed to ensuring the best possible outcomes for children and the community  | x                |                  |
| The ability to build a sustainable workforce of high-quality staff and leaders   | x                |                  |
| The ability to provide clear direction and shared purpose for all children, staff, and stakeholders  | x                |                  |
| A commitment to working positively with all stakeholders and partners  | x                |                  |
| Excellent communication skills with all children, staff, and stakeholders  | x                |                  |
| Strong negotiation skills and the ability to influence others to the benefit of the Trust  | x                |                  |
| <b>Other</b>   |                  |                  |
| A proven ability to successfully manage all resources effectively  | x                |                  |
| The ability to motivate staff to ensure high performance   | x                |                  |
| The ability to translate a visionary/innovative concept into a practical implementation plan and deliver this  | x                |                  |
| An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation                             | x                |                  |
| An enthusiastic and motivational leader  | x                |                  |
| The ability to drive forward change including in challenging circumstances   | x                |                  |
| Resilience and determination including the ability to also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner        | x                |                  |
| A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equity in employment and service delivery matters               | x                |                  |
| A strong commitment to personal development and the personal development of all staff  | x                |                  |

## Values/Behaviours

We are a values-led organisation and seek to recruit individuals who can demonstrate our values.

Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

### **Our values are:**

**Integrity** - displaying honesty and having strong moral principles.

**Partnership** - working together and taking collective ownership to achieve the same goals.

**Advocacy** - working hard on behalf of others to maximise their success.

**Resilience** - finding success again after something difficult or negative has happened.

**Compassion** - displaying empathy towards and a desire to help others.

**Aspiration** - aiming high to achieve success.

## Further Information

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

# Application Process

## **Application Process**

All applications should be submitted no later than **12pm Wednesday 23rd April 2025**.

We reserve the right to interview before the closing date, so an early application is advised.

## **Interviews**

Interviews will take place **1st May & 2nd May 2025**.

## **Notification & Feedback**

Candidates who have been called to interviews will be notified as soon as possible. Please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

## **Safeguarding and Further Information**

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

## **Data Protection**

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.