



**Drove Primary  
School** 

**Joining Drove  
Primary School**

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# Introduction & Welcome from the CEO

Dear colleague,

Thank you for your interest in what is a truly exciting position - Principal of Drove Primary School.

Every school is unique, but Drove has its own very loveable personality and will require someone who has a twinkle in their eye and a fire in their belly to make sure it continues to go from strength to strength. It is a busy, friendly school where cultural diversity is high, where success is part of its DNA, and where our pupils are front and centre of all that we do. A well led and massively supportive governing body make this a team very worth joining and being part of.

Drove is a big school with 3 forms of entry and a big heart. The shoes you will fill are equally as big, so we are looking for someone really special who will love the challenge of 43 languages spoken, the warmth of a truly embracing community, and the passion of a very dedicated staff.

Working closely with me and the Executive Director for Primary, you will create a creative and active learning environment with a dynamic, modern, and forward-facing agenda for primary education that will inspire and motivate our dedicated and talented staff to deliver the best possible outcomes for our truly exciting cohort of pupils.

Our new Principal should be a strong, approachable, and supportive leader. We are looking for someone who embodies the belief that all young people should enjoy the very best opportunities to be the best they can be, but most of all that school should be a place of fun and excitement.

In essence, we wish to appoint a person with the wisdom, experience, and confidence to take our school forward: a talented leader who builds on what is currently excellent and ensures we continue to improve by embracing opportunities and challenges.

In this pack you will find information about the school and The White Horse Federation. We have also included a job description and person specification against which you can match your suitability.

It is really important that you to visit this very special place to get a feel for the culture and ethos which will very quickly get thoroughly under your skin. It is equally important to understand more about its unique community and the families it serves. Please do get in touch if you would like to discuss the role with me: [ncapstick@twhf.org.uk](mailto:ncapstick@twhf.org.uk).

If you do wish to arrange a visit, please contact TWHF's Recruitment Specialist, Kirsty Twining CertRP, on 07808648079 or via [ktwining@twhf.org.uk](mailto:ktwining@twhf.org.uk).



# Executive Director Greeting

Thank you for your interest in the post of Principal at Drove Primary School. Drove Primary School holds a special place within the community, providing education for young people from the ages of 2 to 11. The school currently has 707 pupils on roll.

It is a friendly and charming school where success is richly celebrated and our pupils are at the centre of all that we do.

As principal, you will ensure that the school builds on its many strengths and maintains the drive to continually improve and develop. The outstanding leader we are seeking to appoint will have excellent communication skills; be approachable, caring, and have integrity. You will need to be an open-minded and outward-facing practitioner, whose knowledge of teaching and learning is driven by evidence and who is keen to share and collaborate with others.

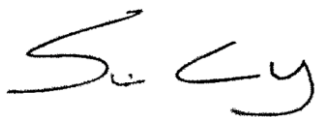
Drove Primary School is outward looking and has engaged with a wide range of external partners, both within The White Horse Federation family and beyond to ensure continued improvement. The advantage of being part of the White Horse Federation professional development offer has allowed many of the staff to complete formal leadership qualifications as well as being part of focused system leader networks to disseminate good practice.

The Drove Primary School staff are bursting with potential and are passionate about encouraging children to be lifelong learners. We want to give all pupils the skills and confidence to face the future with optimism and excitement, knowing that with hard work and determination they can succeed.

I encourage you to visit the school to get a feel for the school and understand more about its unique community.

If you wish to apply for the position, please complete all sections of the application form attached to the advert or found on our website <https://drove-pri.swindon.sch.uk/>. Following the closing date, shortlisting will take place and applicants will be contacted about the outcome of their application by our Recruitment Specialist. If you are invited to interview, we will provide more details nearer the time.

Best wishes,



**Simon Cowley**

Executive Director of Primary Education



# Why Join Our Family?

The White Horse Federation is currently comprised of more than 24 primary schools, an SEN primary school, 5 secondary schools, and 2 SEMH secondary schools. These schools are located throughout five neighbouring geographical locations: Wiltshire, Gloucestershire, Swindon, Oxfordshire, and Berkshire. Across these schools, we are proud to deliver first-class education from early years to advanced level study.

Our shared vision for excellence through partnership means we are also committed to upholding and celebrating the best of what makes a local school great — in other words, the qualities and characteristics that shape the type of school every member of our federation would be proud to send their own children to.

The White Horse Federation combines a relentless drive for academic excellence with a shared moral purpose and shared values, while ensuring that fun and happiness are a key attribute of each of our schools. We genuinely believe that partnership — working with our schools, pupils and their parents, and the wider community — helps to create the best possible outcomes for all children. The White Horse Federation empowers its colleagues through support, training, and career opportunities so our schools can recruit, develop, and retain outstanding staff who are leaders in their field. That way, we're able to ensure that every student achieves their full potential, regardless of their background, culture, heritage, or ability.

## **Safeguarding**

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. If successful for this position, you will be expected to apply for a disclosure from the Disclosure and Barring Service before your appointment is confirmed. References will be sought on shortlisted candidates before interviews take place.

# Contract Details

**Job Title:** Principal

**Salary Scale:** L22 – L28

**Line Manager:** Executive Director of Primary Education

**Job Purpose:** The core purpose of the Principal role is to provide professional leadership and management for the school that reflects the vision, values and beliefs of the The White Horse Federation (TWHF). This will promote a secure foundation from which to achieve high standards in all areas of the academy's work.

To gain this success the Principal will:

- Provide vision, leadership and direction for the school
- Secure exceptional outcomes for students
- Develop outstanding teaching and learning
- Promote excellence, equality and high expectations for all students and staff
- Create a culture of self-improvement across the school and wider community
- Promote the social and cultural development of all students
- Evaluate and be accountable for school performance, student outcomes, staff development and identifying priorities for continuous improvement
- Ensure that day-to-day management, organisation and administration is carried out effectively
- Create a safe and productive learning environment which is engaging and fulfilling for all students and staff.
- Work effectively with the Chief Executive Officer, Executive Director of Primary, Central services and the local governing body to ensure a continuous relationship is evident to all communities
- Secure the commitment of the wider community
- Value the diversity of the community served by the school and the Trust

# Responsibilities

## Teaching and Learning

- Continue to raise the quality of teaching and learning for pupils, securing exceptional outcomes for students, within a successful learning culture.
- Ensure the school provides a learning environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour.
- Accountable for the development, implementation and review of a curriculum, compliant with statutory requirements, that delivers breadth, balance and relevance to all pupils whatever their abilities, aptitudes and educational need within the financial constraints of the school budget.
- Ensuring that effective plans are in place for key stage transition and internal/external moderation in order to avoid self-referencing and regulation without due regard to national norms
- Ensure that parents/carers and pupils are continually well informed about the curriculum, progress, attainment and the contribution parents/carers may make to the pupil's learning and achievement of the school's targets for improvement.
- Proactively encourage the celebration of the achievements of pupils and employees throughout the academic year.
- Monitor and evaluate the quality of teaching and learning and standards of achievement for all pupils compared to national and regional data, tackling underperformance promptly and effectively.
- Empower all leaders at the school to enable them to support their departments with lesson preparation, delivery and pupil assessment.
- Maintain good pupil behaviour and discipline through the development and implementation of effective behaviour management strategies and policies, including pupil reward and exclusions.
- Promote extracurricular activities which support the educational aims of the Trust.
- Cultivate effective communications with all employees and parents and carers within the school and the wider Trust.
- Encourage the sharing of best practice and collaborative working across the academy and the Trust as a whole.
- Undertake an appropriate programme of teaching in accordance with the duties of a principal and when teaching to lead by example, acting as a role model of teaching excellence for the academy.
- Provide support for trainee and newly qualified teachers.
- Be aware of and keep abreast of the demands and requirements of Ofsted schedules to ensure a proactive stance is taking in tackling the need to understand the structure and purpose of Ofsted inspections.

# Responsibilities

## Managing the School/Academy

- Provide effective management of the academy and identify ways of improving organisation structures and functions through the use of information technology and centralised services.
- Ensure that the corporate systems, processes and protocols of the Trust are securely embedded and habitual in the practice of the School/Academy.
- Show an openness to both contribute and accept support where required to Trust schools and wider if required.
- Within the Trust's broader vision, beliefs and strategy produce and implement clear evidence based continuous improvement plans for the school/academy. Where educationally advantageous, improvement plans of individual academies will be aligned to one another
- Ensure that the management systems, structures and processes work effectively in line with both Trust and legal requirements.
- Produce a balanced budget for the school for each financial year for approval by the Board and ensure that all expenditure is within the agreed budget, frequently seeking the advice of the Finance Director and as required.
- Recruit highly skilled employees for both teaching and support posts with the academy ensuring that all interview and selection processes are compliant with employment legislation and the most up to date safer recruitment advice.
- Ensure that every employee is properly appraised, with quality discussion around strengths and weaknesses, followed by clear target setting linked to a personalised development plan for the coming year.
- Encourage all employees to embrace continual professional development and to provide suitable high quality training for all employees on the 5 annual training days and beyond.
- Provide training and support for senior leadership to empower them to manage their teams in an effective and efficient manner, from the development of potential future leaders through to tackling underperformance.
- Ensure all relevant policies and procedures required for the effective running of the academy are effective, communicated to employees and parents, and regularly updated.
- Maintain good working relationships with the employees, Directors, central services team, other WHF schools, local governing bodies, parents/carers and the wider community.
- Ensure the vision for the academy and the Trust is clearly understood, promoted and shared by all.

# Responsibilities

## Safeguarding and Safer Recruitment

- Ensure that the safeguarding arrangements within the academy are visibly compliant with national guidelines and the Trust's policies and procedures.
- Ensure all recruitment is in accordance with the safer recruitment guidance and conducted by suitably qualified managers.
- Nurture a supportive working environment where employees and pupils feel able to report behaviour / incidents of concern in complete confidence.
- Ensure all employees receive safeguarding training at least once a year.
- Monitor the school's single central record and DBS clearance processes to ensure compliance.

## Duties Specific to the Post Holder

- Recognise and fulfil contractual accountability to the Trust.
- Reflect on personal contribution to the school's and the Trust's achievements and challenges, taking account of feedback from the Executive Director for Primary Education and/or Chief Executive Officer.
- Treat everyone fairly, equitably and with dignity and respect in line with TWHF visions & values to create and maintain a positive culture across the school and the Trust.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Maintain an appropriate work life balance for self and colleagues.

## Additional Duties & Responsibilities

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

# How to Apply

## Drove Primary School

We are thrilled you would like to apply to join our trust! Should you wish to have an informal chat regarding the role, please contact

Phone: 07808 648079

Email: [ktwining@twhf.org.uk](mailto:ktwining@twhf.org.uk)

Alternatively, please complete an application form via our applicant tracking system, Networx, on our careers page via:

[thewhitehorsefederation.org.uk/careers](https://thewhitehorsefederation.org.uk/careers)