



Principal Recruitment Pack

NCEA Duke's Secondary School



Northumberland Church of England Academy Trust

Dear Prospective Colleague

Dear Prospective Colleague,

As the Chair of the Trust Board and CEO, we would like to take this opportunity to warmly welcome you to Northumberland Church of England Academy Trust.

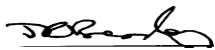
We are passionate about and proud of our schools, and the difference they make to our pupils and our communities. However we can, and will, do even better for our pupils; getting the right person to take on the role of Principal of Duke's School is integral to our future success.

We serve one of the most deprived areas in the North East, but this can never be an excuse for underachievement. With the new Principal at the helm, we aim to make Duke's School a beacon of success for our pupils and their families. As with all school leadership, it is a demanding role and we are looking for someone with the commitment, energy, determination and belief that they can lead Duke's to deliver a bright and exciting future. Our new Principal will be an inspirational and innovative leader who will embrace our core values and lead these by example.

Although this is a very challenging role, you will be well supported by the committed staff at Duke's and by colleagues in the Executive Leadership Team and the Trustees. We also have the additional support and resources provided as a "One Vision" school, a three year programme of support from the DfE for North East schools in challenging circumstances.

It is a privilege to serve our communities, so we need the very best leaders in our schools: will this be you?

Yours sincerely,



John Brearley
Chair of Trust Board



Alan Hardie
CEO



Northumberland Church of England Academy Trust



Northumberland Church of England Academy Trust was formed in July 2018 following the de-merger of the largest all-through academy in the country. Our schools serve the communities of Ashington, Newbiggin and Lynemouth and comprise of:

- Bishop's Primary School, a 5 campus, 7 form entry primary with 1600 pupils including EYFS
- Castle School, 100 place PMLD/SLD special school
- Duke's School, a secondary with Sixth Form. Current number on roll is 954 but currently growth means we anticipate reaching around 1200 pupils by 2024.

In November 2019, we were given approval by the RSC to expand our Trust and we are on track for our fourth school (another primary) to join in May 2020 and have plans for further growth over the next few years. This will further improve our economies of scale and our ability to provide high quality Central Services to support teaching and learning.

Our experienced and capable board of trustees will soon be supported by Local Governing Bodies for Bishop's and Castle, with Duke's following in 2020-21.



Enabling everyone in our communities to let their light shine

As our name suggests, Northumberland Church of England Academy Trust has a distinctively Anglican ethos and we are sponsored by the Diocese of Newcastle. We follow a proud tradition established by the first Church of England schools created in 1811 to bring free education to those most in need.

It is important to be clear that Church of England schools are not the same as faith schools. We have no faith based admissions criteria and we welcome those of all faiths and no faiths. We are inclusive and comprehensive and we serve our communities as an integral part and key player within them. We require that our staff are supportive of our ethos and act in accord with our values but we do not appoint staff on the basis of faith.

Our core **LIGHT** values are designed to help everyone to let their light shine *[Matthew 5:16]:*

Love: we care for each other and we help others do well. We have a concern for justice and for the vulnerable, especially those in need.

[Mark 12:31, John 3:16, John 13:24-35, Romans 12:10, 1 Corinthians 13, 1 John 4:11]

Inclusivity: we are an open, welcoming and inclusive community that celebrates the worth of each person, and when necessary offers forgiveness and reconciliation too.

[Matthew 6:12, Ephesians 4:2, Ephesians 4:32]

Goodness: we work hard and always seek to do what is right. We encourage one another to treat others as we would like to be treated, to do good and to serve others

[Luke 6:31, Galatians 5:22, Hebrews 10: 24, 2 Peter 1:5]

Hope: we aspire to be the best we can be. We learn from our mistakes and try again with determination

[Psalm 25:21, Psalm 31:24, Psalm 33:18, Romans 15:4, Colossians 1:5]

Truth: we tell the truth and are true to our word. We take responsibility for what we think, say and do. We encourage integrity and respect for authority.

[Proverbs 12:17, Mark 12:14, John 1:17, John 8:22, John 14:6]



Our Mission - We fulfil our vision and values through:



Creating a culture which is deeply Christian, inclusive, nurturing and aspirational, enabling pupils and staff of all faiths and no faith to enjoy “life in all its fullness”. [John 10:10]



Educating for wisdom, knowledge and skills, equipping pupils to achieve lifelong success through a broad and balanced curriculum, quality teaching and a focus on employability.



Working with hope and aspiration, making a real difference to the life chances of our pupils, removing all barriers to give them the best possible future, regardless of their starting point.



Developing an inclusive learning community, with clear expectations for good behaviour and respect towards others so that all pupils can learn with dignity.



Supporting a rich extracurricular life, which creates opportunities for personal development and experiences that may otherwise be out of reach of our pupils.



Investing in our people, as our most vital resource, so that we become recognised as an excellent employer, which values and develops its staff.



Serving our communities at all levels and creating positive relationships with our ‘neighbours’ so that we can live well together and collaborate for the greater good.



Acting with integrity in the decisions we make, using commitment and endurance to focus on long term sustainability, rather than ‘quick fixes’.



Job Description

Principal of NCEA Duke's School

Salary Scale: L25 – 31 (Enhanced salary may be considered for an exceptional candidate)

Accountable to: CEO

Core purpose:

Working with the CEO, Trustees and Governors, the Principal will provide the leadership and management that enables NCEA Duke's School to give every student high quality education and which promotes the highest possible standards of achievement, skills development and well-being. They will lead the staff to realise the Trust's vision of allowing all of our students to *"let their light shine"* [Matthew 5:16] fulfil our mission and ensure that our LIGHT values permeate the school.

Responsible for:

1. The strategic vision and leadership of and the day to day leadership and management of NCEA Duke's School.
2. Supporting the strategic leadership of the Northumberland Church of England Academy Trust through close working and collaboration with the CEO and Principals of the other schools as part of the Executive Leadership Team, working for the good of all students.
3. Ensuring a safe, calm, well ordered environment for all in NCEA Duke's School, being accountable for Health & Safety and Safeguarding.

The Principal will fulfil their role in accord with the Trust's mission through:

Educating for wisdom, knowledge and skills

- Determining, organising and implementing a balanced and broad curriculum that inspires and challenges, meets the educational needs of the students and encourages a climate of aspiration and ambition
- Securing excellent teaching through strong understanding of how students learn and of the core features of successful classrooms and curriculum design, leading to rich curriculum opportunities and students' strong well-being
- Ensuring children's learning and progress is effectively assessed, monitored, reported and celebrated, so that students experience continuity and coherence in all their learning experiences across the curriculum and age range.
- Ensuring that data is used intelligently to inform planning for and execution of teaching and learning, monitoring and accountability
- Raising academic standards and achievement, ensuring good progress and outcomes

Developing an inclusive learning community

- Implementing the Trust's policies and procedures to provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and health & safety
- Determining strategies which ensure high standards of behaviour and attendance to produce a safe, secure learning environment in which all thrive, developing and applying a constructive policy when exclusion needs to be considered
- Identifying barriers to learning and ensuring that individual and group interventions are implemented, monitored and evaluated to maximise impact and overcome disadvantage
- Monitoring and reviewing the efficacy of support structures for students to enable them to realise their full potential, particularly vulnerable students who will need additional support
- Working with the Principal of NCEA Bishop's School to ensure continuity of high quality curriculum and learning between primary and secondary education
- Developing and implementing positive strategies for inclusion, equality and diversity

Working with hope and aspiration

- Encouraging and embedding high expectations and aspirations amongst staff and students, with clear ambition for every student to maximise their potential regardless of background, with all seen and treated as individuals
- Leading effective and rigorous self-evaluation processes, ensuring that outcomes are appropriately developed into strategic and operational planning, setting aspirational strategic targets and performance indicators
- Modelling entrepreneurial and innovative approaches to school improvement and leadership
- Challenging educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research for school improvement

Creating a culture which is deeply Christian, inclusive, nurturing and aspirational

- Through personal example, open commitment and clear action, value and celebrate the ethos of the Trust and ensure that its Christian values, ethos and vision are developed and maintained in all aspects of its work
- Articulating clear values and moral purpose, focused on delivering an outstanding teaching and learning culture for the students *they serve* based on our values and ethos
- Nurturing and developing the ethos and spirituality of a Christian community, enhancing the development of Religious Education and Collective Worship
- Ensuring high quality spiritual, moral, social and cultural development for all students to help them lead good and hopeful lives

Supporting a rich extracurricular life

- Facilitating student engagement and enabling students to make positive contributions to school life, e.g. through the development of an active and articulate student voice
- Inspiring and influencing others, within and beyond schools, to believe in the fundamental importance of education in young people's lives to champion the value of lifelong learning
- Ensuring that students are provided with opportunities to access cultural capital and broaden horizons wherever possible, with sports, the arts and music highly valued within the extra-curricular offer
- Creating opportunities for students to develop team and social skills, learning to work effectively with others and developing resilience through healthy competition

Investing in our people

- Encouraging team development and an ethos which enables everyone to work collaboratively and accept responsibility for shared outcomes
- Distributing leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account
- Leading a culture of professional learning and reflective practice and research, establishing a culture of open classrooms which is focused on sharing best practice
- Shaping the quality of the teaching profession through valuing the critical importance of high quality initial training, and leading sustained professional development
- Being responsible for implementing appraisal processes which provide a robust and positive framework for staff development and contributes to achieving high standards of professional development

Acting with integrity

- Provide motivational, inspirational and professional leadership, setting the highest expectations of self and others
- Ensure that NCEA Duke's School's systems, organisation and processes are in line with the Trust's policies and procedures being fit for purpose and promote the principles of transparency, integrity and probity
- Challenge underperformance and underachievement at all times and ensure the necessary actions are undertaken to address underperformance robustly

Serving our communities

- Under the direction of the CEO (Accounting Officer) and Director of Central Services (Chief Finance Officer), realising the Trust's vision and values through the equitable deployment of budgets and resources at NCEA Duke's, in the best interests of student outcomes and Trust's sustainability
- Ensuring that all liaison with external agencies is appropriate to needs and effective in supporting the personal and educational development of students
- Inducting effectively all new pupils and ensuring appropriate support structures and strategies are in place to secure a smooth transition into the phase from primary
- Continuing to develop positive and active relationships with the LA, DfE, local schools, the Church community education partners, businesses and further or higher education establishments to improve academic and social outcomes for all students
- Developing an effective partnership with parents and the wider community to support and improve students' achievement and personal development
- Developing innovative mechanisms to ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting student learning

General

- Ensure that the school is compliant with current legislation and guidance at all times.
- Undertake such professional development as is required by the evolving nature of the post
- Undertake any other such duties as may, from time to time, be reasonably required by the CEO
- The role is subject to the current conditions of employment and the standards for Headteachers stipulated in the School Teachers' Pay and Conditions Document.

NCEAT is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and safeguarding training. Senior members of staff are required to undertake Safer Recruitment in Education training.

Person Specification

(As evidenced in application form and interview, E: Essential D: Desirable)

Qualifications and Professional Development	
Qualified Teacher Status (QTS)	E
Honours degree	E
Evidence of continuous professional development relevant to the role of Principal	E
Safeguarding, Safer Recruitment and Child Protection Training	E

Experience	
Experience as a Headteacher or Deputy Headteacher (or equivalent) in a secondary academy or school	E
Significant successful leadership experience in one or more schools in challenging circumstances	D
Proven track record, as a senior leader, of raising the standards of teaching, learning and achievement at Key Stages 3 and 4	E
Evidence of implementing a vision and strategic plan across the whole school, identifying priorities, quality assuring processes and evaluating the impact	E
Experience of working in a Church of England school or academy	D
Experience of improving the curriculum and bringing innovative ideas to teaching and learning resulting in demonstrable impact	E
Experience of operational school management in areas such as Health and Safety, finance and risk	D
Experience of working effectively with the local community	E

Skills, abilities and knowledge	
Knowledge of the legal framework within which Academies and schools must operate, particularly in relation to safeguarding	E
Knowledge and understanding of the unique context of a Church school	D
A detailed knowledge and understanding of the secondary accountability framework and the current Ofsted Framework and its implications for schools	E
Well-developed skills in data analysis and strategic planning required for raising educational	E
Ability to lead improvement initiatives that have a demonstrable impact on student attainment	E
Ability to communicate easily, sensitively and effectively, both orally and in writing, to a range of stakeholders	E
Ability to effectively prioritise and plan for self, others and the organisation	E
Ability to problem solve and think creatively when dealing with complex issues	E
Ability to manage and empower others to maintain behaviour for learning	E
Ability to lead the design and development of an innovative curriculum	D
Ability to lead and support teams, inspiring confidence and commitment	E
Ability to work co-operatively with the CEO and in partnership with other schools in the Trust	E

Personal attributes	
Highly motivated to make a difference to the lives of our children and young people so that every child achieves his or her potential	E
Passionately committed to safeguarding and the welfare and wellbeing of children and young people, with willingness to undergo appropriate safer recruitment checks, including enhanced DBS checks.	E
A commitment to the Christian ethos of the School and Trust	E
Compassionate, tolerant and honest	E
Act with authenticity and integrity to improve standards	E
Great sense of humour, used to good effect in leadership	E
Enthusiastic, energetic and resilient, able to work under pressure effectively	E
Act with humility and as a team player by serving others both in Duke's and across NCEAT	E
A willingness to model the values and vision of NCEAT and to challenge, motivate and inspire others to achieve them	E



Application Process

The role will commence on 1st September 2020

Application forms are available on the Trust website at

<http://smartfile.s3.amazonaws.com/ncea-trust/uploads/2018/11/C-NCEA-Trust-Application-Form.doc>

You are also invited to submit a letter of up to 2 sides of A4 in support of your application. This should be attached on separate sheets and written in black ink or typed (11 point font).

Your completed application form and supporting information should be returned to Tracey Cook, HR Director at tracey.cook@ncea.org.uk

The **closing date** for applications for this post is **24th February 2020 at 12 noon**

Interviews will take place on 5th and 6th March 2020.

To discuss the role further, candidates can contact Tracey Cook, NCEAT HR Director via email at tracey.cook@ncea.org.uk or phone 01670 816111 ext. 380

For the opportunity to visit the school prior to application please contact Lesley Dalby, Executive Assistant to CEO via email at lesley.dalby@ncea.org.uk phone 01670 816111 ext. 368

The Northumberland Church of England Academy Trust, Academy Road, Ashington, Northumberland, NE63 9FZ

