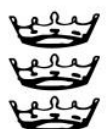




## St Mary Redcliffe C.E. Primary School Principal Recruitment Pack

Start date: 1<sup>st</sup> January 2018.

Application closing date: noon on Monday 18<sup>th</sup> September, 2017.





# Welcome to St Mary Redcliffe C.E Primary School

## Our Ethos, Vision and Values

St Mary Redcliffe C.E Primary School aims to provide a happy, safe and exciting learning environment where all pupils can thrive and develop their skills for life. Our vision for everyone to **'Aspire, Learn and Achieve Together'** underpins everything that we do.

Our vision, founded on Christian values, is that:

- Children are supported to appreciate and understand their skills and what they could do in the future.
- Children foster a life-long love of learning
- Children achieve their potential spiritually, socially, emotionally, creatively and academically.
- Children play an active part in their community and understand their own and others' roles within it.

Our core values are:

- Respect
- Compassion
- Unity
- Trust
- Hope
- Thankfulness

## Our School Profile

St Mary Redcliffe C.E Primary School is much larger than the average-sized Primary School.

There are 454 pupils from age 4- 11 on the school roll, including a 40 place Nursery offering 2.5 days per week.

Traditionally the school has a fairly stable population, serving the diverse communities of Windmill Hill, Victoria Park, Totterdown, Bedminster and Redcliffe. Currently 48% of the pupils are from minority ethnic backgrounds using over 19 home languages and 33% at KS2 have English as an additional language. 36% of pupils are eligible for Free School Meals. 17% are on the SEN register with 0.7% having an EHC Plan.

Attendance - 95% (targeted at 96.5%)

Ofsted Inspection - October 2016 – Inadequate – Special Measures

SIAMS Inspection - July 2013 – Good

Further information about the school can be found on our school website: <http://www.stmaryredcliffeprimary.co.uk/>



## Our Family

On 1<sup>st</sup> July, 2017 we converted to an academy, becoming part of the Diocese of Bristol Academies Trust (DBAT), a highly regarded and well-established church-led Multi-Academy Trust for church and community schools in the Bristol Diocese. The Diocese covers 4 local authority areas: Bristol, South Gloucestershire, Wiltshire and Swindon and brings together schools from diverse communities to collaborate and innovate to create the best possible learning opportunities for all pupils; a work-place of choice for staff; and a welcoming family of schools working supportively within our communities.

The Trust has been involved in our school since January 2017, prior to our conversion, to support our school community not only in becoming part of the DBAT family, but also in ensuring that our school development is well supported and leads to rapid school improvement. As part of this development we have followed a focused action plan to meet the requirements of the Ofsted judgement and our own school development plan. We are working to focused intervention programmes for Maths and English; have restructured our Leadership and Management Team to provide a stronger Senior and Wider Leadership team with dispersed leadership across the school; and, we are embedding processes for the strengthening and development of behaviours for learning.

We have now joined a family of 10 schools from across the Diocese – a mixture of new schools, converter and sponsored academies, creating dynamic collaborative links that will impact positively on teaching and learning, work-life balance, learning outcomes and in further developing our school within our community. Being part of the Trust enables us to build on and extend the scope of our work, enabling everyone in our school to benefit from an even wider range of expertise, partnership links, and opportunities from across our strong learning community.



Seagry



Christian Malford



Somerfords' Walter  
Powell



Lydiard Millicent



Ridgeway Farm



Tadpole Farm



South Marston

## DBAT – Our Mission as Sponsors

**Mission Statement: *Authentically Christian: nurturing excellence and serving communities.***

The Diocese of Bristol Academies Trust's (DBAT) core purpose is to:

- focus on improving the educational experiences, employment prospects and life chances of young people, especially those from disadvantaged socio-economic backgrounds;
- demonstrate that children's life-chances are improved when their formal education is within the context of an Academy that is founded in the Christian tradition, establishes an ethos that is authentically Christian and embraces the very best practices in teaching, learning, leadership, management and safety;
- accelerate students' levels of attainment and achievement, and raise student, teacher and parental aspirations and ambitions;
- help to create more cohesive communities, enhancing opportunities for social mobility by striving to eliminate the attainment gap between students from disadvantaged backgrounds and young people who by circumstances of birth and inheritance take for granted their automatic right to a good education
- transform the overall performance of underperforming schools (especially in deprived areas), helping to improve and innovate in all aspects of teaching, learning and leadership and promoting the development of future leaders

### Vision

DBAT aspires to transform the educational landscape of the Diocese, working with all church academies (including educationally under-performing academies in disadvantaged socio-economic areas) to accelerate student attainment and contribute to community cohesion – transforming academy performance and students' life chances through excellent leadership.

### Values

DBAT adopts the Diocesan values for schools: Families of schools collectively meet all students' needs and are based on the fundamental belief that all students can achieve, succeed and thrive; ensuring that each student fulfils their unique God-given potential; and acknowledging that it is our job to ensure that this happens.

- Families protect all their member schools
- Families of schools meet the needs of all employees
- Families facilitate knowledge transfer
- Families distribute innovation
- Families save time and money
- Families ensure that all students can achieve, succeed and thrive
- Families deal effectively with special educational needs
- Families support new and existing leaders
- Families embed the capacity to improve/manage change
- Families build leadership capacity and succession
- Families aid the integration of Children's services

All parties are valued equally within the DBAT family.





## Principal Job Profile

Job title:	<b>Principal</b>
Hours:	<b>Full-time</b>
Salary:	<b>ISR Range 25 – 28 (£70,349 - £75,708)</b>
Academy:	St Mary Redcliffe Church of England Primary School, Bristol
Reports to:	Directors of the Diocese of Bristol Academies Trust Local Board of Governors

### Function of the post

In partnership, the post holder will provide strategic leadership and direction, ensuring an approach where teaching is consistently good or better. Fostering confidence, ambition and motivation in staff to promote and deliver a positive, exciting and relevant learning experience for pupils, the post holder will also engage and enthuse parents for the benefit of the pupils and Academy. For future growth and sustainability the post holder will develop a strategy that secures a robust financial position and through close collaboration, will promote community engagement and contribute to the success of the Diocese of Bristol Academies Trust (the Trust).

### Principal Accountabilities

- Working with the Trust, the Local Board of Governors and other parties, develop and implement a strategy that will ensure good and outstanding outcomes from the outset, in an environment that pupils find challenging, enriching, rewarding and fun;
- Develop a strategy and structure that will create robust academy management systems, policies and processes to support effective academy management. With a seamless approach to provision for future growth, the strategy will align to the values and ethos of the Trust;
- Take overall responsibility for the effective operational leadership, management and conduct of the Academy whilst working in partnership with the Trust, the Local Board of Governors and other key stakeholders;
- Build and promote engagement within the St Mary Redcliffe C.E Primary School area, with the Academy as a crucial hub and resource playing a full part in the life of the local community.

### Leadership and Development

- Provide vision, drive, inspiration and high expectations in order to establish and maintain an organisational framework that will support the continuous development of the Academy and build leadership and management capacity;
- Lead, challenge and develop a team that will support the values and priorities of the Academy, liberating and energising to enable innovation and creativity, that will lead to growth and continual, sustained development;
- Work with the Trust and the Local Board of Governors to create and implement a strategic plan that is underpinned by sound financial planning and quality assurance, within a local and national context that identifies priorities and targets, to raise the attainment levels of pupils and engage with pupils in relevant learning that is both positive and exciting
- Be accountable for the improvement of the quality of education provided at the Academy, whilst engaging and promoting collective responsibility within the academy community and contributing to the education service more widely;
- In liaison with the Trust, safely recruit and appoint suitably qualified teaching and professional services staff who, while being challenged, will be fully supported and inspired to engage with the vision and aims of the Academy. Staff will receive appropriate support that promotes continual

professional development and the sharing of skills and knowledge within the staff team for the benefit of the Academy;

- Monitor and evaluate practices, performance data and progress, preparing informative reports for the Local Board of Governors and the Trust to keep them fully informed about the management and achievements of the Academy, including information necessary for the Local Board of Governors and Trust to discharge their responsibilities;
- Assist the Trust and the Local Board of Governors in the creation, implementation, review and update of academy policies, ensuring that policies and practices take account of national, local and school /academy research and inspection findings;
- Contribute to the development of the Trust and Trust academies through the post holder and their staff being involved in, for example: mentoring, leading CPD, secondments in due course.
- Ensure St Mary Redcliffe C.E Primary School remains distinctively Christian (as a former V.C. school with a good SIAMS inspection assessment) offering a spiritual dimension to the lives of young people, within the traditions of the Church of England, while ensuring that the diversity of the school community is acknowledged and celebrated. The academy needs to be a safe place where there is no ideological pressure and yet Christian values are built into the ethos and the teaching with an understanding of and sensitivity towards those of other faiths and those of no faith.

### **Teaching and Learning Support**

- Lead the teaching programme of the Academy strategically and encourage best practice by developing a robust and effective performance management system that integrates professional learning and career progression within it;
- Ensure all staff are supported in delivering good or outstanding teaching, so that pupils develop excellent attitudes to learning; which will have a strong, positive impact on their progress with pupil progress at or above the national expectation;
- Act as a role model for innovative and engaging teaching, creating a learning environment in which staff are inspired and motivated to deliver high quality teaching that, along with robust assessment and other procedures, meets the needs of all pupils leading to improved learning outcomes and standards of education;
- Develop and apply appropriate teaching techniques, providing material that is current and which creates interest, understanding and enthusiasm amongst pupils;
- Show commitment to ensuring creativity, innovation and the use of appropriate technologies to achieve excellence.

### **Planning and Managing Resources**

In the National context of diminishing resources and funding:

- Lead the overall management of the Academy including resource management, budget management, business and programme planning and the strategic planning process. Procurement should demonstrate value for money and the financial accounts, controlled and managed in-line with financial regulations, all within the Trust's Scheme of Delegation (some services are procured and managed centrally across the Trust);
- Take responsibility for risk management, quality, audit processes, benchmarking and other external assessments for the Academy so the top 25% financial benchmarks can be achieved.
- Maintain accurate staff and pupil records, managing the resources of the Academy to ensure the needs of all pupils are accommodated, working with parents, carers and relevant agencies as required.

## **Communication**

- Communicate effectively with staff at all levels; pupils, parents, carers, visitors, DBAT colleagues and stakeholders;
- Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

## **Liaison and Networking**

- Develop links with external contacts such as other educational establishments, regulatory and professional bodies to foster collaboration and share good practice;
- Develop a community where parents and carers are valued and in which they have access to appropriate up-to-date information, enabling them to engage with and support their child's progress;
- Lead and develop networks for example by chairing or participating in Committees and groups that impact on the Academy;
- Support other schools/ academies within DBAT and the Diocese by sharing good practice amongst the family of DBAT Principals as well as promoting the benefits of the Trust to the wider community.

## **Teamwork**

- Lead fostering a positive culture which ensures that staff and stakeholders work together effectively for the benefit of the pupils;
- Build, lead and motivate a strong team to enable all staff to carry out their roles to the highest standard and work effectively together to deliver school improvement;
- Resolve conflicts effectively within and between teams.

## **Personal development, behaviour and welfare of students**

- Be committed to safeguarding all children and staff at the Academy, ensuring Safeguarding matters are always given the highest priority; 'Keeping Children Safe in Education 2016', school and Trust Safeguarding policy and procedures are rigorously adhered to
- Take responsibility for ensuring effective and competent management of positive behaviour, resolving pupil issues and ensuring support is in place as required;
- Create an atmosphere where staff and pupils feel safe and are valued and where all pupils' needs are supported;
- Provide first line support for colleagues referring them to sources of further help if required.

## **OTHER DUTIES:**

The post holder is required to undertake such other duties appropriate to the salary and content of the work as may reasonably be required. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. This job profile should be read in conjunction with Part 7 of the School Teachers' Pay and Conditions Document 2016 and the National Standards of Excellence for Headteachers (2015) document. Please note that in consultation with the post holder, the Diocese of Bristol Academies Trust reserves the right to update this job profile to reflect changes in, or to, this post.

## **Data Protection**

The post holder is responsible for ensuring that workplace responsibilities within the Academy are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

## **Health, Safety, Wellbeing and Safeguarding**

With reference to all relevant advice and guidance, ensure compliance with Health and Safety legislation and manage the security, upkeep and improvement of the Academy buildings to ensure an effective and safe environment that promotes the welfare and safeguarding of children and staff. Ensure that all staff are aware of their responsibilities and procedures for the health, safety, safeguarding and wellbeing of staff, pupils and visitors to the Academy.

## **Equality and Inclusion**

The Diocese of Bristol Academies Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation and to deliver and comply with its legal obligations detailed in the Equality Act 2010.

The post holder will take responsibility for implementing this policy locally and for behaving in ways that are consistent with fair and equitable treatment for all and take responsibility for their own learning and engagement with equality issues and actions and to consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity. Any breaches may lead to termination of employment

## **Sustainability and Environment**

The Diocese of Bristol Academies Trust is fully committed to sustainable development and environmental initiative. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will support the Academy in continuously seeking to find ways to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support these aims.

## **Right to Work**

Existing British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

## **Disclosure Service Certification from the Disclosure and Barring Service**

New members of staff will be required to apply for an Enhanced Disclosure Service Certification as part of the Trust and School's safe recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: [www.homeoffice.gov.uk/](http://www.homeoffice.gov.uk/)

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction(s).





## Person Specification

### Person Specification

The core purpose of the Principal is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The key criteria are likely to be as follows:

E=Essential D=Desirable

Evidence may be seen through A=Application I=Interview T=Task R=Reference

	Criteria for short listing and appointing: evidence of the following is required	E/D	Where seen? A/I/T/R
<b>Educational Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Is qualified to at least degree level.</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>Is a qualified teacher with QTS [qualified teacher status].</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>Headship, or equivalent experience.</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>Has NPQH qualification.</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>Commitment to promoting and monitoring the Christian ethos of the school.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Evidence of further advanced qualifications, training or experience.</li> </ul>	D	A
	<ul style="list-style-type: none"> <li>Recent and relevant professional development.</li> </ul>	E	A
<b>Qualities and Knowledge</b>	Able to demonstrate and give evidence of:		
	<ul style="list-style-type: none"> <li>Articulate clear values and moral purpose, based upon Christian principles, focused on providing a world-class education for the pupils they serve.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local Church community.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Being able to lead by example - with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Having a wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</li> </ul>	E	A/I

	Criteria for short listing and appointing: evidence of the following is required	E/D	Where seen? A/I/T/R
	<ul style="list-style-type: none"> <li>Being able to work with political and financial astuteness, within a clear set of principles centered on the Academy's vision, ably translating local and national policy into the school's Christian context, including knowledge of the Ofsted and SIAMs frameworks.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>The ability to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>A knowledge and understanding of the importance of effective practice in worship and RE is central to developing the school's distinctive Christian ethos.</li> </ul>	E	A/I
<b>Teaching and Learning Support</b>	<p>Able to demonstrate and give evidence of being able to:</p> <ul style="list-style-type: none"> <li>Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on all pupils' outcomes.</li> <li>Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum and extra curriculum opportunities, and to high levels of pupil well-being.</li> <li>Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</li> <li>Create an ethos, based upon Christian principles, within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other, with consideration of work-life balance; and, within which high levels of behavior and behavior for learning are expected at all times.</li> <li>Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</li> <li>Hold all staff to account for their professional conduct and practice.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/R</p>

	Criteria for short listing and appointing: evidence of the following is required	E/D	Where seen? A/I/T/R
<b>Planning and Managing Resources</b>	Able to demonstrate and give evidence of the ability to:		
	<ul style="list-style-type: none"> <li>Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour, based on Christian principles, in school and in the wider society.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Welcome strong governance and actively support the local board to understand its role and deliver its functions effectively – in particular its functions to set Academy Targets and Key Performance Indicators drawing on and conducting relevant research and robust data analysis.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.</li> </ul>	E	A/I/T
<b>Leadership and Development</b>	<ul style="list-style-type: none"> <li>Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.</li> </ul>	E	A/I/R
	Able to demonstrate and give evidence of being able to:		
	<ul style="list-style-type: none"> <li>Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>Develop effective relationships with fellow professionals, colleagues in other public services and within the Church to improve academic and social outcomes for all pupils.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to develop a self-regulating and self-improving school.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>Shape the current and future quality of teachers in their school through high quality training and sustained</li> </ul>		

	Criteria for short listing and appointing: evidence of the following is required	E/D	Where seen? A/I/T/R
	professional development for all staff.	E	A/I
	<ul style="list-style-type: none"> <li>Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.</li> </ul>	E	A/I/T
	<ul style="list-style-type: none"> <li>Inspire and influence others - within and beyond their school – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.</li> </ul>	E	A/I

## The Application Procedure

Candidates should complete the application form available from the Eteach and/or TES website and return it electronically to Eteach/TES, via the site. Applications must be **received no later than noon on Monday 18<sup>th</sup> September, 2017**. For further information or guidance on the application, please contact Anna Sfakianakis at the Diocese of Bristol Academies Trust on [Anna.Sfakianakis@bristoldiocese.org](mailto:Anna.Sfakianakis@bristoldiocese.org) or **0117 906 0100**.

### Application Form Completion

Please focus the reasons for your application on the essential criteria within the Person Specification outlined in the Job Profile. Providing evidence as to how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile. All gaps in employment must be accounted for.

### Selection Procedure

The shortlist will be drawn up soon after the closing date and the selection process and interview will take place on the **27<sup>th</sup> and 28<sup>th</sup> September, 2017**.

### Equality Monitoring

All applications will be required to complete an Equality Monitoring form.

### Receipt of Application

Applications are acknowledged by Eteach/TES within three working days of receipt. If you do not receive an acknowledgement within this time, please contact Eteach/TES directly, or Anna Sfakianakis on [Anna.Sfakianakis@bristoldiocese.org](mailto:Anna.Sfakianakis@bristoldiocese.org) or **0117 906 0100**.

### Discussion

If you wish to discuss this post in any more detail prior to applying, please contact John Swainston ([John.Swainston@bristoldiocese.org](mailto:John.Swainston@bristoldiocese.org)) or Jeremy Piper ([Jeremy.Piper@bristoldiocese.org](mailto:Jeremy.Piper@bristoldiocese.org)) on 0117 906 0100.

### Safeguarding

***The Diocese of Bristol Academies Trust is committed to equal opportunities, safeguarding and promoting the welfare of children and expects all staff to share this commitment acting with integrity and honesty at all times. The successful candidate will be required to have an enhanced DBS check and all relevant employment checks.***