

Information for Applicants

School	<i>Gossops Green Primary School, Crawley</i>
Required	April 2018
Salary	L21-27 (fringe)
Closing Date	Monday 27 th November, 9am
Interviews	Wednesday 6 th & Thursday 7 th December 2017



Welcome

Dear Applicant

Appointment of Principal at Gossops Green Primary School

We are delighted that you are interested in this exciting post. The role becomes available in April 2018, at which point the current Headteacher, Dawn Martin, will be moving into a post working centrally within the Trust. You will find a good deal of information on our school and Trust websites to support your thinking about an application, but we wanted to make a number of additional points here.

Following a careful selection and due diligence process, *Gossops Green* chose to join *The Collegiate Trust* and formally converted on 1st November 2016. At that point the school held a *requires improvement* judgement from OFSTED, but clearly had many established strengths; we are confident that when the school is next inspected we will be judged to be at least *good*. This continued improvement has resulted from the focus and hard work of the staff team, the unwavering commitment of the *Local Governing Body*, and the ongoing support of the Trust – and of course the wonderful children who make up our school. Standards at Key Stage 2 improved significantly in 2017 and our work is focused on sustaining this in the coming years.

The new Principal will inherit a first rate team of staff and we are looking for an individual who will provide inspirational leadership of our ambitious teaching and learning agenda. The successful candidate will also become part of the Trust's *Executive Leadership Group* and will have the opportunity to contribute to wider developments, ensuring our work remains focused on delivering high quality collaboration for the benefit of all of our staff, pupils and students. The first day of the appointment process will take place at our Trust host school at *Riddlesdown Collegiate* in Croydon, and the second day at *Gossops Green Primary School*; the programme is designed to allow you to understand the qualities and expectations of our Trust, and to get to know the potential of the school you will lead if successful.

In considering taking on such a key role in a school we think it is crucial that you visit and see first-hand the quality of our staff, pupils and facilities. Therefore we are keen that all candidates should take up our invitation to one of the two scheduled opportunities listed later in this pack before applying; this will be an opportunity to meet the CEO and the current Headteacher, and to undertake a short tour. To register for one of these visits, please email the Business Manager on pknights@gossopsgreen.com.

We hope that after reading the information provided here, researching the Trust, visiting the school, and reflecting on the tremendous opportunity this role offers, that you will submit an application. Should you choose to do so we look forward to receiving and considering it fully.

Yours sincerely

C. Crunden

Chris Crunden

Chair – Local Governing Body



Gordon Smith

CEO – The Collegiate Trust

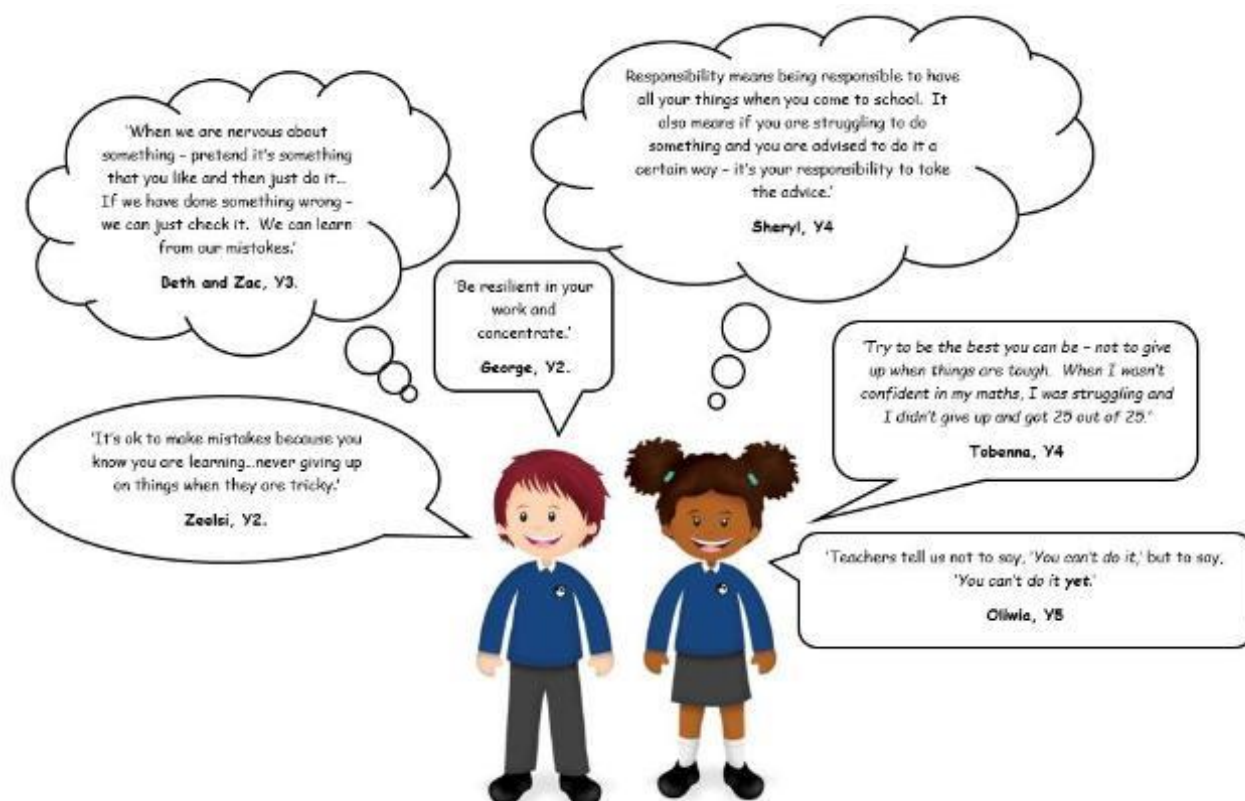
Key Information

Gossops Green Primary is a large school with the expansion to 3fe from 2.5fe now through to Year 3; we expect the roll to increase from 565 to 630 pupils in the coming years. All of the capital expansion and improvements are completed to facilitate this growth.

Teachers	28.5
Education Support	17.5
Administration & Learning Mentors	8.6
Premises	1

Our school benefits from a talented and highly committed team of staff, with a strong combination of experienced and newer colleagues. The development of staff is a key feature of our work and we collaborate closely with other local schools and across our Trust.

Reception	83
Year 1	89
Year 2	83
Year 3	90
Year 4	74
Year 5	74
Year 6	72
Total	565



AIMS

- Respect
- Enjoy
- Achieve
- Learn
- Keep it REAL

SCHOOL CHARTER

- Always be safe and sensible
- Be kind to others
- Care for our school
- Do our best

The *Senior Leadership Team* is an experienced and well established group which oversees key strategic areas of work in the school. They are supported by a team of *Phase Leaders* who coordinate work within and across year groups, monitoring pupil progress and the quality of teaching.

The new Principal will work with a talented and ambitious team, with excellent support from the Trust's *Director of School Improvement* and CEO.

Headteacher	Dawn Martin
Deputy Head	Sarah Dunne
Assistant Head	Mark Warwick
Assessment	Debbie Bullen (0.6fte)
SENDCo	Catherine Humphrey (0.6fte)
Business Manager	Pauline Knights

Year Group	Area	2017
Reception	GLD	72%
1	Phonics	87%
2	RWM	57%
6	RWM	50%

Standards across the school are improving rapidly, particularly at Key Stage 2, although they are not yet where they should be or where we want them to be. Our focus is therefore to continue building high quality practice to deliver great progress in every year group. The attitudes and behaviour of our pupils are excellent and they see the school as a safe, welcoming and nurturing environment.

You can find out more information about our school, our host school and our Trust at the following websites:

www.gossopsgreen.com

www.riddlesdown.org

www.tct-academies.org

Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education delivers excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green* was the next school – and the first primary – to join the Trust and will be followed by *Waterfield Primary* (also in Crawley) on 1st March 2018; this will bring us to almost 3000 pupils and over 300 staff. We also have approval to develop a primary free school in Croydon / Sutton, and are discussing with a number of other schools the opportunities that exist within our Trust.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *COO, Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Job Description

Purpose of the Post:

Under the direction of *The Collegiate Trust* (the Trust), in partnership with the Local Governing Body (LGB), with oversight of the work of all staff and pupils; to lead the development of *Gossops Green Primary School*

To deliver high quality teaching and learning, excellent personal and social development of students, and high quality outcomes

To implement all legal and Trust requirements to maintain a safe and secure learning and work environment, acting as the Designated Safeguarding Lead (DSL)

To implement the Trust's *Scheme of Delegation*

Accountable to:

The CEO and the LGB

Key areas of responsibility:

To carry out the duties of Principal as required by the Trust and as part of the Executive Leadership Group of the Trust.

(Some aspects of this job description may be delegated to other members of the SLT)

1. Leading the Staff Team at Gossops Green

- a) communicating vision and direction and ensuring that the Trust's and the School's aims are implemented
- b) developing the aims and objectives of Trust policies, managing the resources, monitoring progress and ensuring consistency throughout the school
- c) anticipating future developments in education and ensuring that the school SLT, wider staff and LGB is kept fully informed of national policies and proposals
- d) monitoring, evaluating and improving teaching and learning, thus raising standards of achievement
- e) developing systems of care to support the personal development of all pupils, ensuring equal opportunities are available to all
- f) developing and monitoring the school's Behaviour Improvement Policy, promoting common high standards of courtesy and conduct and dealing with major disciplinary problems, including exclusions

2. Whole School development planning

- a) working with and being accountable to the CEO and the Trust in the preparation of policy and planning
- b) taking responsibility for the production of the School Development Plan
- c) understanding the MAT context in which the school operates and making sure that Gossops Green is actively contributing to the wider Trust

3. Staffing planning and staffing structure

- a) recruitment, selection and retention of teaching and support staff
- b) appointment of staff in accordance with the Trust's policies, legal requirements for safeguarding, the delegated budget and the terms and conditions of the current Trust contract

- c) managing the efficient and effective deployment of staff, making best use of skills and experience to maximize learning across the school
- d) creating and maintaining good working relationships with the staff
- e) promoting staff development through induction, in-service training and continuing professional development
- f) implementing the Trust Appraisal & Capability Policy
- g) monitoring staff performance, including that of senior staff, and taking remedial or disciplinary action where appropriate

4. Curriculum planning

- a) maintaining a comprehensive knowledge and understanding of current trends and developments in curriculum and assessment, developing the knowledge and skills of the staff team and briefing the LGB
- b) taking overall responsibility on behalf of the LGB for the school's curriculum policy and developing the quality of teaching and learning
- c) with the staff determining, implementing and reviewing the curriculum, ensuring breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs

5. Financial planning and resource management

- a) taking overall responsibility with the LGB for the school's delegated resources
- b) within the remit set down by Trust in the *Financial Handbook and Procedures* and the *Scheme of Delegation*, to manage funding, including preparing and monitoring the budget, matching the needs of the staffing and curriculum to the budget; at all times operating within the requirements of the Academies Financial Handbook
- c) overseeing the teaching and learning facilities of the school

6. Provision of professional advice to the LGB

- a) keeping abreast of current trends and developments in education and assessment, including legislation and briefing the LGB
- b) providing the LGB with a written report of the school's activities each term
- c) assuring the LGB of value for money from Trust support and services

7. The Trust in the Community

- a) acting as the public face of the school
- b) promoting good public relations through communication with parents and the local community
- c) promoting the interests of the school in the wider community
- d) promoting the work of the Trust
- e) establishing and developing effective links and liaison with other academies within the Trust

Person Specification

The Principal must have a demonstrable and highly credible ability to lead a large staff team, and to work with Governors, Directors and peers. You should demonstrate in your supporting statement how you demonstrate this.

Please also outline the ways in which and the extent to which you meet each criteria. If you do not match a particular criterion, please describe the professional learning you would expect to undertake and the support you would like to receive.

Experience

Highly effective senior leader in a successful or improving school

Improving outcomes for learners

Improving teaching across a staff team

Effective implementation of whole school policies and procedures

Budgetary and financial management that delivers best value

Leading and managing a significant staff team to deliver high quality learning

Working in partnership

Knowledge

Effective teaching & learning and wider school improvement strategies to deliver rapid progress, including for vulnerable groups

Primary curriculum, pedagogy and assessment mechanisms

OFSTED processes

H & S and other statutory processes

Safeguarding

Understanding

The wider educational policy environment

Funding rules and mechanisms

HR requirements and systems

Professional Qualities

Evaluative skills to assess the quality of a school's work

Exceptional oral and written communication skills

Role model

Schedule for Appointment

Advert	Friday 10 th November 2017	TES
School Visit	Thursday 16 th November 2017	11.00–12.00
	Monday 20 th November 2017	11.00-12.00
Closing Date	Monday 27 th November 2017	09.00
Invitation to Interview	Friday 1 st December 2017	

Selection & Interview Process

Day 1 Wednesday 6th December 2017 09.00-13.00
(at Riddlesdown Collegiate)

Day 2 Thursday 7th December 2017 08.00
(at Gossops Green Primary School)