

# **King Edward VII Academy**

## **Principal Recruitment Pack**



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## **Welcome from the CEO of Eastern Multi Academy Trust**

Dear Candidate,

Thank you for interest in the post of Principal at King Edward VII Academy. KESA as the academy is known locally is part of the Eastern Multi-Academy Trust which consists of 15 schools across West Norfolk, Thetford and Suffolk. The Trust includes two secondary and 13 primary academies with KESA being the largest academy in the Trust.

King Edward VII Academy has a long and distinguished history being founded in 1510. It became an academy in 2014. Since then it has had one Ofsted inspection in June 2017 which judged the academy to be requiring improvement. The school has close links with the monarchy. Since 1864 a gold medal has been awarded to the best scholar, today this is the student with the best "A" level results. In most cases the student accompanied by the Principal receives this medal at a private ceremony at Sandringham House.

King Edward VII Academy is a special school that plays a vital role at the centre of King's Lynn. Our ambition for King Edward VII is high and there is much further work to be done to help the Academy become the institution we want it to be. Progress needs to accelerate further, the behaviour of a small group of pupils is still not good enough and outcomes for disadvantaged pupils are too low.

Our Trust is based around the values of Empower, Motivate, Aspire and Transform and we are determined to provide the new Principal with the opportunity to lead the academy to the next level. Outstanding support is provided by strong Finance and Human Resources teams.

As a Trust we are fortunate to have Kevin Blakey as our Director of Secondary Education, he will work with the new Principal to provide appropriate support and challenge so that our goals for the Academy can be achieved.

The recent inspection at KESA's sister school, King's Lynn Academy highlighted just how effective this support can be.

I really hope you consider applying to lead this fabulous school. We offer you a hardworking and dedicated staff, a Trust that will empower you to succeed and a community that is at the very heart of our town.

Duncan Ramsey (Chief Executive)



## About King Edward VII Academy

King Edward VII Academy is based in Kings Lynn, Norfolk. It is an academy that has over 1100 pupils with a PAN of 220 in Year 7 and presently 160 pupils in the small, traditional sixth form. There are seven forms of entry into Year 7.

King Edward VII is the previous grammar school in Kings Lynn, with a strong history of providing excellent education. The main school building was built in 1905 with strong royal links. It was built facing the rail line to Sandringham so that pupils could acknowledge the King as he travelled to Sandringham. There are various other blocks off the main building that have been developed over a period of time. Over £1 million has been spent on the building in the last 12 months to restore the traditional building. The site offers extensive playing fields and community access for sporting facilities in the evenings.

The academy retains strong links with Sandringham, with the highest performing pupil in Year 13 being awarded a gold medal. A tradition that continues to this day having started in 1864 by the then Prince of Wales, which typically involves a private ceremony at Sandringham.

Recent refurbishments have included the Porters Lodge, which will be used to offer onsite alternative provision to selected pupils in the academy. One of EMAT's priorities is to develop a five year estates plan with the new Principal to ensure that the academy has the facilities to help pupils and staff achieve the academic and social outcomes.

In the summer of 2018 academic outcomes improved. Progress 8 measures moved forward by +0.16, English and Maths outcomes improved by 11% at the percentage of pupils gaining a 4+ and 8% of the pupils gaining a 5+ in English and Maths. The sixth form outcomes also improved. In addition, over the last two years attainment 8 scores have increased by 6 points and the proportion of pupils moving forward into Key Stage 5, employment or further training has moved from below to above the national average

Despite improved outcomes, the progress results for the academy are in the fourth quintile nationally. One of the main strategic responsibilities will be to ensure that the curriculum and teaching and learning in Key Stage 3 allows pupils to achieve their potential upon entry at Key Stage 2 throughout their time at the academy.

Sixth form outcomes have improved again, the Trustees are keen for the academy to explore a more varied curriculum in Key Stage 5 for present pupils, and it is a key strategic element for EMAT as the Trustees have agreed to promote the King Edward VII sixth form as a EMAT sixth form with Kings Lynn Academy in the future.

Presently the academy is made up of a boy heavy cohort with 51% being male. There is also a growing EAL cohort, with 30% of the academy presently designated EAL. The largest number of EAL pupils is in Year 7 where 70 out of 208 pupils are classified as EAL. Again the academy has highlighted this as a key focus moving forward which EMAT is supporting.

<b>Post Title:</b>	<b>Principal</b>
<b>Location:</b>	<b>King Edward VII Academy, Kings Lynn</b>
<b>Reporting to:</b>	<b>Director of Secondary Education, Eastern Multi-Academy Trust</b>
<b>Salary:</b>	<b>Generous</b>

## **Role Specification**

You will successfully undertake the following responsibilities:

### **1. Vision and Ethos**

- Develop, communicate and implement the vision for the Academy in conjunction with the trust
- Develop the rolling 5-year strategy for the Academy and establish and implement its Annual Development Plan to deliver the short-term objectives
- Advance and uphold the values and ethos in the Academy and into the community

### **2. Curriculum and Teaching and Learning**

- Take responsibility for raising academic standards and ensure the provision of a high quality, relevant and dynamic curriculum which is increasingly personalised to meet the needs of students
- Ensure that performance in external examinations is consistently good at all levels and that student progress is among the best nationally
- Put in place appropriate assessment for learning solutions which manage agreed targets, records performance and reports achievement in innovative ways
- Provide outstanding provision for gifted and talented students, those with English as an Additional Language and those who find learning difficult
- Develop Teaching and Learning to a very good or excellent level

### **3. Staffing**

- Provide exemplary leadership to the Senior Leadership Team; introducing plans to ensure its effectiveness
- Take action to ensure a high level of staff morale and ownership of the academy's values and policies
- Provide high quality training and development for all staff which empowers staff at all levels to lead and initiate improvements
- Develop a high-quality Leadership Team

- Implement rigorous performance management and quality assurance systems including objective setting and development targets
- Appoint appropriate technical, clerical and teaching-support personnel
- Efficiently deploy staff, operating within pay cost targets

#### **4. Student Welfare**

- Devise a high-quality pastoral structure to ensure all students fulfil their potential
- Ensure that good conduct and discipline is maintained and acceptable standards are understood and applied consistently
- Create an atmosphere of respect, recognition, celebration and mutual support in the Academy which promotes equality within and values the diversity of the school community

#### **5. Policy and Practice**

- Maintain and develop appropriate policies and procedures for the Academy following necessary and appropriate consultation
- Ensure the Academy's policies are up to date and reflect current thinking
- Ensure that Directors are aware of their legal responsibility for policies

#### **6. Governance**

- Support the Sponsors and Directors in the governance of the Academy to meet the requirements of a charity and limited company
- Advise and report to Directors, wherever appropriate, to ensure strong accountability
- Subject to election serve on the Trust's Board and its Committees as appropriate
- Contribute to the Trust's Annual Report

#### **7. Financial and Administrative Procedures**

- Maintain appropriate financial procedures and management systems
- Ensure that the budget is set and presented appropriately to Directors and Governors
- Manage the budget, ensuring that expenditure is contained within it
- Maximise the use of grants and other fund-raising opportunities

#### **8. Partnerships and Promotion of the Academy**

- Ensure that partnership working remains a strength of the Academy and enhances the opportunities available to students and the community
- Put in place liaison and joint working arrangements with partner primary schools
- Create links with other learning establishments to maximise opportunity for students
- Work closely with employers
- Maintain a high-profile image of the Academy in high quality public presentations
- Prepare excellent promotional material including an Academy prospectus

- Manage the media to give a positive outlook for the Academy

**9. Parents, Carers and the Wider Community**

- Provide a wide range of opportunities for parents to be involved with the Academy
- Ensure that appropriate, frequent and consistent contact with parents is maintained
- Develop the community partnerships of the Academy, such as those in sport and the arts

**10. Extra-Curricular Activity**

- Encourage wide ranging extra-curricular activity
- Involve all students in such activities
- Introduce internal and external certification recognising extra-curricular involvement

**Other features of the Post:**

This Job Description is not definitive or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Prepared By:

Received By:

Date:

Date:

## Person Specification:

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-

A = Application    I = Interview    P = Presentation    T = Test

	Essential	Desirable	Assessment Stage
<b>QUALIFICATIONS</b>			
Degree and QTS	√		A
Higher degree		√	A
National Professional Qualification for Headship (Recommended) <b>OR</b> Existing Headteacher/Principal <b>OR</b> recently served as a substantive Headteacher/ Principal or as a Deputy Head or Vice Principal	√		A
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>			
Successful substantive experience at Senior Management level within a secondary school	√		A
Experience of successful and cooperative working as a member of a team	√		A
Experience of the successful leadership of change	√		A/I
Experience of improving teaching and learning	√		I
Experience of ensuring the successful implementation and promotion of safeguarding procedures	√		I
Up to date knowledge and understanding of the curriculum at KS3 to KS5 and Ofsted requirements	√		A/I
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>			
Ability to communicate clearly and accurately verbally and in writing	√		I
Ability to lead and inspire staff, parents and children	√		I/T



Ability to analyse and evaluate school self-evaluation processes including the use of external and internal data in order to accurately prioritise strategic leadership objectives	√		I/T
Ability to produce and implement Academy based policies and procedures including safeguarding and PREVENT	√		I/T
<b>OTHER REQUIREMENTS</b>			
Understanding of, and ability to comply with and implement the requirements of safeguarding/Child Protection	√		I
Ability to travel	√		A
Ability to work flexibly outside normal hours if necessary	√		A

## How to Apply

Please complete the online application found on our website by 3pm on Friday 18 January 2019.

The direct link for the advertisement is;

[https://cwaacademytrust.ciphr-irecruit.com/templates/CIPHR/jobdetail\\_2513.aspx](https://cwaacademytrust.ciphr-irecruit.com/templates/CIPHR/jobdetail_2513.aspx)

For an informal discussion or for further information regarding this post or the Trust please contact Gemma Everitt on 01553 611807 or [gemma.everitt@eastern-mat.co.uk](mailto:gemma.everitt@eastern-mat.co.uk) in the first instance.