
Information Pack

Position:	Principal – Longford Primary Academy
Number on Roll:	374 including 60 place nursery
Pay Range:	Individual Scale Range L18 - L24
Responsible to:	The St. Bart's Academy Trust

This pack contains

- Brief outline of the school
- Job description
- Person specification
- Information on selection process

Longford Primary Academy provides education for 3-11 year olds and is situated in the heart of Cannock, Staffordshire. It serves an area of above average deprivation. The school will convert to an academy in the St Bart's Academy Trust before the successful candidate takes up post. Prior to conversion, the school was Ofsted rate as Requiring Improvement. The Academy is now ready to take the next steps on its journey to provide high quality learning for all its young people. The St. Bart's Academy Trust is looking for a high quality, committed school leader to take it to the next level.

We need a leader who is passionate about education. With your focus and enthusiasm, you will motivate the whole team and bring a real excitement for learning. We have a diverse intake, and your experience of working in a challenging urban context will be essential, as will a strong track record of delivering sustained and rapid improvements.

This is your opportunity to make a real difference, not only to our school, but to education right across the area. You will be tasked with delivering consistently high quality teaching and learning for all and ensuring all our children are stretched to reach their full potential.

Principal Duties and Responsibilities reflecting current priorities

Commitment to Safeguarding and promoting the welfare of children and young people

Strategy

- Formulating the aims and objectives of the School, as well as the overarching Educational Principles.
- Producing and implementing the School Development Plan, setting strategic targets and performance indicators.
- Ensuring the School is an integral part of the Trust and serves as a model of the community transformation.
- Leading and inspiring the staff by his/her example and encouraging them to achieve the highest standards at all times.

Staff

- Ensuring that the School is adequately and appropriately staffed, recruiting as necessary in accordance with HR policies and procedures.
- Encouraging team development and an ethos which enables everyone to work collaboratively and accept responsibility for shared outcomes across the full age range.
- Managing the deployment of all staff; delegating duties as appropriate to his/her senior colleagues and, in particular, making arrangements in the event of his/her absence from the School/Academy.
- Ensuring that all staff (teachers and support staff) at the School receive appropriate information and training to enable them to carry out their professional duties.
- Overseeing and reporting regularly on performance management within the School to the Governors, making certain that adequate training and development opportunities are made available to all staff, and ensuring the recruitment and retention of high-calibre staff, as well as appropriate action where performance is unsatisfactory.
- Working with the Trust assessing teachers according to the arrangements published from time to time in the “School Teachers’ Pay and Conditions” documents to determine their progress on the national pay scales, in line with an agreed Performance Management Policy. Also ensuring that support staff are afforded similar progress in line with an agreed Performance Management Policy relevant to them.

Pupils

- Ensuring that the School has in place an effective system of pastoral care for all pupils; providing appropriate support, encouragement, advice and guidance in respect of course choice and the transition from the School to the secondary phase of education, as well as their personal and spiritual development.
- Ensuring pupils' learning and progress is effectively monitored, recorded, reported and celebrated, and that pupils experience continuity and coherence in all their learning experiences across the curriculum and the entire age range.
- Providing all pupils with a personalised and relevant curriculum which meets their needs and which includes particular support for those with learning difficulties or those who may be particularly gifted and setting challenging targets for all.
- Creating ways for pupils to be actively involved in the School decision-making process and for their views on the learning process to be listened to and respected.
- Providing ample opportunities to enhance their learning by participating in enterprise activities, educational visits, and other extra-curricular activities.
- Determining strategies which ensure high standards of care, behaviour and attendance.
- Ensuring admissions are fair and inclusive, following the Local Authority policy.

Liaison with parents/carers

- Keeping in close contact with parents/carers and being available to meet with them at any reasonable time to discuss their children's progress or welfare.
- Sending them regular information about the School and providing reports on their children's work and progress - ensuring parents/carers have opportunities to discuss these reports with School staff.
- Creating opportunities for parents/carers to support the School through learning alongside pupils, helping with sports activities, accompanying trips, encouraging their children with their work and, if appropriate, forming a Parents'/Carers' Forum to assist the work of the School.

Curriculum

- Determining, organising and implementing an appropriate curriculum for the School encouraging the development of a "can do" culture; looking for innovative and creative solutions; and employing new technologies where appropriate; ensuring continuity and coherence across the full age range.
- Developing Personalised Learning Programmes for all our pupils, developing all their talents and abilities and widening their experience.
- Arranging for the construction of the School timetable to facilitate the above arrangements and to ensure that its wider curricular aims are met.

- Evaluating on a regular basis, standards of Teaching and Learning in the School and ensuring that high standards of professional practice are established and maintained.

Management of resources

- Allocating, controlling and accounting for those financial and material resources of the School which are the responsibility of the Head teacher and advising the Governing Body on the effectiveness of the day-to-day management.
- Ensuring the maintenance and development of the premises and grounds to ensure maximum practical use and to provide extensive facilities for use by pupils and members of the community throughout the day working with School administrative staff
- Ensuring that all contracts for site management are negotiated to “best value” and that performance against contract is reviewed on a regular basis.
- Having due regard at all times for the Health and Safety of all users and ensuring that appropriate Health and Safety responsibilities are understood by all.

External liaison

- Maintaining positive and active relationships with other primary schools, and other agencies in the area.
- Promote and develop positive working relationships with the St. Bart’s Trust and other academies within the academy chain.
- Ensure that the St Bart’s Trust has access to high quality monitoring and evaluation information pertaining to school performance, progress and standards.
- Developing further the good relationships already established with the Local Authority to promote coherent educational programmes within the area.
- Maintaining links with children’s services, the local police, churches, other faith groups and organisations involved in working with young people and the local community at large.

Person Specification

Qualifications	Essential	Desirable	How Identified
<ul style="list-style-type: none"> ➤ Qualified Teacher status ➤ NPQH accreditation, be working towards it or serving Head teachers who are exempt ➤ Evidence of regular and appropriate professional development and management at a deputy or head teacher level ➤ Evidence of regular and appropriate professional development in teaching practice ➤ Honours degree or equivalent 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	Application
Experience, Skills and Knowledge	Essential	Desirable	How Identified
<ul style="list-style-type: none"> ➤ Successful strategic leadership and management experience in schools for primary age children at a deputy or head teacher level ➤ Excellent working knowledge across full primary range 3 -11 ➤ Proven track record of raising educational standards. ➤ Experience of Inclusion and SEN provision in a primary school setting 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	Application / Interview
<ul style="list-style-type: none"> ➤ Proven effective line management and effective ability to lead people individually or in teams to work towards common goals ➤ Lead creative and innovative contributions to strategic plans that realise the vision and sustain measurable school improvement. ➤ Set and achieve ambitious challenging goals and targets. ➤ Communicate effectively with staff, children and parents 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Application / Interview

	Essential	Desirable	How Identified
<ul style="list-style-type: none"> ➤ Willingness to embrace innovative and traditional approaches to teaching and learning ➤ Experience of self evaluation and performance management processes ➤ Access, analyse and interpret appropriate data to monitor pupils' progress, set and achieve ambitious, challenging goals and targets. Identify areas for improvement with the focus on every pupil becoming a successful learner ➤ Sustain and develop flexible, comprehensive learning opportunities and strategies to meet the personal learning needs of every pupil and foster a culture of lifelong learning for all pupils ➤ Have experience and success of dealing with pupils with challenging behaviour ➤ Provide a clear understanding of the current educational issues and the ability to focus and deliver the core requirements 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	Application / Interview
Personal Qualities Developing Self and Working with Others			
Evidence of or commitment and ability to:-	Essential	Desirable	How Identified
<ul style="list-style-type: none"> ➤ Manage change, conflict and empower individuals and team ➤ Manage own workload and the work of individuals and teams effectively, providing support when necessary and delegating where appropriate ➤ Review the performance of staff, challenge and take action when performance is unsatisfactory, ensuring Continuing Professional Development for all ➤ Work collaboratively with others, within and beyond the school, to build an open, fair and equitable learning culture ➤ Demonstrate emotional intelligence, impact and presence, commitment, integrity, flexibility and enthusiasm ➤ Capacity for hard work and meet deadlines ➤ Emotional resilience in working with challenging behaviours and attitudes ➤ Ability to communicate complex initiative/information in easily understood terms to a variety of audiences 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Application / Interview

Appointment Process

Candidates selected for interview will be invited for a preliminary informal conversation with the CEO of the St. Bart's Academy Trust at Belgrave St Bartholomew's Academy, Stoke. ST3 4TP.

The closing date for applications is Monday 26th February 2018 at 12 noon. Shortlisting will take place on Friday 2nd March 2018.

The interviews will take place on Thursday 15th March 2018 from 9.00 a.m.

The location and timings will be given to candidates selected for interview. The CEO of the MAT will arrange an informal conversation with candidates prior to interview.

The interview day will comprise of a given presentation and a formal interview lasting about 80 minutes in total.

The candidate will give a presentation of no more than 20 minutes on:-

Longford Primary Academy: The Way Ahead

Candidates should consider their response in light of current legislation, local and national priorities and trends and the School's current and future circumstances.

Power point presentations should be brought on a pen drive.

After the presentation, the candidate will be formally interviewed for approximately 1 hour.

The panel will consist of members of the current Governing Board and the St. Bart's Academy Trust.