



**ALEC REED  
ACADEMY**  
PROUD TO LEARN



**APPLICATION PACK FOR THE ROLE OF  
ASSOCIATE PRINCIPAL -  
HEAD OF PRIMARY PHASE**

CLOSING DATE

WEDNESDAY 18TH MARCH 2026 AT 12PM

## What's inside?

Welcome Message 3

Our Key Values 4

Our Primary/Secondary Phase 5

Unique Projects: Academy Fields & Outdoor  
Education 6

Employability Hub 7

Exceptional Facilities 8

Professional Opportunities 9

Staff Benefits 10

Factsheet 11

Staff Testimonials 12

Letter from the Principal & CEO 13

Job Advert 14

Job Description 15

Person Specification 16

Leadership Structure 17

Contact Us 18

# APPLICATION PACK ASSOCIATE PRINCIPAL - HEAD OF PRIMARY PHASE



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

# WELCOME

## TO THE ALEC REED ACADEMY

### WELCOME MESSAGE FROM OUR PRINCIPAL & CEO, PHIL COSBY



## Our Learning

We're delighted you're considering joining our vibrant, diverse, and forward-thinking community in the heart of Northolt, where you'll be part of an all-through school, educating pupils from Nursery to Sixth Form. Our Primary Phase is a cornerstone of our success – nurturing curiosity and laying strong foundations for lifelong learning. This unique structure fosters collaboration and professional growth across all key stages.

Our mission is simple: unlock potential and inspire excellence—in students, staff, and the wider community. We provide an environment where everyone feels valued, supported, and empowered to succeed.

We invest in our people with extensive professional development, clear career pathways, and a workplace that champions innovation, wellbeing, and achievement.

This application pack introduces our values, vision, working environment, and the benefits of joining our team. We hope it gives you a clear sense of who we are and what we stand for.

We look forward to the possibility of welcoming you to our Academy community.

Warm regards,

**Phil Cosby**  
Principal & CEO

# KEY VALUES

## “PROUD TO LEARN”

Our motto is at the heart of what we aim to achieve within the academy. To us, a sense of social and moral responsibility is as important as academic success. We model and promote behaviour which treats and respects all people as unique, valuable individuals.

A strong feature of the academy is our focus on three core, guiding principles: Respect, Honesty and Kindness. These positive values and attitudes are a necessary prerequisite for success and we encourage our students to demonstrate these in school, at home and in the wider community. They are central to our daily expectations of students.

As an all-through academy for ages 3–19, we offer a seamless learning journey that nurtures confidence, resilience, and ambition. In our Primary classrooms, respect and kindness underpin every interaction, fostering a safe and joyful environment where young learners thrive.

Our aim is simple: to inspire a love of learning, encourage high aspirations, and prepare young people to become responsible, compassionate citizens who contribute positively to society. By working together—students, staff, and families—we create a community where excellence is not just expected, but achieved.



## RESPECT

## HONESTY

## KINDNESS

At ARA, we believe that a first-class education is the right of every child and we take immense pride in being a truly inclusive academy where every student feels welcomed, valued, and supported. Our purpose is to create an environment where every child can thrive, exceed expectations, and develop the confidence, skills, and cultural capital needed to lead a fulfilling life. We reject the notion that intelligence is fixed or that prior attainment creates a glass ceiling; with the right support, every child can achieve more than they imagined.

Everything we do is driven by our commitment to make the academy a better place for the children we serve, and this vision is lived and breathed daily by every member of staff and our trustees. By providing an education that empowers choice and agency, we ensure that our students leave us not only with academic success but with the resilience and ambition to shape their own futures.



# PRIMARY PHASE – A FOUNDATION FOR LIFELONG SUCCESS



At Alec Reed Academy, our Primary Phase is the cornerstone of our all-through provision. We believe that the early years and primary education set the stage for every child's future success, and we are proud to offer a nurturing, ambitious, and innovative environment for pupils aged 3–19.

## Our Vision for Primary Education

We aim to develop confident, compassionate learners who are ready for the challenges of secondary education and beyond. Through high expectations, innovative teaching, and strong partnerships with families, we ensure every child leaves our Primary Phase equipped with the skills, knowledge, and character to succeed.

## What makes our primary phase exceptional?

- **Inclusive and Aspirational:** Every child is valued and supported to achieve their full potential, regardless of background or starting point
- **Rich, Creative Curriculum:** We deliver a broad and balanced curriculum that inspires curiosity, creativity, and a love of learning, complemented by outdoor learning opportunities through our Academy Fields project
- **Strong Foundations in Literacy and Numeracy:** Our approach ensures mastery of core skills while fostering confidence and independence
- **Specialist Facilities:** Primary pupils benefit from purpose-built spaces, vibrant outdoor areas, and access to our Academy's state-of-the-art resources, including performing arts studios and sports facilities
- **Exceptional Pastoral Care:** Our dedicated team prioritises wellbeing, resilience, and personal development, creating a safe and joyful environment where children thrive
- **Seamless Transition:** As part of an all-through school, our pupils enjoy continuity from Nursery to Sixth Form, supported by shared expertise and collaborative teaching across phases.

# SECONDARY PHASE – SHAPING CONFIDENT, SUCCESSFUL PEOPLE

- Our Secondary Phase is a vibrant, ambitious, and forward-thinking community where students are challenged, supported, and inspired to achieve their very best. We offer a broad and engaging curriculum delivered by dedicated subject specialists who are passionate about nurturing curiosity, confidence, and academic excellence. Our classrooms, laboratories, creative arts spaces, and specialist facilities—including our outstanding sports, STEM, and performance environments—provide students with the tools and opportunities to excel both inside and beyond the classroom.
- High expectations underpin everything we do: our students are encouraged to take pride in their learning, behave with integrity, and contribute positively to Academy life. Strong pastoral care ensures every young person is known, valued, and supported, creating a culture where students thrive both academically and personally. As a result, our Secondary Phase continues to strengthen year on year, with a clear upward trajectory and a shared commitment to securing exceptional outcomes for all learners.
- Whether it's through academic stretch, leadership opportunities, enrichment programmes, careers guidance, or our inclusive approach to personal development, our Secondary Phase empowers students to become confident, resilient, and well-prepared for the next stage of their educational journey.



SCAN  
ME!



## Our Latest Unique Projects

### Academy Fields & Outdoor Education



At Alec Reed Academy, learning doesn't stop at the classroom door. Our Academy Fields project transforms education through nature, creativity, and sustainability.

Thanks to a £1 million investment from our sponsor, the late Sir Alec Reed; and an RHS Chelsea Flower Show Garden, we've created an inspiring outdoor environment that enriches every child's experience.

### What makes Academy Fields unique?

- **Outdoor Learning Hub:** We are working towards a dedicated space for science, environmental studies, and hands-on projects that spark curiosity and critical thinking
- **Sustainability in Action:** A place where pupils will be able to grow food, care for orchards, and learn about biodiversity—developing life skills and environmental responsibility
- **Creative Exploration:** Art, storytelling, and performance activities will take place in natural settings, encouraging imagination and confidence
- **Wellbeing & Resilience:** Outdoor learning promotes physical health, mental wellbeing, and teamwork, helping pupils thrive socially and emotionally
- **Community Engagement:** Families and local partners will be invited to share in the benefits of this green space, strengthening our ties with the wider community.

### Our Vision

Academy Fields is more than a garden—it's a living classroom where children connect with nature, develop practical skills, and discover the joy of learning in the great outdoors.



**ALEC REED  
ACADEMY**  
APPRENTICESHIP  
PROGRAMME

## Reed Employability Hub

### Expert Advice

- Careers guidance tailored to your goals.
- Job profiles and pathways that match your interests.
- Support to help you plan your next steps.

### Job Search Support

- Smart strategies to help you find the right role.
- Apprenticeships, volunteering, and more ways to gain experience.

### Your Employability Hub Offers:

### Training and Development

- CV tips, soft skills, and what skills that employers really want.
- Access to training to boost your...

## What Makes the Hub Unique

### Key Features:

**Comprehensive Careers Programme**  
Aligned with Gatsby Benchmarks and national guidance

**Real-World Connections**  
Workplace visits, university partnerships, and employer engagement

**Personalised Support**  
Tailored mentoring and guidance for all students, especially those from disadvantaged backgrounds

**Cultural & Global Enrichment**  
Visits to museums, theatres, and international experiences to broaden horizons

**Super-Curricular Opportunities**  
Masterclasses, seminars, and guest lectures to inspire academic excellence

**Apprenticeship Guidance**  
Structured support for Year 13 students applying for apprenticeships.

## Our Employability Hub:

### Preparing Students for Life Beyond School

At Alec Reed Academy, we believe education should go beyond academic achievement - it should empower every student to thrive in life after school. Our new Employability Hub is a cornerstone of this vision. Designed as part of the Impactful Futures initiative sponsored by Reed, the Hub provides a comprehensive careers and employability programme that equips students with the confidence, skills, and aspirations to succeed in higher education, training, or employment. This is not just about guidance; it's about transformation - breaking down barriers and ensuring that every student, regardless of background, can realise their full potential.

### Impact and Ambition

Our ambition is clear: to create a generation of confident, resilient, and ambitious young people who are prepared for life in a global society. For the Principal, this initiative offers an exciting opportunity to lead a school that is shaping futures - not just for our students, but for the wider community.

# Exceptional Facilities – A Building Designed for Excellence



## **Architectural Brilliance:**

Our award-winning building, designed by Foster + Partners, combines cutting-edge design with functionality. Bright, open spaces and collaborative zones create an inspiring environment for teaching and learning.

## **Performing Arts & Media Hub:**

A professional 300-seat theatre for productions and assemblies, an industry-standard recording studio, and a digital media suite for creative innovation.

## **Creative Studios:**

Three dedicated art studios and four DT studios, a gallery exhibition space to showcase student and staff creativity.

## **Specialist Learning Areas:**

Fully equipped science laboratories, enterprise zones for project-based learning, and modern classrooms with integrated technology.

## **Sports & Wellbeing:**

A Community Sports Centre, four-court sports hall with climbing wall, outdoor tennis courts, and expansive Academy Fields for outdoor learning. Staff enjoy free access to a fully equipped fitness suite and multi-gym before and after school.

## **Technology Everywhere:**

High-speed wireless connectivity and advanced ICT systems support flexible working and innovative teaching methods.

## **Primary & Early Years Spaces:**

Our Primary Phase benefits from purpose-built halls, vibrant outdoor learning areas and dedicated creative spaces designed to inspire younger learners.



# PROFESSIONAL OPPORTUNITIES



**Join a Team that invests in it's staff – every step of the way**

At our Academy, every new staff member receives a comprehensive induction and tailored training to ensure a smooth start. We are committed to continuous professional development, offering structured opportunities for growth and career progression. From high-quality training programmes to mentoring and development initiatives, we create a culture that empowers staff to achieve their full potential. Primary leaders enjoy tailored CPD, including early literacy strategies, phonics mastery, and curriculum innovation for KS1 and KS2.

## Investing in Your Expertise

We prioritise professional growth through six dedicated Professional Development Days each academic year, featuring dynamic programmes that address key priorities and build expertise across all roles. These days are complemented by a calendar of twilight sessions, offering flexible opportunities for staff to deepen their knowledge and collaborate beyond the school day. Both formats encourage teamwork, allowing subject and phase-specific groups to focus on areas that matter most to them and the Academy. This structured approach ensures every member of staff has access to meaningful, targeted development that drives excellence and innovation.



## Professional Development

The most effective professional development takes place on a daily basis through the high level of support staff receive from their line managers and other Academy staff. Each subject area and Phase is led by a Year Lead, Curriculum or Subject Leader who reports directly to a member of the Academy Leadership Team. In this way, new staff are able to work with members of management at all levels through challenge partners and purposeful team meetings.



## Early Careers Programme

Our Academy offers a first-class Early Careers Teaching (ECT) programme to give new teachers the best possible start. Weekly training sessions provide opportunities to share experiences, collaborate with peers, and learn from experienced colleagues. Led by specialists across the Academy, these sessions focus on practical strategies and subject expertise, supported by personalised mentoring and regular feedback. This programme builds strong foundations for teaching excellence while fostering a supportive, collaborative community from day one.

# YOUR WELLBEING, OUR PRIORITY



**Discretionary Leave**



**Fitness Suite**



**Rewards**



**Family-Friendly Policies**

## STAFF BENEFITS

- Competitive Inner London pay scales
- Access to the Teachers Pension Scheme
- A well-defined directed-time commitment of 1,265 hours each year
- A proven culture of supporting flexible working requests, with high acceptance levels Academy-wide
- Extensive free on-site parking with enough space to accommodate all staff
- Complimentary use of our newly refurbished, state of the art Fitness Suite
- A comprehensive and ongoing CPD programme to support your professional growth
- Reimbursement of annual professional memberships and fees
- Subsidised meals served in our high-quality in-house restaurant
- Family-friendly policies, including enhanced paid dependants' leave, religious observance days, wedding and funeral leave, moving day leave, and paid time for NHS medical appointments
- Access to our Employee Assistance Programme and Occupational Health services
- Access to the Cycle to Work Scheme
- Free eye tests for staff
- Access to a range of discount schemes including Blue Light Card, Discounts for Teachers, and Costco membership.

# FACTSHEET

Founded in 2003 by the late Sir Alec Reed, Alec Reed Academy (ARA) is a thriving all-through Academy for pupils aged 3–19, serving the Northolt community in the London Borough of Ealing. The Academy opened in 2005 with modern, spacious facilities designed by Foster + Partners and has since expanded significantly. Today, ARA offers education from Nursery through Post-16, alongside an Adult Learning Centre and Community Sports Centre. We also share our site with John Chilton School, which provides specialist education for children with physical and medical needs.

## Current Profile

- School Roll: Over 1,600 pupils across Nursery, Primary, Secondary, and Post-16 phases.

## Our Provisions:

- Nursery (104 places, 30-hour provision)
- Primary (3FE)
- Secondary (6FE)
- Post-16 provision
- Community Links: Adult Learning Centre, Community Sports Centre, and partnerships with local businesses and organisations.

## Community Sports Facilities

- State-of-the-art amenities include a 3G floodlit AstroTurf pitch, climbing wall, gymnasium, dance studio, MUGA, and a 187-seat theatre, serving both students and the wider community.

## Academic Performance

- Ofsted: 'Good' in the last two inspections (2018 and 2023).
- Strong progress measures across all key stages, with Post-16 students achieving high value-added scores and excellent outcomes in A Levels and vocational qualifications.
- Continued focus on raising standards and expanding Post-16 provision.

## Student Profile

- High levels of diversity:
  - 60% of students speak English as an additional language.
  - Above-average proportion of students with SEND support and Education Health Care Plans.
- Pupil Premium: Currently 48% of students
- Inclusive ethos with strong pastoral systems and robust behaviour management.

## Location

- Alec Reed Academy is located in Northolt, West London, close to the A40 and M25.
- Transport Links: 20-minute walk or short bus ride from Northolt Tube (Central Line); Greenford Tube connects to National Rail.
- Community: Northolt offers urban convenience with quick access to central London and proximity to green spaces and towns such as Marlow and Beaconsfield.

## Ethos & Values

Our mission is to prepare children for adult life by:

- Delivering high-quality education and fostering lifelong learning.
- Promoting confidence, ambition, and personal worth.
- Building strong partnerships with families and the local community.
- Upholding values of hard work, honesty, respect, and care for others.



# Staff Testimonials



A great place to work with lots of friendly people. My first week here was well planned and gave me the opportunity to meet and shadow relevant co-workers. Everyone was really kind and helpful in offering up their time and knowledge on school policies and structure, staff responsibilities, showing me around. It was overwhelming but I feel that my introduction was relaxed, yet thorough, which really helped me to settle into my new role.

**Home Attendance Liaison Officer**



All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.

**SaFE Worker**



The academy is fantastic at supporting your professional development and progression. Myself and many others have been encouraged to apply for ambitious roles and responsibilities within the academy, as well as continuing our development through courses, such as an NPQSL.

**Lead Practitioner – English Cross-Phase Links and Aspiration Programme**



I was really impressed by the school when I came for my interview and induction because I felt as though there was a focus on the important things that matter most to students and staff. I also feel that the compassionate approach that underpins how staff interact with students is in line with my own beliefs. All the staff have been so supportive but also really honest about the challenges and what they are doing to keep improving the school.

**Geography Teacher**



Stay updated with our Weekly Principal Vlog's on YouTube or read our seasonal newsletters for the latest news!



Dear Candidate,

Thank you for your interest in the role of Associate Principal – Head of Primary Phase at Alec Reed Academy. This is a significant and highly rewarding opportunity to shape children's earliest experiences of education, nurture their curiosity, and lay the foundations for their future success. Our pupils are warm, enthusiastic, and eager to learn, and the leader who joins us in this role will have the privilege of making a profound and lasting difference to their lives.

Alec Reed Academy is a vibrant, diverse, and ambitious all-through school serving a community rich in potential. While many of our families face challenges linked to disadvantage, our pupils demonstrate remarkable resilience, pride, and aspiration. Equally, our staff embody professionalism, care, and determination, and their dedication has driven the Academy's continued improvement and our strong 'Good' Ofsted judgments in both 2018 and 2023. Their commitment ensures that our values—Respect, Honesty and Kindness—are lived every day.

We are proud of the journey the Academy is on. We continue to invest heavily in our people, our learning environment, and our leadership capacity. With excellent facilities, clear financial stability, and strong governance, the Academy is well positioned for the next phase of its development, and we expect our next inspection to reflect this trajectory. As Associate Principal, you will play a central role in driving this ambition forward.

This role is ideal for a talented and ambitious leader—whether a highly effective Deputy Head ready for the next step or an experienced Head seeking the challenge of leading a large, diverse primary phase within a supportive and well-resourced all-through setting. You will work closely with a committed Academy Leadership Team, leading a strong and dedicated Primary staff group who share a clear moral purpose: to secure the very best for every child.

If you would like to discuss the position confidentially or require further information before applying, please contact our HR Team at [hr@alecreedacademy.co.uk](mailto:hr@alecreedacademy.co.uk). We also warmly encourage prospective candidates to visit us to gain a fuller understanding of our community, culture, and ambitions.

We reserve the right to interview strong candidates before the closing date.

Thank you once again for considering Alec Reed Academy. We look forward to hearing from you.

Phil Cosby  
**Principal & CEO**

# Advertising the role of **ASSOCIATE PRINCIPAL - HEAD OF PRIMARY PHASE**

**Salary: L19-27 (Inner London)**

**Closing date for completed applications: 18th March 2026 at 12pm**

**Interviews will be held: 24th March 2026**

We are delighted to offer an exciting opportunity for an ambitious and committed leader to join Alec Reed Academy as Associate Principal - Head of Primary Phase. This is a senior leadership role within our thriving three-form-entry primary phase, working under the strategic leadership of the Principal & CEO of our all-through Academy.

This position is ideally suited to a high-performing, secure Deputy Head seeking their first Headship, or an existing Head who would enjoy leading a large and diverse primary community within a supportive, well-resourced environment. With strong staff teams, a vibrant pupil body and a clear Academy-wide improvement strategy, this is an excellent stepping stone for a leader ready to take the next step in their career.

The successful candidate will be an outstanding primary educator with proven leadership experience, a passion for inclusive practice, and the ability to drive high expectations, strong pastoral care and excellent teaching and learning across the phase. This position is ideally to start in September 2026.

### **Skills & Experience needed:**

- Recent and successful senior leadership experience as a Headteacher or Deputy Headteacher within a primary school
- Proven track record of raising standards in teaching, learning and pupil outcomes from EYFS to KS2
- Strong expertise in safeguarding, SEND, behaviour and whole-school improvement, with the ability to lead and inspire high-performing teams.

### **What we have to offer you:**

- Competitive Inner London pay scales (despite outer London location) and access to the Teachers Pension Scheme
- Extensive free on-site parking with enough space to accommodate all staff
- Complimentary use of our newly refurbished, state of the art Fitness Suite
- Subsidised meals served in our high-quality in-house restaurant
- Family-friendly policies, including enhanced paid dependants' leave, religious observance days, wedding and funeral leave, moving day leave, and paid time for NHS medical appointments
- Access to our Employee Assistance Programme and Occupational Health services
- Access to the Cycle to Work Scheme, and a range of discount schemes including Blue Light Card, Discounts for Teachers, and Costco membership
- The chance to work with exceptionally committed colleagues who have high expectations of students
- A welcoming school in West London/Ealing with great Trustees, where staff feel valued.

### **Commitment to safeguarding:**

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

### **How to apply:**

- Come and visit us for a personal tour if you like, or you could visit the 'Work For Us' section of our website for more information and an application form: [www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

*ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service and Social media check prior to commencing the role.*

## **Judged as Ofsted Good in 2023**



**You're welcome to visit us for a personal tour, or explore the "Work For Us" section on our website for more details and an application form.**

**Prefer to chat? Our HR team would be happy to speak with you—just call.**



[www.alecreedacademy.co.uk/](http://www.alecreedacademy.co.uk/)



020 8841 4511



Bengarth Road, Northolt,  
Middlesex, UB5 5LQ

## JOB DESCRIPTION

# ASSOCIATE PRINCIPAL - HEAD OF PRIMARY PHASE



Line Manager: Principal/CEO

### Role Purpose:

To lead and manage the Primary Phase as Head Teacher, providing vision, ethos and policies for the Primary Phase which promote high levels of achievement and meet equality and equity objectives and be accountable to Trustees, Principal/CEO for outcomes.

Work alongside the Principal/CEO, the Director of Finance & Resources and other members of the Academy Leadership Team, to lead the strategic direction of the all-through Academy.

To undertake specific additional cross phase responsibilities, as agreed which support the unification of the all-through academy and ensure that all phases work together to raise standards.

### Specific Areas of Primary Phase Responsibility:

#### Strategic direction, development and standards

- Lead by example and provide inspiration and motivation to the academy community
- Generate vision, ethos and policies for the Primary Phase which promote high levels of achievement and meets equality and equity objectives
- Be accountable to the Trustees and Principal/CEO, and in turn hold others to account in the delivery, resourcing and outcomes for the children we serve
- Lead the creation of the School Evaluation as well as Academy Improvement Plan of the Primary Phase ensuring that aspects are underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is effective
- Support all staff in achieving the primary Phase priorities and targets, providing them with the motivation to support its aims
- Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action
- To embed all aspects of the Ofsted frameworks and guidance
- Ensure that the management of the Primary Phase supports the Academy's policies, its vision and aims
- Analyse performance data and produce reports for the Principal/CEO, Trustees, the DfE, and other external agencies on exclusions, attendance, conduct, progress, standards, and outcomes
- Provide relevant information about all aspects of the Primary Phase to parents, the community and other interested parties
- Ensure that whole Academy policies are promoted, understood and followed by staff with specific leadership responsibility for agreed cross phase systems, policies and procedures Act in the capacity of Designated Safeguarding Lead for the Primary Phase.

### Effectiveness

- Lead the cycle, for tracking and monitoring attendance and secure continuous progress and improvement
- To lead, manage and co-ordinate the updating of policies in association with the named staff responsible for the individual policies
- Play a major role in formulating the aims and objectives of the Academy; in establishing the policies through which they will be achieved and in monitoring progress towards their achievement
- Deploy and develop staff to make the most effective use of their skills, expertise and experience and to ensure the effective management of the Primary Phase
- Manage and organise the use of the school accommodation efficiently and effectively
- Establish priorities for expenditure and monitor the effectiveness of spending in conjunction with the Academy's Director of Finance & Resources
- Monitor and evaluate effective implementation of policies, ensuring consistent implementation across the Academy
- To lead the strategy and arrangements for recruitment of pupils, to its conclusion where the Academy is oversubscribed.
- To lead the strategy for admissions and induction of learners and parents and manage any admission appeals
- Work alongside the Principal/CEO, Director of Finance and Resources to develop a 3 year strategic plan for the Primary Phase.

### Accountability for Learning

- Create an environment which secures effective learning across the breadth of the National Curriculum which is exciting and creative and prioritises progress for pupils so that they learn more and remember more
- Determine and organise the curriculum and monitor and evaluate its effectiveness in meeting the needs of our pupils
- Promote high standards of achievement, behaviour and discipline
- Monitor the quality of teaching and pupil attainment and achievements including analysis of performance data in conjunction with the Principal/CEO
- Ensure effective CPD continues to develop the subject knowledge and skills of teaching and associate staff for them to provide the best educational experience for children
- Manage and organise relevant groupings of children to ensure effective teaching and learning takes place and pupils' development needs are met
- Develop links with parents, other schools, educational establishments and the wider community, to enhance teaching and learning and students' personal development
- Create an effective partnership with parents and the wider community.

### Innovation

- To advise the Principal/CEO, Trustees and staff on current and forthcoming national developments relating to the Primary phase, and Curriculum reforms ensuring that the Academy implements the most effective practice and best meets the needs of the learners
- To lead the strategy for looking at innovative and effective practice to raise standards in the primary phase and to increase positive outcomes for the most vulnerable children and young people across the Academy.

### Management of Staff

- Create an ethos in which all staff recognise their accountability
- Develop positive working relationships with and between all staff and trustees
- Plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes
- Enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development in conjunction with the Principal/CEO
- Enable appraisal systems to operate effectively, overseeing the engagement of all staff in the appraisal process
- Sustain personal and staff motivation
- Ensure staff fulfil their professional duties and responsibilities
- Undertake disciplinary investigations and chair disciplinary hearings when required
- Ensure professional support programmes are in place to support staff who are Inadequate or Require Improvement/Satisfactory in any aspect of carrying out their professional duties
- Lead formal capability procedures for staff who have Inadequate aspects of their role following a four-week professional support programme.
- Hold weekly line management meetings with those staff directly line managed, as appropriate to specific roles, delegation of responsibility and successful implementation of outcomes ensuring effective consultation, communication and timely publication of notes of meetings
- Provide information about the work and performance of staff, where this is relevant to their future employment at the Academy or elsewhere.

### Management of Finance and Resources

- Work with the Principal/CEO, Director of Finance & Resources, HR and colleagues to recruit high quality staff
- Deploy and develop staff to make the most effective use of their skills, expertise and experience and to ensure the effective management of the Primary Phase
- Manage and organise the use of the school accommodation efficiently and effectively
- Establish priorities for expenditure and monitor the effectiveness of spending in the budget in conjunction with the Director of Finance & Resources
- In liaison with the Principal/CEO and Director of Finance and Resources build, remodel and maintain organisational structures and systems that distribute leadership and enable the Academy to run efficiently and effectively
- Work alongside the Principal/CEO and Director of Finance and Resources to produce strategic budgetary allocation
- Monitor spending and use of resources to ensure these remain within budget.

### Governance

- Attend the Education sub-committee and Board of Trustees and provide reports, presentations and training, as required.
- Provide information and advice to the Board of Trustees so it can meet its responsibilities and duties.
- Ensure that the Primary Phase meets all legal requirements in relation to equal opportunities legislation and that the Primary Phase operates in the spirit of the law as well as to the letter
- Ensure that the Primary Phase complies with all statutory requirements relating to the provision of education and other relevant legislation, eg The Children Act
- Take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy workplace
- To attend HR and Finance sub-committee meetings when the agenda requires.

### General

- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Undertake the professional duties of the Principal/CEO or member of the Leadership Team in the event of his/her absence from Academy as required
- Be responsible for the smooth running of the Academy on a day to day basis
- Establish the highest possible standards of teaching, learning and attainment; behaviour and emotional health
- To lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective policy in practice
- To advise and assist the Principal/CEO and the Trustees in the exercise of their duties and responsibilities, including contributing to reports as appropriate.

## JOB DESCRIPTION (CONTINUED)

# ASSOCIATE PRINCIPAL - HEAD OF PRIMARY PHASE



# ASSOCIATE PRINCIPAL - HEAD OF PRIMARY PHASE

## Person Specification

### PART ONE

#### The Person

- The successful candidate will have had recent significant experience and strong track record as a Headteacher or Deputy Headteacher in a primary school and possess a commitment to realising the potential of an all-through/all-ages educational provision

#### Qualifications

- Qualified Teacher Status
- Degree-level qualification; further postgraduate qualification desirable (e.g. MA, MSc, MBA)
- Evidence of ongoing professional development relevant to senior leadership (e.g. NPQH/NPQEL)

#### Experience

- Significant and recent senior leadership experience as a Headteacher or Deputy Headteacher within a primary phase
- Proven track record of raising standards in teaching, learning and pupil achievement across Foundation Stage to KS2
- Successful leadership of whole-school or whole-phase improvement, including financial planning and self-evaluation
- Experience leading change in teaching approaches, behaviour, safeguarding, and inclusion in diverse, urban settings
- Direct experience of line managing senior leaders (e.g. DHT, Safeguarding, SEND)
- Experience as, or working closely with, a Designated Safeguarding Lead with strong understanding of statutory requirements
- Experience leading SEND, Child Protection and/or cross-phase systems and policies
- Experience analysing and reporting pupil performance data for governors/trustees, external bodies and inspection processes
- Experience contributing to or leading appraisal, capability and disciplinary processes
- Strong track record of building positive relationships with pupils, staff, governors, parents and community partners

### PART TWO

#### Knowledge, Skills and Abilities

- Ability to set and communicate an ambitious vision, ethos and high expectations for pupils and staff
- Ability to think and act strategically, embedding Ofsted frameworks and driving school improvement
- Strong capability to monitor standards, identify underperformance and implement effective improvement actions
- Ability to lead on safeguarding, SEND and Child Protection across the Academy, ensuring cross-phase consistency
- Capacity to lead multi-agency working for vulnerable pupils
- Ability to oversee admissions, attendance, exclusions and behaviour systems at a strategic level
- Thorough knowledge of the Primary National Curriculum and pedagogy
- Strong understanding of curriculum design, assessment and progression across the primary phase
- Ability to ensure high-quality teaching and effective use of CPD
- Excellent data analysis skills, including using MIS/Excel to track progress and inform decision making
- Strong understanding of budgeting, financial monitoring and evaluating resource impact
- Ability to lead recruitment, workforce development and organisational planning across the Primary Phase
- Understanding of legal and statutory duties, including equalities and the Children Act
- Experience presenting to and advising governing bodies/trustees

#### Personal Qualities

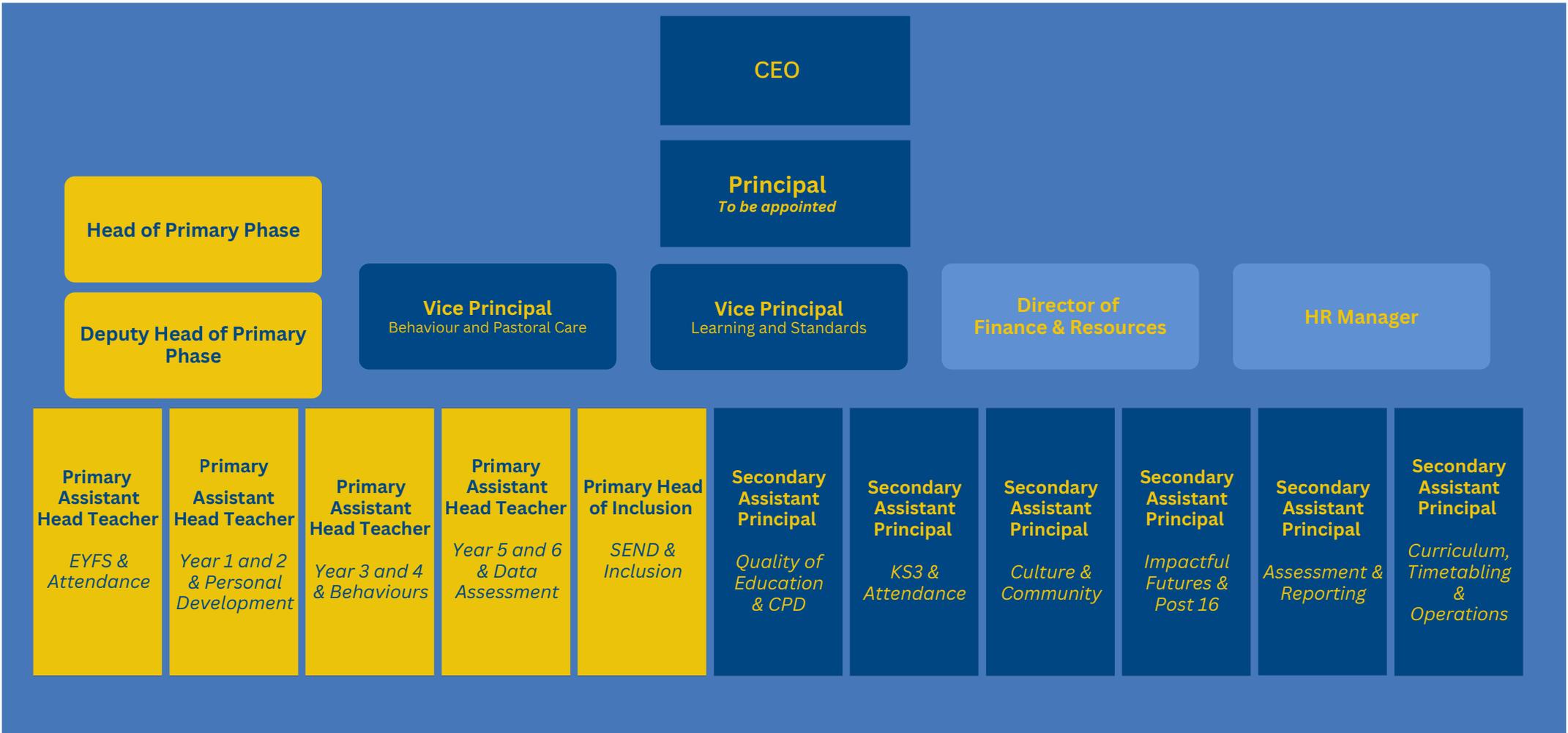
- Committed to high standards, equity, inclusion and safeguarding
- Inspirational, visible and credible leader who motivates and empowers others
- Calm, resilient and able to maintain perspective under pressure
- Open minded, reflective and responsive to feedback
- Excellent interpersonal skills, able to build trust with a wide range of stakeholders
- Strong integrity, confidentiality and professional judgement

#### Additional Desirable Attributes

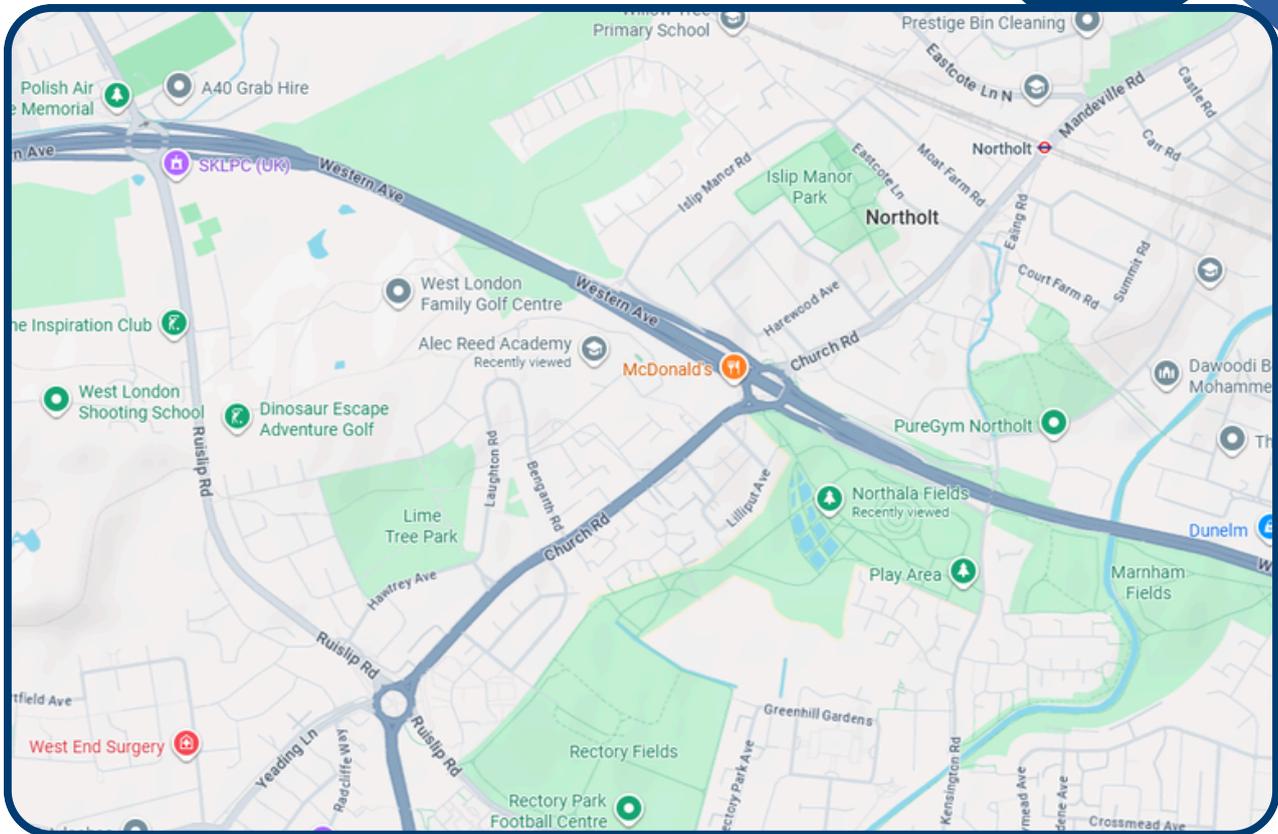
- Experience of leading across an all-through or cross-phase setting
- Experience working with HR, Finance and Operations on organisational planning
- Experience managing admissions or exclusions appeals
- Ability to deputise for the Principal/CEO when required.



# Leadership Structure



# Contact Us



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