





EXECUTIVE PRINCIPAL (SECONDARY): RECRUITMENT INFORMATION PACK

MESSAGE FROM THE CEO

Welcome to Star Academies.

Star's mission is to create outstanding schools that deliver the very best education to young people. Our culture is one of aspiration and high expectations. Every child's educational journey is of paramount importance to us and we take seriously our responsibility to shape their future life chances. We passionately believe that schools have a transformational impact on society and we have seen the difference that a rounded, high quality educational experience can make to individuals and communities.

We are looking for a tenacious and driven leader with a proven track record of leading and supporting children to achieve outstanding results - someone who shares the trust's vision and the belief that all young people, if nurtured and given the right opportunities, can achieve excellence in their academic studies and personal and leadership development. As Executive Principal, you will provide strategic leadership to several Star schools and fulfil the headship of your 'base school'.

In keeping with our mission of educational excellence, character development and service to communities, we are seeking an exceptional leader who is committed to providing an academically challenging, knowledge-rich curriculum, is passionate about our leadership specialism and will stop at nothing to achieve progress and attainment in line with the top 5% of schools nationally.

As a member of a well-established trust, which currently runs 36 schools, there are many opportunities for collaboration and joint practice development.

You will be fully supported by Star's extensive expertise, experience and infrastructure. As an Executive Principal with Star, you will become an important part of a strong family where schools work collaboratively on a range of initiatives such as the development of the curriculum, delivery of CPD programmes and implementation of the leadership specialism.

Thank you for your interest in this role.

Yours sincerely,

SIR HAMID PATEL CBE

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Chief Executive, Star Academies























ABOUT OUR SCHOOLS



OUR VISION

Nurturing today's young people, inspiring tomorrow's leaders.

OUR STAR VALUES



Being a responsible citizen in our community



TEAMWORK

Working together for excellence



Aspiring to be our best



Treating others as we wish to be treated

CURRICULUM

Our curriculum emphasises the importance of intellectual study and focuses on traditional learning. We believe that this will best equip our pupils for the pathways that lead to university, the professions and success in whatever career they eventually choose. We are determined that our pupils will compete on equal terms with pupils coming from the most privileged circumstances. We provide them with an academic, but rounded, education that gives them the best possible chance to succeed.

There are five key strands to the overall curriculum:

- 1. Academic excellence
- 2. Character development
- 3. Service to communities
- 4. Underpinning STAR values
- 5. Overarching leadership specialism

There is an unashamedly academically focused subject driven knowledge rich curriculum for the vast majority of pupils. This model is based on the driving principle of the highest ambition and expectations of pupils regardless of background that will lead to transforming their life chances.

LEADERSHIP SPECIALISM

Our leadership specialism provides our pupils with a variety of enjoyable and engaging learning experiences. Programmes in sports, creative arts and social enterprise build character and provide opportunities for making a difference in the local community. These programmes are supplemented by enrichment opportunities – Leadership Academies – aimed at developing key leadership skills and specific interests and talents. All of our Leadership initiatives promote our STAR values of service, teamwork, ambition and respect and equip our pupils with the skills and confidence to take on more responsibilities as they get older.

THE ROLE: EXECUTIVE PRINCIPAL (SECONDARY)

JOB PURPOSE

To be accountable to the Chief Executive, Regional Director of Education and Local Governing Body for sustainable and measurable improvement of the standards and performance of the schools in the following areas:

- Leadership and management.
- Teaching, learning and assessment.
- Pupil outcomes.
- Personal development, behaviour and welfare.
- School culture and ethos.
- Operational leadership and management.
- System leadership and school-to-school support where required.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Strategic Leadership

- 1.1 Provide the substantive operational and strategic leadership of the 'base' school, fulfilling all of the day-to-day responsibilities of the role of Principal of the school.
- 1.2 Provide support and challenge to Principals in a small number of schools, as and when required, as directed by the Chief Executive, Executive Directors or assigned Regional Director Executive Principal.
- 1.3 Support the systemic leadership of all schools within Star through undertaking responsibilities for the development, dissemination and quality assurance of policies and practice.
- 1.4 Be accountable to the Trust for the sustained improvement of outcomes for children and young people attending the schools.
- 1.5 Work with the Trust Central Team, Local Accountability Board and Senior Leadership Team of the schools to develop, implement and monitor a robust improvement plan in line with the vision and expectations of the Trust.
- 1.6 Put in place management systems, in line with the Trust's school improvement framework, to secure rigorous lines of accountability for pupil outcomes.
- 1.7 Ensure that senior and middle leaders in the schools are developed through the Trust's leadership programmes.
- 1.8 Implement Trust policies and standard operating procedures in the schools.
- 1.9 Make a significant contribution to the development of group-wide policies, standard operating procedures and approaches.
- 1.10 Lead and implement any necessary management and staffing restructuring in conjunction with the Trust Central Team and the relevant professional associations.
- 1.11 Contribute to system leadership, school-to-school support and the wider work of the Star Academies.
- 1.12 Contribute to the development and delivery of Teaching and Leadership development programmes of Star Talent Academy and the National Institute of Teaching.

2. Leading Teaching, Learning and Assessment

- 2.1 Secure consistently high standards of teaching, learning and assessment in all subject areas and in all year groups through the introduction and embedding of the Trust's teaching, learning and assessment policies and strategies.
- 2.2 Ensure that the Trust's monitoring and evaluation systems are used to hold senior leaders and subject leaders to account for pupil progress on a regular basis.
- 2.3 Put in place a culture of learning and transparency in relation to lesson observations, work scrutiny and pupil voice, underpinned by rigorous monitoring so that all teachers know what constitutes good and outstanding teaching.
- 2.4 Ensure that all teachers develop and improve their practice through full engagement in Trust professional learning communities/ subject networks.
- 2.5 Embed consistency and accuracy in assessment of pupil progress in all subject areas and in all year groups.
- 2.6 Ensure that the progress of any pupil or group of pupils vulnerable to under-achievement is closely monitored and interventions are put in place when required.
- 2.7 Lead the implementation of the Star Curriculum Policy.

3. Raising Aspiration, Achievement and Attainment

- 3.1 Lead, model and promote an ethos of aspiration and achievement for all children in the schools.
- 3.2 Create a positive culture of challenge, support and high expectations, in order to raise standards and improve the quality of teaching.
- 3.3 Ensure that robust assessment data analysis is used to set challenging targets.
- 3.4 Ensure that all members of the school community feel valued as individuals.
- 3.5 Oversee the implementation of the Trust's attainment management system.

4. Relationships and Partnerships

- 4.1 Promote strong relationships and effective working arrangements with the Trust Central Team, governors, staff, parents and pupils.
- 4.2 Motivate and enable all staff to carry out their respective roles to the highest standard, through robust line management and high quality continuing professional development based on assessment of needs and identified through the appraisal process.
- 4.3 Ensure a high standard of professional development for all staff and for self.
- 4.4 Establish collaborative and open relationships with all stakeholders.
- 4.5 Within the Trust's frameworks, develop focused and effective partnerships with a range of organisations to support improved outcomes for pupils.
- 4.6 Work positively with other schools within the Trust and in the local area to improve outcomes and professional practice.

5. Funding and Budget Management

- 5.1 Ensure that the school's budget is used effectively and efficiently, in line with Trust guidance, to maximise its impact on the achievement of the best possible outcomes for pupils.
- 5.2 In keeping with the Trust's financial systems, ensure that budgetary controls are effective and expenditure is managed effectively.
- 5.3 Agree and publicise how each school spends its Pupil Premium funding, in line with the Star Pupil Premium Policy, to promote the achievement of disadvantaged pupils.

6. Accountability

- 6.1 Be accountable to the Trust for the performance and outcomes of the schools.
- 6.2 Report on a regular basis and as required to the Regional Director of Education, Executive Directors, Chief Executive, Board of Trustees, the Trust's Academic Board and the Local Accountability Board on the performance of the schools.

7. Management

- 7.1 Line manage the Senior Leadership Team within the 'base school' and Principals in additional schools of responsibility according to the Trust's policies.
- 7.2 Ensure that rigorous line management systems are in place and operating effectively throughout the schools.
- 7.3 Oversee the effective management of the schools' human, financial and estate resources.
- 7.4 Ensure that comprehensive and systematic programmes of high-quality professional development are in place.

8. Other Responsibilities

- 8.1 Promote the Trust's vision of nurturing today's young people, inspiring tomorrow's leaders'.
- 8.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 8.3 Contribute to the wider life of the Trust and the Star community.
- 8.4 Carry out any such duties as may be reasonably required by the Trust.

9. Records Management

9.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential/ Desirable	App Form	Interview
QUA	LIFICATIONS			
1.	Graduate with Qualified Teacher Status.	E	✓	
2.	NPQH.	E	✓	
3.	Working towards NPQEL status.	D	✓	
4.	Evidence of continued professional development.	E	✓	✓
5.	Masters level qualification.	D	✓	
EXP	ERIENCE			
6.	A proven track record of leading a school from being judged to be 'inadequate' or 'requires improvement' to 'good' or 'outstanding'.	E	✓	✓
7.	Current or recent Principal or Executive Principal of a school that is 'good' or 'outstanding'.	D	✓	✓
8.	Demonstrable experience of successful school leadership.	E	✓	✓
9.	Proven experience of leading and managing a team of senior leaders.	E	✓	✓
10.	Experience of accountability as a leader to governing bodies and improvement/challenge boards.	D	✓	✓
11.	Experience in the analysis of performance data for the purposes of target setting and evaluation.	E	✓	✓
12.	Proven experience of effective collaborative working and stakeholder engagement.	E	✓	✓
ABIL	ITIES, SKILLS AND KNOWLEDGE			
13.	Up to date knowledge in subjects, national policy, pedagogy, curriculum, classroom management strategies, inspection findings and statutory requirements.	E	✓	✓
14.	Knowledge of school leadership evidence-based practice.	E	✓	✓
15.	The ability to forensically analyse a school's current areas of underperformance and to put in place plans to secure improvement.	E	✓	✓
16.	The ability to embrace, adopt and put in to practice the Trust's school improvement methodology and practice.	E	✓	✓
17.	An understanding of the importance of robust and rigorously applied management and accountability systems in securing sustainable school improvement.	E	√	√
18.	A proven ability to generate and deliver a collective vision and shared purpose.	E	✓	✓
19.	A proven ability to develop, communicate and successfully implement strategies.	E	✓	✓
20.	A proven ability to create, build and adjust effective staffing structures.	E	✓	✓
21.	The ability to analyse and use performance and tracking data to drive improvements in pupil outcomes through challenge and accountability.	E	✓	✓
22.	Effective resource management skills.	E	✓	✓
23.	Well-developed interpersonal and communication skills.	E	✓	✓

			Assessed by:				
No	Categories	Essential/ Desirable	App Form	Interview/ Task			
PER	PERSONAL QUALITIES						
24.	High professional and personal standards and integrity.	E	✓	✓			
25.	Excellent interpersonal skills and emotional intelligence.	E	✓	✓			
26.	Commitment to the professional development of colleagues and self.	E	✓	✓			
27.	A commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓			
28.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓			
29.	A strong commitment to the Trust value of 'Service'.	E	✓	✓			
30.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓			
31.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓			
32.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓			
33.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓			
34.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓			
35.	Shows initiative, is proactive, makes decisions, but also understands when to consult, seek advice and be responsive to feedback.	E	✓	✓			
36.	Outstanding communicator across the written and spoken repertoire, with all people in and beyond the organisation, who listens, is selfaware, and is perceptive about the views of others.	E	✓	✓			

Star Academies is a mixed Multi-Academy Trust that runs a diverse network of primary and secondary schools. We are a values-based organisation, committed to enhancing social mobility. All our efforts are geared towards raising the aspirations of children and young people in areas of social and economic deprivation to improve their life chances and help them succeed at the highest levels of education, employment and the professions.

Star Academies is one of the country's leading education providers, and our schools promote excellence in everything they do. In every school, the entire staff team – working in partnership with parents and the local community – is committed to nurturing today's young people and inspiring tomorrow's leaders.

Our schools work together as Star Partnerships in five cluster areas – Lancashire, Greater Manchester, West Yorkshire, the Midlands and London. Schools within the Partnerships collaborate to share expertise and maximise opportunities and experiences for our pupils.

Star Academies employs the very best staff and invests heavily in their continuing professional development. Staff benefit from an extensive range of nationally accredited training provided by Star Talent Academy. Star also offers a range of rewards and benefits, including competitive salaries and pension schemes, generous holiday entitlements and healthcare cash plans.

WE ARE INSPIRATIONAL

WE ARE TRANSFORMATIONAL

WE ARE ONE





WE ARE INSPIRATIONAL

DRIVING SOCIAL MOBILITY

Our schools are situated in some of the country's most deprived areas. Whether they are in deprived parts of thriving cities, coastal towns and rural villages, we don't let the places our pupils live get in the way and stop them achieving stellar outcomes.

We want our pupils to reach for the stars and believe that anything is possible if they are willing to work hard. We're not in the business of giving them false hope though. Our outcomes speak for themselves. We have pupils who arrive at primary school, living in poverty and with no prior knowledge of English, who go on to achieve a full house of GCSE Grade 9s and then to study at world-class universities or take up top-flight apprenticeships.

If you are passionate about closing the gap and believe young people shouldn't be limited by their circumstances or starting points - if you share our vision of a country of opportunity and you believe in the power of a knowledge-based education to transform opportunities and elevate the social and economic profile of a whole community - there could be a place for you at Star.

BRINGING OUT THE STARS

All our schools have a leadership specialism. We bring out the leader in every pupil, from their first day at primary school to the day they leave sixth form. Our pupils are award-winning entrepreneurs, junior athletes competing for their country, prolific charity campaigners and some of the country's best scholars. They are innovative scientists, skilled technicians, thought-provoking poets, performers, artists and everything in between.

Joining Star means joining an organisation that makes young people believe not only in themselves, but in a better and brighter future for the world around them.

VALUING HARD WORK

We make no apologies for the fact that we expect our pupils and staff to work hard; we wouldn't be able to achieve such consistently high results if they didn't. However, we make sure that every individual's hard work is valued, that their efforts are appreciated, and that they can see how their personal contributions are helping change young people's lives.

ENGAGING IN SOCIAL GOOD

Our Star-wide commitment to service empowers everyone in our organisation to give something back and make a positive impact in the community. Our Shine Charity helps pupils, staff and their families get involved with civic and charitable projects that tackle issues ranging from poverty to loneliness.

Our staff and pupils work together to run food banks, help local conservation projects and participate in clean-up operations. We volunteer at local homeless shelters and soup kitchens. We visit care homes and hospitals to bring some cheer into the lives of elderly people and those who are unwell. Our Star Winter Gift Programme is a unique national programme that aims to bring joy to thousands of people over the festive season.

Collectively, our schools have raised over £2.5 million for charity.

DEMONSTRATING SERVANT LEADERSHIP

Our leaders put their teams first. They take time to build trust and they keep the wellbeing of their staff in mind in everything they do. They clear the obstacles that get in the way and do everything they can to enable their staff to shine.

BEING STRONGER IN OUR DIVERSITY

Star is a global community and we pride ourselves on our diversity. Our pupils and staff come from all over the world, our schools are located in every corner of the country, and the people we employ come from every part of society. We have faith and non-faith schools across all phases and our staff and pupils benefit from partnerships that encourage them to befriend people from other backgrounds, beliefs and cultures. We are a community founded on the principle of meritocracy and the desire to bring together the very best people to transform our country's educational landscape.





WE ARE TRANSFORMATIONAL

BEING A LEARNING ORGANISATION

We are a high-performing organisation, but we never rest on our laurels or take our success for granted. We are restless, always learning from our experiences – good and bad – and always on the lookout for new ideas to try in our constant quest for improvement. We don't believe that any one individual – however senior in the organisation – has a monopoly of wisdom. Some of the best ideas come from the most junior staff.



GROWING OUR OWN

We are committed to developing the next generation of teachers, managers and leaders in our own schools and throughout the school system. We offer clearly-defined pathways to success for teaching and non-teaching staff alike. We aim to create an environment where all our staff can grow and succeed. Star Talent Academy, our training and development arm, was set up specifically to champion the professional and personal development of our workforce. The Talent Academy offers a range of accredited CPD opportunities, nationally-recognised qualifications and coaching programmes for staff at all levels and from all disciplines, ranging from apprenticeships to national leadership qualifications.

EMPLOYING INSTRUCTIONAL LEADERS

At Star, we lead by example. Our leaders position themselves on the front line. They are visible and accessible to their staff. They roll their sleeves up and get involved in the hard graft that's needed to deliver outstanding outcomes. They work hard to earn the respect of their staff and do all they can to make their jobs easier - not harder. They willingly share their skills and expertise with their staff. Every manager is a coach, dedicated to enabling others to thrive.

COLLABORATING, SHARING AND SUPPORTING

Collaboration is at the heart of the Star model. It is by people working together, with each individual bringing their unique skills and perspectives, that organisations thrive. Leadership is shared as we work for and with each other.

Star creates an environment where sharing and mutual support come naturally. Our staff are instrumental in the development of Star-wide policies and procedures. Trust-wide learning and management groups provide opportunities for schools to come together to discuss, develop and refine the approaches and delivery plans for every aspect of our provision. From subject strategies to safeguarding, finance to estate management, we tap into our staff's collective expertise to ensure our plans - and our solutions - are practical, logical and optimal.

BEING JUST THE RIGHT SIZE

When you work for a large national organisation with multiple campuses, it is easy to feel like you are just a cog in the machine and that your contributions are negligible in the big scheme of things. Star is big enough to give you room to grow and progress, but small enough to remember what makes you special.





ENCOURAGING FAST TRACK CAREER PROGRESSION

At Star, we create a climate where talented, high-potential individuals are able to scale great heights. Our high quality, bespoke learning and mentoring programme provides a ladder to success. Our most promising staff are fast-tracked into leadership and management positions as part of our Star Talent Initiative.



WEARE ONE

UNITING BEHIND OUR STAR VALUES

In order to achieve the aspirational standards we set ourselves, we act as one organisation – an organisation where the whole is greater than the sum of its parts. Our STAR values of service, teamwork, ambition and respect underpin everything that we do. They are shared by everyone in our schools and our central team. We expect our staff to model our STAR values and our pupils to act as ambassadors for our Star behaviours by serving the local community, working well together, aspiring to excel in all that they do, and treating others as they wish to be treated.

SHARING A MORAL PURPOSE

Anyone with experience in the education sector knows that it isn't an easy profession, but we are bolstered by the knowledge that what we do is worthwhile. We aren't just finding our own purpose - we are helping young people to discover theirs too. There are times when it feels like an uphill struggle, but we don't give up, because every day - in some small way - we are changing lives for the better. We are working tirelessly to eradicate social inequalities and break down barriers to learning. By levelling the playing field and giving disadvantaged young people, their families and communities a fighting chance, we are playing our part in enhancing social mobility. This makes us proud.

FILLING OUR ORGANISATION WITH STAR TALENT

In order to achieve excellence in everything we do, we need people who are exceptional in their field and who are driven to go the extra mile. We have a rigorous recruitment process because we want to make sure that we find the right people - people who share our values and who want to be the very best they can, whatever their discipline or background. Our roles may be varied and wide-ranging, but everyone shares one common characteristic – they are talented at what they do.

BEING DRIVEN BY THE PURSUIT OF EXCELLENCE

Nobody achieves success overnight, and every experienced leader knows that while you can plan for every eventuality, plans alone are not enough. Every school has plans that cover every area of school life, but it's how we deliver those plans that sets Star apart. We are characterised by attention to detail, a constant quest to do things better and a belief that there's always more to learn. That's the only way we can ensure every pupil is achieving their potential. Success lies in the quality of the learning materials and the resources we produce, in our relentless drive to ensure that every lesson is good or outstanding and in our commitment to operational excellence. Our staff strive for excellence in everything they do and go above and beyond the call of duty to make our vision a reality.

CELEBRATING SUCCESS

At Star, we celebrate the marginal gains as much as the monumental ones. Every small breakthrough is a step on the path to success. As in so many areas of life, most of our major successes are built on a series of small achievements along the way. We never lose sight of this. Whatever their role, we praise our staff for a job well done. We take stock of our day-to-day accomplishments and celebrate them.

Our STARs scheme and the annual Star Awards are designed to recognise individuals who go the extra mile. They bring everyone together to celebrate the role we collectively play in transforming futures. We take genuine pleasure in our progress, as individuals and as an organisation.

TAKING PRIDE IN BEING ONE FAMILY

Star is a vibrant, dynamic family where life-long friendships are forged, professional relationships flourish, and people treat each other with respect, kindness and good humour. We wholeheartedly believe that success is the result of teamwork, and teamwork depends on us supporting each other – not just when it's convenient, but when it really counts. We want all our people to love their job, to love the people they work with and to love being a part of Star.





STAFF BENEFITS



COMPETITIVE SALARIES

We value our staff and place a supreme importance on their well-being. We aim to offer job satisfaction, work-life balance and a competitive reward package.



PENSION SCHEME

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



NATIONAL TERMS AND CONDITIONS

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD") and Burgundy Book for teachers or the NJC Green Book for support staff. This commitment is protected via a Recognition and Collective Agreement between Star and the national Trade Unions and Professional Associations. Star also subscribes to the Valued Workers Scheme.



SIMPLYHEALTH

Our Healthcare Cash Plan from Simplyhealth enables staff to claim money back on the cost of everyday healthcare, such as dental treatment, eye tests, physiotherapy, acupuncture, osteopathy, chiropractic treatment, homeopathy and chiropody/podiatry, all up to an agreed annual limit.



MYLIFESTYLE EMPLOYEE DISCOUNTS

mylifestyle is an exclusive portal that provides our employees with access to a wide range of employee perks, including shopping discounts at hundreds of online and high street retailers, and discounted gym membership.



CAR BENEFIT SCHEME

Our car benefit scheme allows Star employees to drive away a brand-new electric vehicle or plug-in hybrid car for a fixed monthly amount via salary sacrifice.



CYCLE TO WORK SCHEME

Our Cycle to Work scheme enables employees to purchase brand-new bicycles and equipment via salary sacrifice.



FLEXIBLE AND FAMILY FRIENDLY POLICIES

We offer flexible working opportunities; job share arrangements and part-time roles; generous family leave packages; and leave to support you with emergencies or for compassionate reasons.



RECOGNITION

We're proud to have a range of schemes, which recognise the achievements of our staff and show our appreciation of their contributions. Our Star Letters scheme and annual Star Awards provide a way for managers to reward and recognise colleagues who go that extra mile.



ADVICE AND COUNSELLING SERVICES

Our Employee Assistance Programme offers free and confidential advice 24 hours a day and 365 days a year. Colleagues also have access to structured counselling sessions.



GP SERVICES

Through our partnership with Simplyhealth, we offer 24/7 telephone access to GP services. Colleagues can speak to a GP at any time and, if appropriate treatment requires medication, the GP can offer private prescriptions.

HOW TO APPLY

Star Academies is committed to equality of opportunity and welcomes applications from all sections of the community. You can apply for this post by visiting our vacancies page: www.jobtrain.co.uk/starcareers/vacancies.aspx and filling in the associated application form. CVs will not be accepted for this post.

All potential applicants are welcome to contact Daniel Burgess, Lead Resourcing Partner, on **0330 313 9150** or daniel.burgess@staracademies.org to arrange an informal and confidential discussion regarding the role.

Star Academies is committed to safeguarding and promoting the welfare of children. This post is subject to satisfactory clearances, including references, DBS checks, health clearances and proof of legal working in accordance with the Asylum and Immigration Act 1996.



