



# Newlands Primary Academy

Headteacher

Candidate Information pack



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# A letter from Jennese Alozie, Chief Executive Officer

## Welcome to Newlands Primary Academy

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Welcome and thank you for your interest in becoming the Headteacher at our brand-new Academy – Newlands Primary Academy in West of Waterlooville.

The University of Chichester Academy Trust (the “Trust”) was delighted to be awarded the new academy, which is scheduled to open in September 2025. The construction of the new academy is underway, and when full, will provide primary education for up to 315 children aged between 4-11 years of age, together with a specialist resource and provision for 8 pupils with special educational needs.

The Trust’s brand-new academy will serve the evolving communities at the western edge of the Berewood development and will become an integral part of the wider local community.

The Trust is seeking an energetic and innovative Headteacher who will take full advantage of this unique chance to create an exceptional learning environment from the ground level up. We intend to make this academy “outstanding from the start” so that all pupils will enjoy a wide and rich curriculum, and benefit from well-designed, attractive surroundings that will enable really effective teaching.

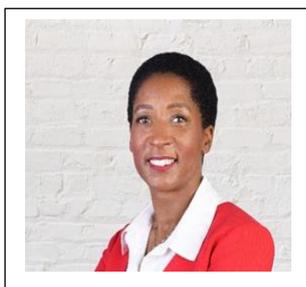
The appointed Headteacher to Newlands Primary Academy will demonstrate a commitment to encouraging high aspirations in line with our Trust Mission to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching, learning and leadership.

This is an incredible opportunity to join our Trust at this key point in its journey community.

If you believe you have the ambition, passion, skills and expertise to make a significant contribution to the growth and development of Newlands Primary Academy, its community and the Trust, have a student-centred approach to learning and teaching, share our values and would like to join our innovative and dynamic educational family, we would love to hear from you.

I hope this information pack will provide you with an insight to Newlands Primary Academy and the Trust, if you are interested to learn more we would invite you to visit our local Academy Trust new build school at Berewood, and we would be pleased to answer any questions you may have.

Jennese Alozie  
**Chief Executive Officer**



“The Trust’s vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust’s officers, governors and headteachers.”

Ofsted Review of the Trust

## University of Chichester Multi-Academy Trust

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The University of Chichester Academy Trust ('the Trust') is uniquely placed to make a difference to the local education landscape. Schools who join our Trust do so because they wish to work with like-minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that we serve. The Trust is a member of the Confederation of School Trusts and the Queen Street Group.

The Trust now has 17 academies, 2 Inclusion centres and School Centred Initial Teacher Training base in its education family, based in Hampshire, Portsmouth and West Sussex. Although we share the same vision and values, each of our academies have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies.

### **Our shared Vision**

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

### **Our shared Mission**

To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

## 3 Core Messages – Living Our Values

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### **Achieve More:**

Inspire students and staff to reach their full potential by raising aspirations, celebrating diversity, and cultivating leadership and agency at all levels.

### **Challenge Thinking**

Cultivate critical thinking and diverse perspectives, grounded in evidence-informed practices, to drive thoughtful and impactful approaches across our trust.

### **Shape Futures**

Through collective endeavor and collaboration, build a vibrant, inclusive community that transforms life chances, ensuring every young person and adult thrives.

## 4 Trust Priorities

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### **Learning and Society**

Ensure our curriculum offer allows all of our pupils to achieve more and identify with their school community and society as they journey through each of our schools and work closely with our University sponsor.

### **Strategic Leadership**

Develop the leadership capacity and impact of our staff so that they are professionally developed in line with our Trust ambitions and their professional learning pathway.

### **Collective Responsibility**

Invest in and support our staff so that they collaborate to strategically raise the standards all young people reach and embed evidence-based practices that have an impact on the learning and identity of all.

### **Trust Identity**

Ensure our Trust identity and narrative, including our Equality, Diversity and Inclusion commitment, is known to our communities within and outside of the Trust, so that they see, help shape and benefit from being part of the University of Chichester Academy Trust.

## What We Offer You

### To your career

- A strong commitment and support for your personal leadership journey
- Opportunities for shared learning and collaboration across the Trust and the wider network
- Extensive professional and personal development opportunities
- To help shape the future of successful and innovative schools.

### To be part of something bigger

- A system leader on the local and regional stage
- A strong and supportive governing body
- The opportunity to be part of the Academy Leadership Teams, where they are passionate and committed to a shared set of values to make a difference as we drive improvement in a changing world
- A collaborative Trust which inspires innovation and a network of professionals who, through can influence and shape the strategy of the whole organisation.

### To make a difference

- To be part of a team that makes a real difference to the life chances of our children and young people
- Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance the progress and learning of our young people.

### Other staff benefits

- Teachers' Pension Scheme
- The mental health and wellbeing of staff is of key importance and in addition to professional support we provide an extensive employee assistance provision, including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal development programme
- Access to the University's vast Library resources and to the National College resource
- Employee Discounts platform, saving £££'s on a range of goods and services
- Cycle to Work Scheme
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Security of knowing you are joining an organisation whose sponsor has been promoting education for almost 180 years.

## Job Profile

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**Job Title:** Headteacher

**Reports to:** Chief Executive Officer

**Location:** Newlands Primary Academy  
West of Waterlooville

### **Function of the post:**

As an inspirational innovative and inclusive leader, you will drive the vision and strategic direction of Newlands Primary Academy. You will empower and motivate staff and pupils to ensure excellence in learning and teaching and ensure that our new academy is outstanding from the start.

Aligning to the culture and ethos of the Trust, you will provide a child-centred approach to education, an engaging curriculum, and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents, the Central Team at the Trust, and other Trust Academies, developing and delivering a dynamic partnership role model and advocate for the Trust.

### **Principal Accountabilities:**

Lead, inspire and promote whole school culture and ethos aligned to the values of the Trust, that supports the academy on its journey to excellence and secures a strong reputation locally as the school of choice for pupils, parents and teachers.

Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve, including those with Special Educational Needs.

Lead the development and delivery of the Academy's Journey to Excellence Plan, to ensure it is child centred and supports exemplary learning and teaching strategies and practice.

Lead the development of an innovative Resources provision to help meet the needs of learners with SEND.

Lead the teaching and learning programme of the academy and act as a role model for innovative and engaging evidence-based practice.

Working closely with both internal and external parties, pro-actively manage the development and growth of the new build of the Academy school.

Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure good or better Teaching in an environment staff find challenging, enriching and rewarding.

As the academy grows ensure academy structures and systems to support alternative provision, are embedded, secure and supported by robust policies and procedures.

Ensure financial planning and quality assurance is robust and the academy provides a safe and effective educational environment for all children.

Responsible for ensuring excellent provision for pupils with SEND including deployment of appropriate resources and performance managing support staff.

Act as Designated Safeguarding Lead, committed to ensuring all practices relating to safeguarding and child protection are effective and the children and staff feel safe and valued.

Contribute to the success of the Trust, building and promoting engagement within the partnership area, and community stakeholders.

### **University of Chichester Academy Trust:**

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **National Standards of Excellence for Headteachers:**

Act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the self-improving system detailed in the National standards of excellence for headteachers, January 2015.

### **Teachers' Standards (England)**

Uphold principles of the Teachers Standards, ensuring all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

### **Framework:**

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion:**

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs),

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
<b>Knowledge and Qualifications</b>			<b>Application Interview</b>
Qualified Teacher with evidence of continual professional development or relevant accredited study appropriate to the post.	√		
Current knowledge of Early Years and the national curriculum, assessment and research on strategies to support effective teaching and learning.	√		
Current knowledge of how to develop a staff team that strives for high quality of education for all learners and quality first teaching.	√		
Knowledge of developing a strong and high-quality provision for pupils with SEND and/or Disabilities.	√		
Knowledge of, and training in health and safety and Safeguarding legislation within the context of school compliance.	√		
Understand the mission of the Trust and how we work as a family of schools and partnerships, with a good understanding of the changing role of academies, the local authority and OFSTED, and how to work effectively with these and other such bodies.	√		
Good understanding of the principles of Equality and Diversity that support a culture that embraces diversity within the classroom and community.	√		
Knowledge and understanding and awareness of the implications of the SEND Code of Practice and the practical application in meeting the needs of pupils with SEND in a new and developing community.	√		
National Professional Qualification for Headteachers or other leadership and management training.	√		
<b>Skills</b>			<b>Application Interview References</b>
Evidence of demonstrable leadership qualities, with the ability to set and achieve challenging goals which achieve objectives and improvements.	√		
Evidence of strong emotional intelligence and ability to work with staff in a way that motivates and engages staff and develops a strong teams approach to delivery.	√		
Organisational, financial, budgetary and management skills relevant to the effective delivery of the duties of the post to achieve the academy's growth, and educational goals and priorities.	√		

Skills in working with children with emotional, social and mental health needs.	√		
Excellent people skills to build and lead an effective team; managing issues in a sensitive, supportive but appropriate manner to ensure the effective operation of the academy, promoting high aspirations and success for all.	√		
A skilful communicator with strong, interpersonal and presentation skills, both verbal and written, which naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues to provide clarity of vision, influence and direct or challenge others.	√		
Good ICT and administrative skills to enable effective implementation of the tasks required to a Headteacher.	√		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and the University of Chichester Trust.	√		
<b>Experience</b>			<b>Application Interview References</b>
Successful experience at Headship or Deputy level across primary age range, including the Early Years, with evidence of leading a successful team to bring about rapid and sustainable whole school improvement that has had a positive impact of pupils achieving their full potential.	√		
Evidence of leading on the development of curriculum and pedagogy within a school context with demonstrable impact on learning.	√		
Relevant demonstrable experience of whole school management, including financial, budgetary, HR and resource management.	√		
Experience of challenging and supporting staff through the management of change and growth and development. Undertaking performance management, conflict resolution, staff recruitment and development of processes.	√		
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT.	√		
Evidence of providing the support and resources that enable a highly effective local governing body who fulfil their statutory responsibilities.	√		
Experience of having effectively transferred academy future vision into coherent, challenging and achievable plans.	√		
<b>Personal Attributes</b>			<b>Interview References</b>
Strong work ethic with a high level of commitment to the whole Academy community and a flexible approach.	√		
Commitment to equality that raises aspirations for all, challenges prejudice and assumptions and promotes integration, celebrating the diversity of multicultural Britain.	√		
Attributes that enable and empower individuals and teams to innovate and achieve, where success is celebrated and	√		

individuals are motivated to achieve high goals and accept responsibility for outcomes.			
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively.	√		
The personal resilience required of a leader, with the ability for self-reflection and a positive approach that enables constructive relationships and feedback to aid continuous improvement.	√		
Committed to enabling the academic, spiritual, moral, social, emotional and cultural development of pupils, recognising and valuing the richness and diversity of pupils needs and the school communities.	√		
A commitment to the mission and values of the whole Trust community, and to collaborative working for the benefit, and with tangible evidence of driving pupil improvement and progress.	√		
An ability to organise and manage own workload work under pressure and to deadlines	√		
Positive attitude to change, with an adaptable and versatile approach.	√		
Enthusiastic, approachable and optimistic, with the presence to inspire confidence and trust, enabling others to feel empowered and motivated to achieve high goals.	√		
Develops and empowers individuals and teams that promotes collaboration, shared knowledge and understanding, where success is celebrated and individuals accept responsibility for outcomes	√		

**November 2024**

**IF YOU REQUIRE THIS INFORMATION IN AN ALTERNATIVE FORMAT PLEASE CONTACT US**

## Application Procedure

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If you are interested in this post, you are warmly invited to visit our nearest school at Berewood, please contact Laura Turvey, Leader of Academy Improvement [Laura.Turvey@chi.ac.uk](mailto:Laura.Turvey@chi.ac.uk) if you wish to arrange a school visit.

Applicants should **complete** an **Application Form** which can be downloaded from the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and return it by email to [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk).

**The closing date is on Sunday 5<sup>th</sup> January 2025 at midnight. The Assessment and Interviews will be held on Thursday 23<sup>rd</sup> and Friday 24<sup>th</sup> January 2025.**

If you have any queries, please contact the University of Chichester Central HR Team by emailing [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk).

University of Chichester Academy Trust  
HR Department  
Arran House  
Bognor Regis Campus  
Upper Bognor Road  
Bognor Regis, PO21 1HR

T: 01243 793499

E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)

### Application Form Completion

When completing the Application Form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

You may submit a separate sheet detailing your qualifications and previous employment.

All other information requested should be contained within the application form.

### Selection Procedure

The shortlist will be completed shortly after the closing date and successful candidates will be invited to attend the Assessment and Interview Day.

### Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Team immediately on the number above.

### Support

If you have any specific support or adjustments that you would like the Trust to consider or arrange for you, please contact Jake Whittle, HR Administrator or [J.Whittle@chi.ac.uk](mailto:J.Whittle@chi.ac.uk) who will be pleased to assist.

