

January 2025



St John's (CE) Primary Academy, Clifton



Recruitment pack for Principal

(to commence 1 September 2025)

Towngate
Clifton
Brighouse
West Yorkshire
HD6 4HP

Telephone: 01484 713036

www.stjohnsacademyclifton.co.uk

St John's CE Primary Academy
Towngate, Clifton, Brighouse HD6 4HP
Telephone number: 01484 713036
Website: www.stjohnsacademyclifton.co.uk

Principal
Salary: Leadership Pay Range: L12 - L18 (£65,285 - £75,675)
Full time, permanent
To commence: 1 September 2025

A welcoming family, embracing and developing Christian values for life which inspires and encourages all children to thrive and reach their potential

Do you share our passion for education and want to make a difference to our children's future?

The Governing Board is seeking to appoint an experienced leader with high expectations, a deep commitment to inclusion and community/church relations. We are an independent academy and proud of our continued achievements, providing a safe and stimulating learning environment promoting high academic standards and enjoyable recreational experiences. We encourage curiosity and inspire a lifelong love of learning for all our children.

As our principal you will provide collaborative leadership that is visionary, dynamic and inspirational whilst seeking to preserve the important values at the heart of our academy. You will be a proven leader who is pioneering, courageous and passionate about teaching and learning and who is committed to the provision of an inclusive education for all our children and be able to evidence excellent school-wide levels of attainment.

We are a forward-thinking governing body with aspirations for school development and an understanding of future opportunities, and we believe this position represents an exceptional opportunity for someone with drive, vision and ambition to lead an already outstanding school with a long-serving and committed complement of staff. Our core values are Friendship, Justice, Reverence, Thankfulness, Forgiveness and Perseverance and our Daily Collective Worship reflects these values and promotes our Christian ethos.

If you want to work with wonderful pupils, committed staff and a forward-thinking leadership team, this may be the role for you. Accordingly, we are looking for an individual with previous experience as a headteacher or deputy headteacher who possesses outstanding interpersonal skills and the ability to enthuse, motivate and engage pupils, colleagues and other stakeholders.

The successful candidate must:

- have a proven track record of leading and developing a primary school/academy with measurable impact
- have a collaborative and supportive approach to inspire and motivate others
- possess skills to build excellent relationships with pupils, staff, parents, governors and the wider community

The academy can offer:

- support from an experienced senior leadership team
- a good working relationship with the governing board who provide oversight and accountability to support the leadership team
- well-behaved pupils who are hard working and keen to learn

Visits to the academy by prospective candidates are warmly welcomed. Even if you have not been considering a move why not come and visit us to find out more about this great opportunity? If you wish to make an appointment please contact Kim Boothroyd, School Business Leader on 01484 713036 or email: kim.boothroyd@stjohnsacademyclifton.co.uk. It is strongly recommended that you take the time to visit our website at: www.stjohnsacademyclifton.co.uk.

An applicant pack and application form can be downloaded from the academy website. Completed application forms should be returned, via email, to recruitment@educatehr.co.uk for the attention of Gill Meeson (HR Director, EducateHR Ltd).

Closing date for applications is 7 February 2025 (at 12 noon)

Assessments/interviews will be held on 12 March 2025 and 13 March 2025

St John's CE Primary Academy is committed to safeguarding and promoting the welfare of our students and all staff and volunteers are expected to share this commitment. The successful applicant will be required to undertake appropriate pre-employment checks which will include references from previous employers, confirmation of the right to work in the UK and appropriate DBS and prohibition checks.

Welcome letter

January 2025

Dear Applicant

I am delighted that you have shown an interest in this position. No one person has a greater influence on a school's character than the Principal and this is a great opportunity for an exceptional candidate who will prove able to maintain and further develop our many achievements. Our academy is a rewarding and innovative place in which to work; we have a commitment to inclusive education and strive to maintain a high quality learning environment for all of our pupils.

In the pages that follow we have tried to give you a flavour both of our academy and its community and of the qualities we are looking for in the person that fills this critical role.

Our staff work hard to retain a strong family atmosphere, working in close partnership with parents and carers to provide a happy, stimulating and well-balanced centre of learning. The academy nurtures and prepares our pupils for the future by ensuring that they uphold the values and ethos of our school.

By focusing on our pupils and their families we aspire to place education and learning at the heart of our work. We are committed to providing exceptional levels of care and support for our pupils. Our new principal will be expected to maintain the school's vision of 'a welcoming family, embracing and developing Christian values for life' that is demonstrated every day by all of our pupils and the broader school community. We are proud of the high standards our pupils achieve across the curriculum and require the successful candidate for this position to demonstrate determination and drive in endeavouring to secure the best possible outcomes for our children.

It is essential that the chosen candidate is able to demonstrate an ability to address the challenges of the post whilst being readily accessible to all and promoting an open and empathetic style of leadership which involves all stakeholders.

You are encouraged to visit our academy and have the opportunity to experience at first hand the genuine warmth and passion for learning displayed by pupils and staff. Please contact Kim Boothroyd, School Business Leader, on 01484 713036 to arrange an appointment.

I do hope that the information in the Recruitment Pack will encourage you to apply for this position. The person specification within the pack contains the criteria that the selection panel will use in the recruitment process. Please address these in full within your application.

I look forward to receiving your application and if you require any further information do not hesitate to contact me via the school on 01484 713036.

Yours sincerely

Lynn Taylor

Chair of Governors

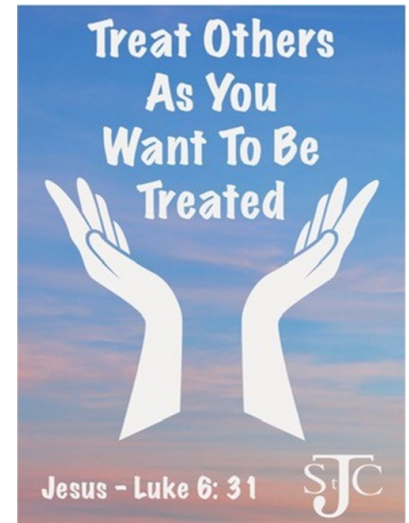


About us

St John's (CE) Primary Academy is for children aged from four to eleven years. Whilst many pupils live in the village of Clifton, approximately one half of the children come from other parts of Brighouse, Calderdale and Kirklees.

Background - the original school was founded in 1874 on land given by the Armytage family of Kirklees Hall. The academy has been extended, refurbished and remodelled over the years to provide additional teaching, administrative, community and staff areas. Teaching facilities are enhanced by an ICT suite and all classrooms have an Interactive White Board.

Over the years the academy has verified standards using external assessment achieving the Charter Mark for excellence in public service, Basic Skills Quality Mark, School Achievement Award, Healthy School Award, Sport Activemark, Investors in Pupils Award, Inclusion Quality Mark, NACE Award, Investors in People Award, ICT Quality Mark.



St John's is a Church of England Primary Academy that has a close relationship with the local parish and village church.

We greatly value our position in the heart of the local community and we are well regarded for our participation in local activities.

Academy leaders continue to work in collaboration with other schools and academies and related organisations in order to improve practice, develop staff and raise standards.

We expect our leader to be inspirational with the ability to maintain a culture which enables every member of the school community to flourish.

The academy maintains a strong Christian ethos within an increasingly global and multicultural society, fostering a lifelong love of learning and equipping everyone with the tools to succeed, both now and in the future.

The pupils are grouped in classes of 30.

Current extracurricular activities include: Board games, Netball, French, Construction Club, Karate, STEM Club, Gymnastics, Racquet sports, Choir, Competition sports, Young Leaders, Outdoor and adventurous activities.

An active Academy Association exists which is very supportive, organising varied activities of a social and fund-raising nature.

Safer Recruitment

St John's recognises the important role that the whole community plays in promoting the health, safety and well being of all children.

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer to a barred individual (or indeed for a barred individual to apply for or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Criminal records

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions in a fair manner, and not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Further advice and guidance may be obtained from NACRO or Unlock.

The academy selects candidates for interview based on their skills, qualifications and experience relevant to the position applied for.

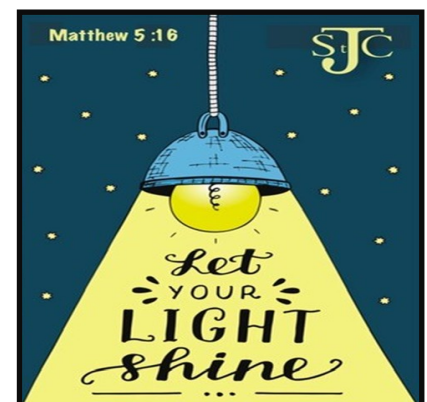
For those positions within the school where an Enhanced or Standard Disclosure and/or Barred List Check is required, job adverts will contain a statement that the successful applicant will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed.

Vision, Ethos and Values

We are a welcoming family, embracing and developing Christian values for life, where everyone 'treats others as they want to be treated' (Luke 6.31) and which inspires and encourages all to thrive and 'Let their light shine' (Matthew 5.16).

This is lived out through the way we

- *Ensure our lessons and learning opportunities are tailored to our children so they are able to shine and achieve in what they are learning.*
- *Provide opportunities for children to discover a talent that they can develop.*
- *Encourage our children to grow up and make a positive contribution to the world in which they live, shine and make everyone they meet's life that little bit better.*



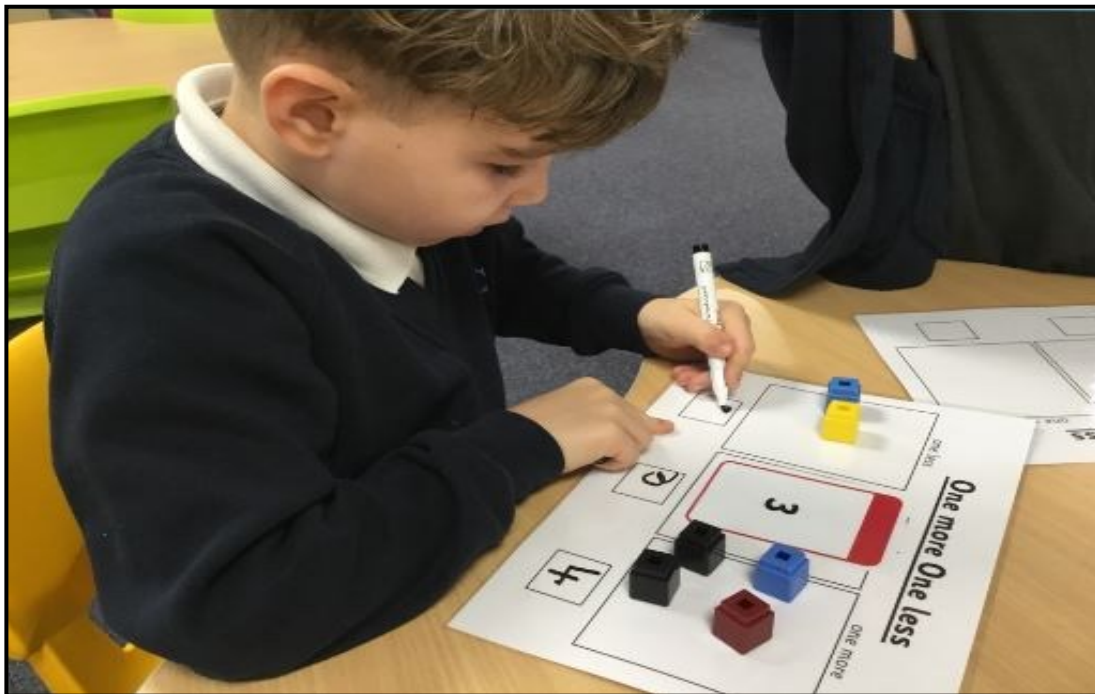
How we approach the curriculum

Our curriculum aims to provide all pupils with the knowledge and skills they need to thrive during their school journey and on to their next stage of education. We are proud of the fully inclusive learning community that we serve and have designed our curriculum to meet the needs of all our children.

As part of our responsibility to promote British values, we ensure that teaching and learning about British values is an integral part of our children's school experience, and is reflected in all aspects of school life.

We strive to inspire our pupils through high-quality teaching and learning opportunities that teach children how to cooperate and collaborate with others as part of a team, understanding fairness and equity of play to embed life-long values.

We provide a balanced and broadly-based curriculum to enable opportunities for all pupils to achieve alongside promoting their spiritual, moral, social and cultural development in preparation for experiences of life..



Good relationships are encouraged between the pupils themselves, between pupils and staff, and between staff and parents so that all work for the good of the children within the academy.

The academy understands the difference excellent and challenging teaching can make. Accordingly, staff are supported by continuous professional development in order to attain very high standards.

Summary of job description

Principal

Prime objectives of the post

The postholder will be accountable to the governors of the academy and will support its strategic direction.

The postholder will provide vision and leadership to ensure the academy continues to maintain high standards and educational success.

The postholder will uphold and demonstrate the principles of public life and maintain high standards of ethics and behaviour, ensuring that aims and objectives are implemented in accordance with the policies of the governing body and national and local educational strategy and the Diocese.

Leading and managing the school

To lead the strategic direction and development of the academy and the formulation, implementation and monitoring of school improvement plans.

To develop and maintain policies and practices for the academy which reflect the ongoing commitment to high achievement through effective teaching and learning.

To take an overview (supported by the governing body) of operational and business plans and to take lead responsibility for delivering the curriculum, teaching and learning in the academy.

To present to the governing body a balanced budget which addresses the priorities identified within the school development plan and which satisfies financial requirements.

To create a culture where pupils experience a positive and enriching school life.

To uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.

To promote positive and respectful relationships ensuring that management structures and deployment of resources support an efficient, effective and safe learning environment and build capacity across the workforce.

People and organisational management

To promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.

To establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance and supporting improvement.

To manage staff appropriately in relation to their professional conduct and practice and to observe a duty of care regarding staff welfare.

To manage distributive leadership throughout the academy and college whilst remaining accountable for our children and young people, staff and financial performance.

To encourage staff to engage in continuous professional development linked to the academy development plan and to support the development of others.

To identify emerging talent, coaching current and aspiring leaders.

To ensure the appropriate deployment of budgets and resources through strategic planning.

To ensure that financial requirements are compliant with DfE regulations and that robust internal financial control mechanisms are in place.

To create a safeguarding climate of ongoing vigilance, ensuring that all statutory duties are in place and are effectively and reliably monitored.

Summary of job description

Principal

Curriculum and assessment

To establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.

To ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values to be taught which meet the specific needs of our children and young people.

To establish effective curricular leadership, supporting the development of subject leaders with high levels of relevant expertise and ready access to professional networks and communities.

To ensure teachers use appropriate approaches when assessing knowledge and understanding of the curriculum.

To ensure that staff implement consistent and fair approaches in managing our children and young people's behaviour.

To help create a safe, calm and well-ordered environment for all pupils and staff which is focused on safeguarding pupils and developing exemplary behaviour in school and in the wider society.

Continuous improvement

To develop evidence-based strategies for improvement which are realistic and timely and which meet the requirements of our school context.

To develop effective relationships with other professionals and stakeholders to improve progress and outcomes for all our children and young people.

To shape the current and future quality of the teaching profession through high-quality training and sustained professional development for all members of staff.

To model entrepreneurial and innovative approaches to school improvement, leadership and governance.

Behaviour

To establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines which are understood clearly by all staff and pupils.

To ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.

Working in partnerships

To build a school culture that embraces the richness and diversity of modern communities, both locally and nationally, forging constructive relationships beyond the academy.

To establish and maintain working relationships with other professionals, including the Diocese of Leeds, to improve educational outcomes for pupils – the Diocese is a statutory partner with the academy.

To build and sustain positive relationships with parents/carers to increase their involvement in school activities and in the education of their children and to develop a sense of shared responsibility.

To create and promote positive strategies for challenging prejudice and preventing radicalisation.

To undertake any other professional duties as directed by the governing body.

Qualifications and training	E	D	I
Qualified Teacher Status	✓		A
Professional development undertaken within the last 2 years	✓		A
NPQH		✓	A
Degree in a relevant subject area		✓	A
Experience	E	D	I
At least 2 years' experience of a senior management (that is headteacher or deputy) in a primary setting (5 to 11 years) detailing evidence of impact on performance	✓		A/I/R
Leadership of whole school improvement including self-evaluation and strategic planning based on a thorough analysis of what is working well and identification of complex barriers	✓		A/I/R
Experience of formulating aims, policies and development plans and of monitoring, evaluating and reviewing the impact of these	✓		A/I/R
Experience of curriculum development and implementation to meet current requirements and the needs of all learners	✓		A/I/R
Experience of engaging stakeholders to realise school improvement and raise standards	✓		A/I/R
Experience of senior leadership in more than one school		✓	A/I/R
Successful teaching experience in the primary sector in more than one key stage		✓	A/I/R
Successful experience of strategic financial and resource management, ensuring efficiency and value for money		✓	A/I/R
Experience of leadership in Ofsted, SIAMS or other relevant inspection		✓	A/I/R
Knowledge and skills	E	D	I
Excellent oral, interpersonal and organisational skills	✓		A/I/E
Excellent report-writing skills for presentation to governors or and external bodies	✓		A/I/E
A sound knowledge of current (and emerging) national educational developments across the primary sector	✓		A/I/E
A high level of competency to interpret statistical data, managing budgets and identifying and mitigating risks	✓		A/I/E
Evidence of the ability to develop and maintain effective professional relationships with individuals at all levels (both internal to the school and external)	✓		A/I/R
Developing effective strategies that successfully manage behaviour and thus promote positive learning behaviours	✓		A/I/R
Initiative and circumstances	E	D	I
Proven effectiveness in decision-making and ability to work under pressure	✓		A/I/R
Ability to work flexibly	✓		A/I/R
Commitment to promoting and enhancing the Christian vision and values of the school.	✓		A/I/R

Person specification

How to apply:

Please read the specification carefully

You must ensure that you address the criteria outlined in the person specification when completing the application form, giving examples where appropriate

Legend to criteria:

E - Essential
D - Desirable
I - How identified

Means of identification:

A - Application form
I - Interview
E - Exercise (assessment)
R - Reference

School life



We ensure our pupils become responsible citizens who:

- are well prepared for life and work
- are enterprising
- are able to work cooperatively with others
- respect the needs and feelings of others and act with integrity
- understand their own and others' cultures and traditions, within the context of British heritage, and have a strong sense of their own place in the world.

We provide a calm, safe, happy and effective working environment, with suitable classroom organisation and teaching styles, in which each child can achieve his or her maximum potential.

We focus on facilitating considerate and positive relationships between all members of the academy community.



Job Title:

Principal

Contract:

Permanent and full time

Salary:

Leadership Pay Range L12 - L18



How to apply:

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11.

It should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email (please note this must be in Word format) to Gill Meeson, HR Director, EducateHR Ltd.

Email address: recruitment@educatehr.co.uk

If you have any queries about this process please contact Gill Meeson on 07921 099601.

Application/Interview timeline:

Completed applications should be returned no later than:

7 February 2025 (noon)

Interviews/assessments to be held:

12 March 2025 and 13 March 2025

