Abbey Grange C of E Academy

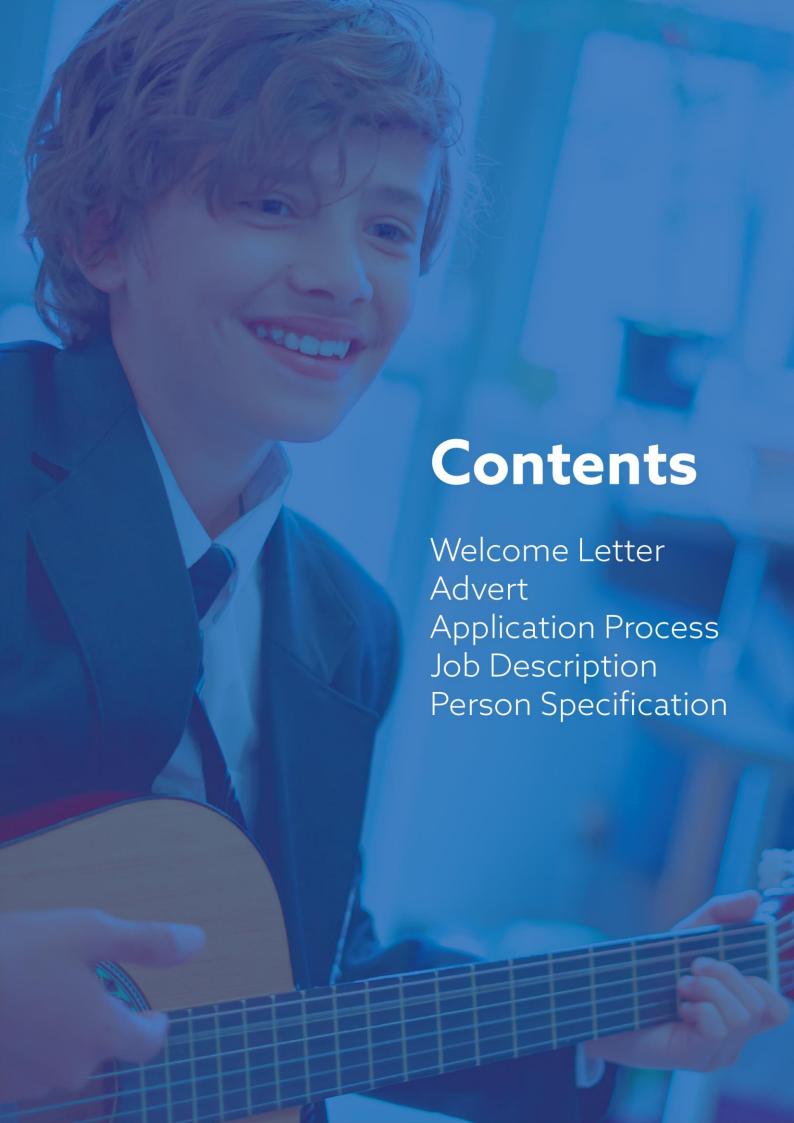
# Recruitment Application Pack

Principal



A member of





# Welcome

Dear Colleague,

Thank you for your interest in the role of Principal for Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the Principal role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

# To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.





Helen Pratten & Catherine Garrett
Co-Chief Executive Officers

# Abbey Grange has given me the tools to dream big and believe that I can achieve anything in life.

Student



Abbey Grange C of E Academy Butcher Hill, Leeds, LS16 5EA

# **Principal**

**Salary:** Leadership L32 – L36 (£90,379 - £99,681 FTE)

**Reference:** AGA95

Abbey Grange is a thriving, highly successful and over-subscribed 11-18 Church of England convertor Academy which serves communities right across the city of Leeds.

Our students come from all over the city to receive an education which challenges them academically, supports them pastorally and helps them develop socially and spiritually. Abbey Grange is part of the Abbey Multi Academy Trust.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower' and we are well on our way to achieving this. Ofsted graded us a 'good' school in February 2017 and we celebrated our GCSE results in 2019 with 72% of our students achieving 9-4 in English and Maths, and an above average Progress 8 score of +0.26. We have a thriving sixth form which achieves a value added score that is consistently above average and within the top 20% of schools nationally.

We are looking to appoint a highly motivated Principal to join our successful Academy. The successful candidate will provide dynamic and strategic direction, leadership and accountability at the academy in respect of all aspects of Teaching & Learning and the day-to-day management of the academy, along with promoting and maintaining the academy's ethos and character including upholding the Christian values of the Trust.

The Trust is seeking to appoint an exceptional permanent Principal to:

- Provide inspirational and motivational leadership across the school that raises aspirations and drives academic performance
- Champion a culture that encourages initiative and accountability and strengthens the quality of leadership at all levels
- Deliver a rich and varied curriculum offer that enables our students to flourish and achieve their potential within a caring Christian community
- Develop effective working relationships with partners and stakeholders across the community to fulfil the school's goals
- Demonstrate high expectations of pupils' achievement and behaviour and the desire to vigorously promote a caring Christian ethos

We are looking for an experienced leader who will have the creativity, drive and ambition to lead our academy. You will provide strong effective leadership whilst being committed to developing a team of leaders, teachers and support staff to deliver a culture of continuous school improvement. Building on the Church of England's vision to enable all children and young people to 'live life in all its fullness' you will foster an environment in which learning thrives and where students are at the heart of everything.

In return for your energy, passion and ambition, we offer you the whole-hearted support of an ambitious and forward-thinking multi-academy trust. You will also be rewarded with the opportunity to work collaboratively with the Executive Principal and a group of talented Trust leaders to drive the future of the academy and the Trust as a whole.

Whilst we would normally welcome visits to the academy, given the current situation

we are facing regarding COVID-19 we are unable to accommodate this at present, however, if you would like to ask any question please contact the Recruitment Team via Recruitment@abbeytrust.org who will ensure your query is responded to by the relevant person.

Alternatively, if you would like the opportunity to have an informal discussion with the Executive Principal and/or the Co-CEO's this can be arranged by making a request via the Recruitment@abbeytrust.org email address.

Abbey Grange C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check.

#### **Equality and Diversity**

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

The closing date for applications is **Monday 1<sup>st</sup> March 2021**.

To apply please download recruitment pack and email completed application form to:

Recruitment Team Recruitment@abbeytrust.org

**Interview date:** TBC – please note that interviews may need to be conducted via Zoom.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 2757877.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

#### Queries

If you would like the opportunity to have an informal discussion with the Executive Principal and/or the Co-CEO's this can be arranged by making a request via the Recruitment@abbeytrust.org email address.

If you have any queries on any aspect of the application process or need any further information please contact us at <a href="mailto:Recruitment@abbeytrust.org">Recruitment@abbeytrust.org</a>

Job Title: Principal

**Salary Scale:** Leadership L32 – L36 (£90,379 - £99,681 FTE)

Reporting to: Executive Principal (Secondary)

# Overall purpose of the post:

To provide dynamic and strategic direction, leadership and accountability at the Academy in respect of all aspects of Teaching & Learning and the day-to-day management of the Academy, along with promoting and maintaining the Academy's ethos and character including upholding the Christian values of the Trust.

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with the Trust's mission 'In partnership to educate, nurture and empower' and the curricular policies determined by the Trust Board and Co-CEOs.

# Key responsibilities:

The Principal will work with the Executive Principal (Secondary) to:

- Ensure the Multi-Academy Trust (MAT) vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the Academy community to translate the vision into agreed objectives and operational plans which will promote and sustain Academy improvement.
- Demonstrate the vision and values in everyday work and practice.
- Promote the Christian character, ethos and vision of the Academy to a wide range of audiences.
- Provide dynamic and strategic direction and leadership for Teaching and Learning across the Academy.
- Maintain a commitment among pupils, staff and parents to the Academy's mission in partnership with the Local Governing Body and through the example of personal conviction.
- Lead the staff and governors in reviewing and evaluating the effectiveness of the Academy Development Plan and Self Evaluation Processes.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure their contribution to strategic planning takes account of the diversity, values and experience of the MAT and community at large.
- Raise standards across the Academy with particular reference to academic performance.
- Lead in the provision of excellent learning and teaching across all aspects of the curriculum.
- Lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels
- Develop, inspire and motivate effective teams in order to raise standards across the school.

- Ensure the resources are well managed and allocated in accordance with the budget setting process, providing regular updates and reports to governors.
- Build and maintain strong relationships with parents, staff, governors and the whole community.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

# **Key Tasks:**

#### Educate

## **Teaching & Learning**

- Advocate and develop innovative ways of teaching and learning to meet the needs of students of all abilities through the continuing development of a broad, balanced, relevant and stimulating curriculum
- Build an Academy culture and curriculum which takes account of the richness and diversity of the Academy's communities.
- Develop the learning environment and facilities of the Academy
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Encourage the creative use of ICT to support teaching and learning
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to Teaching & Learning in line with the MAT strategy.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure effective corrective action and follow-up.
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Determine, organise and implement a diverse, flexible curriculum and an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

#### **Achievement/Progress**

- Ensure a consistent and continuous Academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community.
- Challenge educational under-achievement and inspire students to reach their full potential
- Ensure the Academy identifies the needs of every student and that early intervention takes place as necessary.
- Ensure that provision for students with identified needs is regularly evaluated and developed as required

#### Nurture

- Provide a safe and healthy environment in which students' happiness and welfare can be nurtured
- Foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development
- Ensure that the curriculum supports the Academy's mission to nurture students.
- Ensure high standards of student care, well-being, safeguarding, behaviour and attendance.
- Implement strategies which secure high standards of behaviour and attendance.
- Create and promote positive strategies for challenging prejudice and dealing with harassment.
- Comply with the Academy's Child Safeguarding Procedures and Policies

## **Empower**

#### Staff

- Lead, energise and motivate all staff of the Academy, setting clear and aspirational goals.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action where there is under performance.
- Ensure continuous professional development, monitoring the induction and professional development of all staff through the agreed Appraisal/Performance Management Policy
- Engage all staff in the process of meeting those standards, encouraging ownership and involvement
- Ensure that all staff participate fully in the Appraisal process and that appropriate objectives are set
- Secure the sharing of best practice both within and beyond the Academy
- Lead the recruitment and appointment of all new staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive Academy culture.
- Build a collaborative learning culture within the Academy and actively engage with educational organisations to build effective learning communities.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities of individuals and teams and celebrate their achievements.
- Manage own workload and that of others to allow an appropriate work/life balance.

#### **Students**

- Ensure and support the development of student leadership across the Academy.
- Ensure a wide range of activities for students to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief

#### **Partnership**

- Establish Abbey Grange CE Academy as a centre of educational excellence and success, developing partnerships with Abbey MAT, students, parents, the local community, the business community and other external partners.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Ensure that positive, helpful communication is maintained with parents at all time through newsletters, annual reports, parents' evenings, and other informal opportunities
- Seek opportunities to invite parents and carers, community figures, businesses or other
  organisations into the Academy to enhance and enrich the Academy and its value to the
  wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other educational establishments and promoting innovative initiatives.
- Engage effectively with Governors and Trustees, providing reports on all aspects of the Academy as required
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- Co-operate and work with relevant agencies to safeguard children.

## Securing Accountability

- Fulfil commitments arising from contractual accountability to the governing body and the Trustees of the MAT.
- Promote an Academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the local governing body and the Trustees of the MAT (providing information, objective advice and support) to enable it to meet its responsibilities.
- Present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including Governors, Trustees, parents and carers.
- Reflect on personal contribution to Academy achievements and take account of feedback from others.

#### **General Duties:**

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Head Teachers.
- To be wholly responsible for teaching and learning along with the moral and spiritual ethos across the Academy.
- To meet the National Standards for Head Teachers as published by the DfE.
- To achieve any performance criteria, objectives and targets agreed with or set by the Academy's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document. Ensure equality of opportunity for all.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Local Governing Body and Trust may determine from time to time.

#### Other Duties:

- To provide an excellent role model for colleagues and students, conveying a professional standard of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Trust.
- To undertake any professional duties reasonably delegated by the Co-CEOs/Executive Principal (Secondary).
- To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
- To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

#### Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs/Executive Principal (Secondary) or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEOs/Executive Principal.

Name (Please Print):	
Signature:	
Date:	

	Qualifications	Essential		tial	Desirable		
1	Qualified teacher status for England (or equivalent)	Α	R				
2	Relevant degree (or equivalent)	A	R				
3	NPQH or further professional qualification				A		
4	Recent, relevant professional learning and development	A	R				
	Professional knowledge, skills and abilities	Essential		Desirable			
1	Demonstrable success in raising standards and meeting challenging targets	A	R	I			
2	Excellent oral and written communication skills with an ability to negotiate at all levels	A	R	I			
3	Be E-confident and able to understand and sell the benefits of ICT and future technology in an education context	A	R	I			
4	Ability to set appropriate targets for the improvement of Academy performance and how to establish, monitor and evaluate an action plan in relation to those targets	A	R	I			
5	Ability to interpret and implement new legislation, polices and directives	A	R	I			
6	Ability to analyse information from a wide variety of sources and solve complex problems	A	R	Ι			
7	Ability to demonstrate sound leadership in managing transition between key stages for students across the Academy and with partner schools and academies	A	R	I			
8	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	A	R	I			
9	Ability to provide clear educational vision and direction	A	R	I			
10	Ability to work in partnership with senior leaders and governors	A	R	I			
11	Ability to analyse and use pupil data on attainment and progress to raise standards	A	R	Ι			
12	Secure knowledge of statutory requirements relating to curriculum and assessment	A	R	Ι			
13	Knowledge and understanding of the Ofsted statutory inspection framework	A		Ι			
	Experience	Essential		Desirable			
1	Evidence of sustained impact as a Head of School/Deputy Head Teacher or senior education leader within the secondary sector	A	R	I			
2	Experience of developing a highly exciting and innovative curriculum which is personalised to the needs of the whole student	A	R	Ι			
3	Experience of managing, developing, inspiring and motivating staff	A	R	I			
4	A proven track record of managing change quickly and effectively to deliver transformational and cultural improvements	A	R	I			
5	Experience of presenting high quality, strategic information to Governors and supporting their role as a 'critical friend'	A	R	I			
6	Experience of data analysis and the identification of where intervention is required to ensure that students of all levels of ability achieve their full potential and beyond	A	R	I			
7	Successful experience of monitoring, evaluating and improving the quality of teaching and learning	A	R	I			

8	Experience of budgetary management at whole school level	Α	R	I			
9	Experience of leading curriculum innovation				A	R	
10	Understanding of what excellence looks like within educational leadership, management, teaching and learning.				A		I
11	Evidence of successfully operating at both strategic and operational levels.	A	R	Ι			
	Professional Attributes, Qualities and Values	Essential		ial	Desirable		
1	A willingness and ability to fully support the Christian character, ethos and values of the Trust	A	R	I			
2	High personal standards of integrity and probity	A		I			
3	Enthusiasm, vision, drive, adaptability and resilience	A	R	I			
4	Be confident, positive and approachable	Α	R	I			
5	Be able to secure the loyalty and confidence of students, staff, parents/carers, Governors and others	A	R	Ι			
6	Have consideration of the views of others	A		I			
7	Advocate a sound educational philosophy with the ability to translate into practice	A		I			
8	Ability to create a learning culture within the organisation which is recognised by staff, students, parents and carers	A		I			
9	Commitment to personal development	A		Ι			
10	Be able to understand and develop your own emotional intelligence	A		Ι			
11	Strong commitment to raising standards	A		I			
12	Ability to remain positive and enthusiastic, including when under pressure	A		Ι			
	Additional Requirements		Essential		Desirable		
1	Be willing to work outside normal hours	A		I			
2	To be flexible in order to meet the demanding nature of this role	Α		I			

# The criteria will be evidenced as indicated below:

Candidates should address at least all items marked 'A' Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

<sup>&#</sup>x27;A' refers to the candidate's Application form and covering letter

<sup>&#</sup>x27;I' to interview

<sup>&#</sup>x27;R' to reference

# Abbey Grange C of E Academy

Butcher Hill Leeds LS16 5EA

**Tel:** 0113 275 7877 **Fax:** 0113 275 4784

**Website:** www.abbeygrangeacademy.co.uk **Email:** info@abbeygrangeacademy.co.uk

# Abbey Multi Academy Trust

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**Website:** www.abbeymat.co.uk **Email:** enquiries@abbeytrust.org

Registered Company Number: 07705552



