

Recruitment Pack

Principal at Castle Batch Primary School Academy



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ABOUT OUR TRUST

The Priory Learning Trust (TPLT) is a Multi-Academy Trust (MAT) educating children from 2-18 years in the South West of England. The Trust was established in August 2016 and currently comprises of three secondary schools, five primary schools and four early years settings. We are a cross-phase MAT with academies across the age range from nursery to sixth form.

	Academy	Age Range	Website
1.	Priory Community School Academy	11-16 years	www.pcsa.org.uk
2.	Worle Community School Academy	11-16 years	www.worle-school.org.uk
3.	The King Alfred School Academy (includes Sixth Form Centre)	11-18 years	www.tkasa.org.uk
4.	Castle Batch Primary School Academy (includes Little Learners Nursery @CBPSA)	2-11 years	www.castlebatch.n-somerset.sch.uk
5.	St Anne's Church Academy (dual site) (includes Little Learners Nursery @WW)	2-11 years	www.stanneschurchacademy.co.uk
6.	Pawlett Primary School Academy	4-11 years	www.pawlettprimaryschool.co.uk
7.	East Huntspill Primary Academy (includes Little Learners Nursery @EHPA)	2-11 years	www.huntspillfederation.co.uk
8.	West Huntspill Primary Academy (includes Little Learners Nursery @WHPA)	2-11 years	www.huntspillfederation.co.uk

TPLT grew from an intent to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, from all backgrounds.

At our heart is a passion to put 'Students First' and deliver exceptional education; beyond outstanding for every single child. We do this with a relentless drive for academic excellence, shared moral purpose and values combined with lots of fun and happiness. We believe that happy schools are also high-achieving, successful schools.

We strive for partnerships between students, families, staff and the wider community to create exceptional student outcomes. We also 'cherish' our staff. We believe they are amazing and are passionate to empower them through support, training, and career opportunities. With such brilliant people all aiming for the same goals, we are able to ensure every student achieves all that they are capable of and more, regardless of their background. Alongside this, we have a commitment to our local families and therefore we serve our communities well. We truly believe in Students First, Cherishing Staff and Serving Communities.

TPLT is also a successful Training School Alliance. In 2016 it was awarded the prestigious National Teaching School status - a rare accolade after it fulfilled a wide range of criteria in training teachers and supporting other schools. To become a Teaching School Alliance (TSA), academies must be judged outstanding or good and have a proven track record of delivering exceptional teacher training and supporting other schools. This has been a great foundation on which to build for excellence. We know that this key focus on staff development will deliver exciting and effective learning to our children and young people.

Trust dimensions at September 2022:

Students on Roll: circa 5000

No. of Staff: circa 797

JOB ADVERT

PRIMARY PRINCIPAL AT CASTLE BATCH PRIMARY SCHOOL ACADEMY, PART OF THE PRIORY LEARNING TRUST

Hours: Full Time

Grade/Salary: Trust Leadership Grade L14 – L20 (£61,042 - £70,733)

Contract Type: Permanent

We are looking to recruit a Principal to lead Castle Batch Primary School Academy and join our TPLT School Improvement Team. We need an exceptional primary leader with the ability, passion and enthusiasm to develop, promote and support the vision and direction of the school enabling it to continue to build upon current success through high quality education for all. They will lead and manage the school on a day-to-day basis; alongside the leadership team and be the first point of contact for all stakeholders and external agencies.

Castle Batch is a two-form entry primary school which also includes a speech and language resource base and a 40 place nursery. The school is caring and inclusive and values the contributions and achievements of all members of the community. Castle Batch joined TPLT in April 2018 and was graded Good by Ofsted in June 2022.

The Principal will be an ambassador for Castle Batch and the Trust and continue to promote their profile in the wider locality, where students come first; all staff are valued and cherished and we work hard to effectively serve our community. They will work closely with families, with the community and with other agencies to provide for the spiritual, moral, cultural, social and emotional needs of all. The post holder will report to the Central Team and Chair of Academy Council, supporting them to ensure that the organisation reflects and promotes the ethos and values set by the Board of Trustees and the Academy Council.

To be considered for this role you should have:

- A deep commitment to the education, safeguarding and well-being of children and young people;
- Education to degree level and QTS;
- Extensive experience working as a Headteacher or as part of a leadership team;
- Exceptional knowledge of primary education and how children learn;
- Experience of curriculum design leading to quality outcomes for all children;
- Proven ability to generate and deliver collective vision and shared purpose, including building teams, managing change and delivering results;
- Excellent communication skills.

This is an exciting opportunity for an inspirational leader to work within our growing Trust and lead this great school in the next part of their exciting journey. For further information, please see our [School website](#) and our [Trust website](#).

For an informal discussion and to arrange a visit to look around the school please contact Lisa Dadds, Interim Head of School Improvement on 07770 801351.

HOW TO APPLY

Applications should be submitted with a covering letter (no more than two sides of A4) addressed to Lisa Dadds, Interim Head of School Improvement, outlining your expertise and suitability for this role. Once completed, application forms and covering letters should be submitted through our online recruitment portal.

Closing date: Sunday 5th March 2023

Interview dates: Thursday 23rd March and Friday 24th March 2023

Address: The Priory Learning Trust, Queensway, Worle, Weston-super-Mare, BS22 6BP

Tel: 01934 529357

Email: hr@theplt.org.uk

Website: www.theplt.org.uk

The Priory Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment will be subject to satisfactory references, medical clearance and disclosure and barring service clearance.

Primary Principal at Castle Batch Primary School Academy, part of The Priory Learning Trust.

Line Manager: Trust Central Team/Chair of Academy Council

Grade/Salary: Trust Leadership Grade L14 – L20 (£61,042 - £70,733)

Main Purpose of the Role

Develop, promote, and support the vision and direction of the school enabling it to build success through high quality education for all.

Lead and manage the school on a day-to-day basis alongside the leadership team and be the first point of contact for all stakeholders and external agencies.

Be an ambassador for the school and raise its profile in the wider community. Promoting the vision of a happy community where students come first and all staff are valued and cherished.

Hold overall strategic responsibility for Castle Batch Primary School Academy; developing the school's strategic plan and translating it into positive action and results.

Key Responsibilities

The Principal will:

Continue to raise standards of achievement, be responsible for all day-to-day management of the students, staff, adult users, resources and buildings so as to promote and secure the achievement and well-being of all students and adults within the school.

Work with the Academy Council to provide an environment in which all staff and students are enabled to achieve success and to build towards achieving their potential.

Play a key part in ensuring the effective management of students' behaviour by actively supporting staff and families in promoting good behaviour in all students and ensuring that all students and adults are enabled to succeed in a happy school without hindrance or disruption.

Be responsible on a day-to-day basis for their internal organisation, management and control of the school. In carrying out their duties the Principal will consult and liaise with and work in partnership with the Academy Council. They will consult, as appropriate with the Academy Council, the staff of the school, the students and the families of its students.

Ensure staff are seen as the major resource in achieving success. They therefore have the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them.

Be closely involved with the Academy Council in recruiting, retaining and deploying staff appropriately so that the goals and targets can be achieved.

Play an active role in the TPLT School Improvement Team and lead in an area of expertise across the trust.

Vision, Direction and Development, the Principal will:

Develop and share the vision and direction of the school.

Develop both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.

Work with the leadership team, staff and Academy Council to translate the development plans into action plans that identify clear achievable targets and outcomes.

Work with the leadership team, staff and Academy Council to rigorously evaluate progress towards targets and outcomes.

Ensure that all school policies are regularly reviewed and updated and that staff and Academy Council are involved in this process.

Advise and support staff and Academy Council in policy development and implementation.

Teaching and Learning and 'STUDENTS FIRST', the Principal will:

Ensure that the school works closely with families, the community and other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children.

Ensure that the school actively works towards securing the STUDENTS FIRST agenda for all students and developing students as successful learners, confident individuals and responsible citizens.

Ensure that statutory requirements for the curriculum are met and that all students are enabled to access a broad, balanced and ambitious curriculum.

Ensure that the curriculum and pastoral care of the school is appropriate to the students' differing experiences, interests, aptitudes and backgrounds.

Give priority to developing high quality teaching, learning and assessment across the school.

Ensure that a quality assurance system for monitoring and developing the quality of teaching and learning is in place.

Ensure that there is an effective system for assessing, recording and reporting of students' progress which is used by all to have a positive impact.

Encourage new developments in the curriculum and capitalise on local and national initiatives.

Develop and implement effective practices for ensuring that students' behaviour is appropriate and supportive to their own learning and the learning of others.

Implement and keep under review a fair and effective behaviour policy which protects the rights of all users to a safe and harmonious learning/working environment.

Leading and Managing staff, the Principal will:

Liaise with the Central Team in the recruitment and selection of teaching and support staff.

Manage effectively the day-to-day deployment and performance of all staff.

Manage the formal appraisal of staff.

Support the Chair of the Academy Council in creating and maintaining good working relationships amongst all members of the school community.

Motivate and support staff by identifying and addressing areas for development and building on their strengths.

Promote the highest standards of courtesy, kindness and mutual respect amongst all members of the school community.

Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.

Encourage and model initiative, team work and working in partnership.

Develop and strengthen leadership across the school and within the trust.

Ensure safeguarding is effective in accordance with Keeping Children Safe in Education and fully understand responsibilities in relation to safeguarding and promoting the welfare of students.

Efficient use of resources, the Principal will:

Work with the Academy Council and Trust Central Team on setting and using the budget to deliver a quality education and to meet the objectives of the Academy Review and Improvement Plans.

Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money.

Monitor the budget and make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements.

Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements.

Ensure that all staff and students contribute towards building and maintaining a positive learning and working environment for all.

Accountability, the Principal will:

Ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements.

Work closely with the Academy Council as appropriate and build and sustain a positive working relationship.

Provide information and support to the Academy Council and advice based on a well-grounded and practical knowledge of the Academy on a day-to-day basis.

Ensure that the school staff and Academy Council collect, receive and use performance data to support improvement and raised levels of achievement.

Keep families informed about their students' attainment, progress and ensure their understanding in how they can contribute to supporting student learning.

Partnership, the Principal will:

Work with the Academy Council and The Priory Learning Trust (TPLT) Central Team to ensure TPLT strategy is implemented across the school.

Develop and encourage working partnerships with families.

Develop and encourage excellent relations with all schools within the MAT.

Develop and encourage mutually supportive working relationships with relevant agencies including social services and health professionals.

Ensure that the school remains at the leading edge of education thinking and practice, has the widest view and the clearest understanding of what constitutes its community, developing further the already deep community links with Principals in the primary schools and secondary schools in North Somerset, Somerset and beyond.

Commit to self-development and own learning with continuous professional development, such as Ofsted/, SIAMS inspection training and personal professional studies.

Read widely professionally.

Have an outward looking presence on social media.

Attend national and local conferences, sharing knowledge and inspiring colleagues.

Support for the Trust, the Principal will:

Develop and maintain working relationships with other professionals.

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Trust.

Provide effective support for all other members of the Trust staff by sharing own knowledge and expertise in a professional and constructive manner.

Take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively. Participate in staff, team and planning meetings.

Undertake a leadership role within the School Improvement Team working across all schools in the MAT.

Safeguarding, Equality and Data, the Principal will:

Contribute to the development and maintenance of Trust policies which encourage positive student behaviour and implement agreed behaviour management procedures.

Promote safeguarding and the welfare of children. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, your approach must be child-centred. This means that they consider, at all times, what is in the best interests of the child.

Keep up to date and follow Trust safeguarding policies and appropriate processes by reading and understanding required documentation annually, familiarising yourself with ad-hoc safeguarding information provided and attending Basic Awareness Training as required.

Be aware of and understand the Trust's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and Trust policies.

To work in accordance with the Data Protection Act and Trust Data policies.

Review and develop own professional practice.

Develop and maintain effectiveness as a member of the Trust staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

FURTHER INFORMATION

Pension	As an employer who supports the Teachers' Pension Scheme, the post holder will be automatically enrolled into the Pension Scheme. The Trust pays a contribution of salary into the Pension Scheme.
Confidentiality	Some of the work undertaken within the Trust is of a highly confidential nature. The post holder must at all times maintain confidentiality and work within the data protection parameters.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management.
Safeguarding	The post holder is subject to the provisions of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

PERSON SPECIFICATION

Essential	Desirable
Formal Qualifications/Experience	
<ul style="list-style-type: none"> • Relevant good honours degree. • Qualified Teacher status. • Successful leadership and management of the delivery of leading edge, high quality education. • Relevant experience of delivering strategic leadership in primary education, leading to demonstrable school improvement. • Experience of leading innovation and change management in a school – a successful innovator of school improvement that has impacted positively upon pupil outcomes, including for vulnerable pupils. • Excellent knowledge of Ofsted inspection requirements/expectations in respect of teaching, learning and assessment. • Have in-depth experience of whole school data analysis and target setting. • Significant experience of working with staff to promote behaviour for learning. • Successful experience of securing and raising standards in an inclusive school and working with external agencies locally, nationally and/or internationally. • In-depth knowledge and understanding of the wider educational agenda including currently national policies and education issues, as well as statutory and legal framework governing the operation of a Multi-Academy Trust. • Experience of leading staff through appraisal and performance management procedures. 	<ul style="list-style-type: none"> • Experience of continuing professional development including working toward or attainment of National Professional Qualification Headship. • Previous experience of headship. • Experience of teaching across the primary age range. • Experience of a variety of primary settings.
Knowledge, understanding and skills	
<ul style="list-style-type: none"> • Knowledge of current initiatives in education especially in terms of curriculum and student progress leading to good outcomes. • Knowledge of current initiatives in education of raising standards and achievement. • Knowledge and evidence of successfully supporting SEND students with specific needs. • Ability to positively influence others. • Ability to motivate, lead and manage people to work both individually and in teams. • Ability to implement change and plan strategically. • Have high expectations and personal integrity with the ability to promote and deliver the values, culture, ethos and traditions of the school with a commitment to the provision of extra-curricular activities. 	<ul style="list-style-type: none"> • Knowledge of Early Years education specific to a Nursery setting. • Knowledge of specialist resource base working

<ul style="list-style-type: none"> • Outstanding interpersonal and communication skills, with a range of audiences (including written, oral and presentation). • Understanding, analysis and interpretation of school performance data. • Excellent teaching skills across the primary age range. • Effective problem solving and creative thinking skills. • Effective administrative and organisational skills. • Ability to identify and promote school improvement in creative and innovative ways. • Ability to contribute to a positive and supportive culture within the leadership team and the wider staff body. • Ability to prioritise and work flexibly and to tight deadlines. • Proficient in the use of IT. 	
Personal Qualities	
<ul style="list-style-type: none"> • Proactive, innovative and versatile with a high level of drive, energy, kindness and enthusiasm necessary to effectively deliver common goals. • Passionate about personal success and happiness of students. • Able to relate empathetically to families, staff, students, Academy Council, stakeholders and the wider community. • Be a visible high profile role model with a professional approach that demands excellence, confidence, trust and respect of the school and wider community. • Passionate about high standards and achievement and excellence for all. • Passionate about quality teaching and learning. • Positive attitude to team building across the school and an all-round team player. • High levels of motivation and enthusiasm. • Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance. • Relate well to students, staff and families about their individual needs. • Able to adapt to changing circumstances and view new ideas in a positive and creative manner. • Ability to deal with sensitive issues in a professional manner. • Has high standards of self and others. • Good common sense and pragmatism. • Have strong presence around the school site. • Positive attitude in contributing to working as part of The Priory Learning Trust. 	