



**Christ Church Academy**  
Part of The Key Educational Trust



# **PRINCIPAL CANDIDATE PACK**



[www.christchurchacademy.co.uk](http://www.christchurchacademy.co.uk)

# CEO/Chair's Welcome

## **PRINCIPAL Christ Church Academy, Old Road, Stone, ST15 8JD**

Dear Applicant

Thank you for your interest in the post of Principal at Christ Church Academy. The school is an important member of The Key Educational Trust which was established in 2016 with two other schools, Oulton First School and Christ Church First School. The school is well supported by a very committed local governing committee as well as the Trust Board.

Christ Church Academy is a very popular and successful five-form entry middle school in Stone, Staffordshire and was graded as 'Good' in our last Ofsted inspection in January 2022. The school was awarded the 'Excellent' grade in its SIAMS inspection in 2020.

The pupils, parents, staff and governors are looking to appoint an inspirational Principal who shares our values and ambitions and possesses the vision, experience, motivation and resilience to further build upon the many strengths the school has. We are seeking a Principal who will work creatively and energetically, someone who will be unrelenting in their drive to give the pupils the very best learning opportunities and to provide 'Excellence in Education'.

The school benefits from a well-established and experienced staff team who 'go the extra mile' to secure excellent outcomes for the children we teach. Many of the teaching staff are subject specialists who teach across the age range 9-13 years.

The curriculum is ambitious, broad and balanced and is enriched by a very extensive extra-curricular offer. Such opportunities include: Year 5 outdoor experience days, Year 6 residential experiences at an outdoor education centre, Year 7 Science and History residential in North Wales and Year 8 France residential just outside Paris. Sports, Music and the Arts have a high profile in the school and children enjoy many opportunities to develop their interests and skills.

Our school vision is: To be a learning community that provides excellence in education for the whole person - a place where all can flourish. We believe that 'I can do all things through Christ who strengthens me.'  
Philippians 4:1.

This is, in turn, supported by the Trust vision: 'to enable all children to achieve their best, reach their potential and contribute fully to society through creating an environment which stimulates, challenges and instils a love of lifelong learning and which is enhanced through the promotion of our Christian Values.'

Our new Principal will lead from the front in helping to see our vision come to fruition.

If you feel you could be the person we are looking for, to help make the school truly great, then we would love to hear from you.

# CEO/Chair's Welcome

For further information about Christ Church Academy and the Key Educational Trust please use the links below:

[www.christchurchacademy.co.uk](http://www.christchurchacademy.co.uk)

Ofsted 2022

SIAMS 2020

[www.theket.uk](http://www.theket.uk)

We would encourage you to visit our school prior to completing an application so that you can see the school in action. If you would like to arrange a visit then please contact the school by emailing [w.fenton@cca.staffs.sch.uk](mailto:w.fenton@cca.staffs.sch.uk)

Please write a supporting letter, of no more than two sides of A4, in support of your application detailing your experience, knowledge and skills that demonstrate why you believe you could be the next Principal at Christ Church Academy.

Yours sincerely



Mr Chris Wright  
Chief Executive Officer



Mr John Heath  
Chair of Governors

# Job Advert

## **PRINCIPAL** Christ Church Academy, Old Road, Stone, ST15 8JD

**Salary:** LD21 £77,195 – L27\* £89,414pa (subject to performance management)

**Closing Date:** Monday 8<sup>th</sup> April 2024 at noon

**Start Date:** 1<sup>st</sup> September 2024

The Governors and Trust Board of Directors are looking to recruit an experienced and inspirational professional to lead Christ Church Academy in its next steps to becoming a truly great school.

We are seeking a Principal who shares our values and possesses the ambition, resilience and vision to further build on our strengths.

The Key Educational Trust is enjoying a period of growth, and the successful candidate will benefit from the opportunity to work alongside other lead professionals, share good practice and develop professionally.

The successful candidate will lead a highly motivated and skilled team who work closely together to secure the very best outcomes for all children.

### **General description of activities/functions**

The appointment is subject to the current conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

### **Statement of Purpose**

To provide professional leadership for the school that secures its success and improvement, ensuring high quality education for all pupils and improved standards of teaching, learning and achievement

### **You will be able to evidence:**

- recent successful leadership experience;
- a proven track record of raising and maintaining standards;
- effective implementation of strategic plans;
- the ability to lead and motivate staff;
- an unrelenting commitment to securing the very best outcomes for all children.



# Job Advert

## The Academy offers:

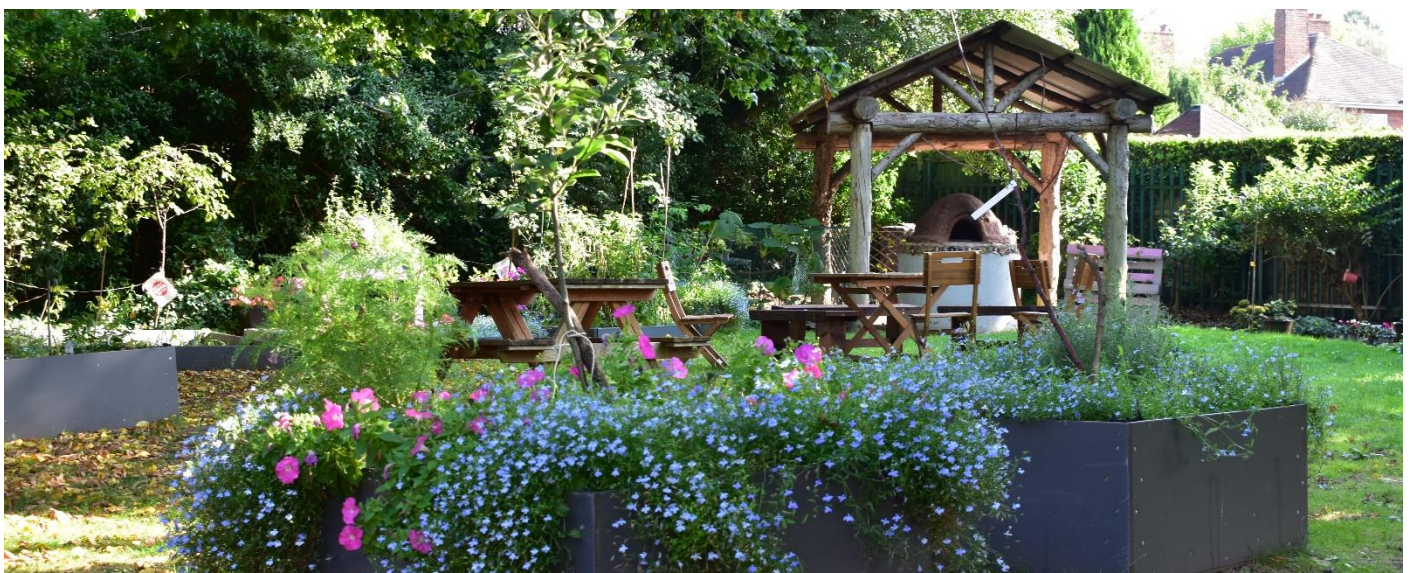
- a committed and proactive governing committee and Trust Board;
- an experienced and skilful team with high expectations for all children;
- membership of the Trust Senior Leadership Team/Headteacher Group;
- children who demonstrate exceptional standards of behaviour and attitudes to learning;
- supportive parents and wider community.

The Academy and the Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The school follows safer recruitment practices, and the successful applicants will be subject to all necessary pre-employment checks including an enhanced Disclosure and Barring Service check. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and 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>

Please note if you are shortlisted, an online search may be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which may indicate that you are unsuitable to work with children or that we might want to explore with you at interview. Please view our [Privacy Notice](#) for the lawful basis for processing and retention.

Please refer to the recruitment pack before completing your application form. Full details can also be found on WMJobs.



# Job Description

## **PRINCIPAL** Christ Church Academy, Old Road, Stone, ST15 8JD

### **Reporting Relationships**

Responsible to: The governing committee/CEO /Trust Board

### **Main Purpose**

To carry out the duties of the Principal in accordance with the current conditions of employment for headteachers contained in the School Teachers' Pay and Conditions Document, Headteachers Standards, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

### **Key Responsibilities:**

#### **1. Promoting improvement and shaping the future**

The Principal will:

- promote a constant focus on raising achievement, improving teaching, promoting the highest standards of behaviour and safety, and developing the leadership skills of self and others;
- work with the CEO, governing committee, staff and parents to create a shared vision and strategic plan;
- work with the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
- demonstrate the vision and values in everyday work and practice;
- inspire and motivate others;
- create a shared culture and positive climate;
- challenge any form of prejudice and inequality and promote the richness of cultural and religious diversity;
- ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence;
- work closely with the Trust board as part of its Executive Team to develop and promote The Key Educational Trust;
- present a coherent, understandable, and accurate account of the school's performance to a range of audiences including the CEO, Trustees, governors, staff, parents and carers.



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## 2. Leading Teaching and Learning

The Principal will:

- take the leading role in improving pupils' learning through a constant drive to raise the standards of teaching throughout the school;
- use data and other benchmarks to monitor the quality of teaching through evaluating pupils' progress;
- ensure that learning is at the centre of strategic planning and resource management.
- establish creative, responsive, and effective approaches to teaching and learning;
- ensure a culture and ethos of ambition, challenge and support where all pupils can achieve success and become engaged in their own learning;
- demonstrate and articulate high expectations and set challenging targets for staff and pupils so that the school is performing in the top 20% of schools;
- implement strategies which secure high standards of behaviour and safety, and attendance;
- determine, organise and implement a diverse, flexible curriculum and an effective assessment framework to meet the needs of all pupils;
- take a strategic role in the development of new and emerging technologies to enhance and extend pupils' learning experiences;
- monitor, evaluate and review classroom practice and promote improvement strategies;
- challenge underperformance at all levels and ensure rapid improvement.

## 3. Promoting continuing professional development and working with others

The Principal will:

- treat people fairly, equitably and with dignity and respect, creating and maintaining a positive school culture in which people are happy to come to work and feel valued and respected;
- build a learning culture that is collaborative and actively engage with other schools both within and outside of the Trust to build effective learning communities and manage resources;
- promote and provide opportunities for the continuing professional development of all staff;
- ensure effective communication systems and relationships within the school, and between the school and all external support agencies and the wider community;
- develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals;
- ensure clear delegation of tasks and devolution of responsibilities;

# Job Description

- acknowledge the responsibilities of individuals and teams and celebrate their achievements;
- develop and maintain a culture of high expectations for self and others and take appropriate swift action when performance requires improvement;
- regularly review own practice, set personal targets and take responsibility for own professional development;
- manage own workload and that of others to allow an appropriate work/life balance;
- undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the CEO and Trust Board.

## 4. Management of the School

The Principal will:

- provide effective school management and continuously seek to improve organisational policies and structures which are based on effective self-evaluation;
- ensure that all safeguarding policies and procedures are in place and are acted upon by all staff and governors;
- develop and promote a culture of safeguarding which is vigilant to, monitors and prioritises children and young people above all else;
- policies and structures which are based on effective self-evaluation;
- ensure that the organisational structure includes an appropriately qualified and experienced SENDCO and Designated Safeguarding Lead;
- create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements, national priorities and the school's aims and objectives;
- ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- manage the school's financial and human resources effectively and efficiently, liaising as appropriate with the CEO, to achieve the school's educational aims and objectives, comparing favourably to national benchmarks;
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Trust;
- implement successful performance management processes for all staff;
- manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety regulations including emergency procedures;
- ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money;
- use and integrate a range of technologies effectively and efficiently to manage the school.



# Job Description

## 5. Securing accountability

The Principal will:

- effectively fulfil commitments arising from contractual accountability to the governing committee;
- work with the governing committee (providing information, objective advice and support) to enable it to meet its responsibilities;
- develop a school 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, taking appropriate action where performance is not satisfactory;
- develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, directors, parents and carers;
- reflect on personal contribution to school achievements and take account of feedback from others.

## 6. Strengthening Community

The Principal will:

- build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- create and promote positive strategies for challenging racial and other prejudice;
- ensure learning experiences for pupils are linked into and integrated with the wider community;
- collaborate with other agencies, including the local Christian community, in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- create and maintain an effective partnership with parents to raise pupils' achievement and support their personal development;
- seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to promote pupils' learning.

## 7. Safeguarding

The Principal will:

- take overall responsible for promoting the safety and welfare of all pupils;
- develop and promote a culture of safeguarding which is vigilant to, monitors and prioritises children and young people above all else;
- co-operate and work with relevant agencies to protect children.

The content of this job description maybe amended at any time following discussions between the local governing committee, CEO, Directors and the Principal, and will be reviewed on an annual basis.

# Person Specification

## PRINCIPAL Christ Church Academy, Old Road, Stone, ST15 8JD

ATTRIBUTES	Essential or Desirable	How Assessed <i>Application</i> <i>Formal Interview</i>
<b>Qualifications &amp; Training</b>		
Qualified Teacher Status	Essential	APP
Honours degree or equivalent	Essential	APP
NPQH (either achieved or underway)	Essential	APP
Post Graduate level qualification or recognised alternative	Essential	APP
Evidence of further study, action research, significant curriculum development or whole school improvement	Essential	APP/FI
<b>Experience, Skills and Knowledge</b>		
Recent headship experience	Desirable	APP
Recent and relevant experience as a Senior Leader	Essential	APP
Successful leadership and management experience in more than one school	Desirable	APP/FI
Proven experience of raising standards of teaching and learning	Essential	APP/FI
Promote good relations and communicate effectively at all levels with staff, pupils, parents, directors and the local church community and work in partnership with the local incumbent	Essential	APP/FI
Previous experience of developing a high-quality whole school curriculum	Essential	APP/FI
Involvement in school self-evaluation	Essential	APP/FI
Making accurate judgements about the quality of education	Essential	APP/FI
Demonstrable experience of successful line management and staff development	Essential	APP/FI
Experience of managing successful change	Essential	APP/FI
Experience of working as part of a wider organisation such as a Trust	Desirable	APP/FI
Experience of reporting to governors	Desirable	APP/FI
Data analysis skills and the ability to use data to set targets and identify weaknesses	Essential	APP/FI
Understanding and experience of school finances and financial management	Desirable	APP/FI
Effective communication and interpersonal skills	Essential	APP/FI
Ability to communicate a vision and inspire others	Essential	APP/FI
Ability to maintain a positive approach under pressure, meeting deadlines and being able to reprioritise when required.	Essential	APP/FI
Ability to understand and appreciate the school's current strengths and be open to, and generate, new ideas to develop and improve.	Essential	APP/FI
Ability to work on own initiative and with a team, being willing to undertake professional duties at short notice when the need arises.	Essential	APP/FI

# Person Specification

<b>Personal Qualities</b>		
Commitment to the safeguarding and welfare of young people	Essential	APP/FI
Strong personal motivation and drive to secure school improvement	Essential	APP/FI
The ability to inspire, motivate staff, pupils and the wider community engaging their active commitment to the vision.	Essential	APP/FI
Commitment to addressing diversity and ensuring equality, inclusion and access	Essential	APP/FI
Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential	APP/FI
Commitment to uphold the 7 principles of public life (The Nolan Principles) at all times	Essential	APP/FI
Possess excellent communication skills using a range of media to engage a wide audience including pupils, parents/carers, colleagues and the wider community.	Essential	APP/FI
The ability to promote and market the school in a positive way and to enhance the reputation of the school	Essential	APP/FI
Commitment to an open and collaborative style of leadership	Essential	APP/FI
The ability to form and maintain appropriate relationships and personal boundaries with young people	Essential	APP/FI
Ability to work under pressure and prioritise effectively	Essential	APP/FI
The ability and capacity to understand and appreciate the school's current strengths	Essential	APP/FI
<b>Interest and Motivation</b>		
Supportive of the Christian foundation of the school	Essential	APP/FI
Committed to the raising of standards for all	Essential	APP/FI
Is committed to equal opportunities and inclusivity	Essential	APP/FI
Demonstrates the ability, ambition and enthusiasm to promote the school's and Trust's vision and values to the local and wider community	Essential	APP/FI



# How to Apply

Thank you for your interest in the Principal vacancy at Christ Church Academy.

If you would like to apply for the position, please download the application form and recruitment monitoring form at the link [here](#).

Your completed application form, recruitment monitoring form and accompanying letter for the attention of the Chair of Governors should be emailed to [w.fenton@cca.staffs.sch.uk](mailto:w.fenton@cca.staffs.sch.uk)

Visits to the Academy are warmly welcomed, please see the dates below to book a tour of the school.

## Key Dates

### **Tours of the school:**

Tours of the school are available on:

- Monday 18<sup>th</sup> March at 2pm or
- Wednesday 20<sup>th</sup> March at 2pm

Please book by emailing [w.fenton@cca.staffs.sch.uk](mailto:w.fenton@cca.staffs.sch.uk)

### **Closing date for applications:**

Monday 8<sup>th</sup> April 2024 at noon

### **Selection activities and interviews:**

Wednesday 17<sup>th</sup> April 2024

Please take the opportunity to look at our social media channels for the latest news and updates.

