



**WE ARE** ASTREA

**PRINCIPAL (PRIMARY)**  
**Applicant Brief**

**HARTLEY BROOK PRIMARY ACADEMY**  
*Part of*  
**ASTREA ACADEMY TRUST**





# Open Letter from the CEO of Astrea Academy Trust

This is a hugely exciting time for our family of academies. The Trust has been recognised by the department for Education as being well placed to **raise standards** and **achieve excellence** for pupils in a growing number of academies.

We are an **inclusive**, all-through Trust that was established to tackle historic **educational disadvantage** and to play our part in the **social regeneration** of the areas in which we work and we are presented with a rare opportunity to make a real difference to the lives and **life chances** of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving **long term sustainability** for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of '**one Astrea**' across our academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and **development** opportunities across the Trust. The Trust provides a strong culture of **collaboration** and **support**, together with **high expectations** for staff and pupils alike.

Those we recruit can demonstrate that they **share our values**, are highly motivated to work with colleagues in and beyond their academy to **continuously develop** their skills and pursue **professional excellence**; are committed to providing the highest standards of teaching for all children and to ensuring each child, irrespective of socio-economic background, circumstance or ability, has **equity of access** to an educational experience that supports their **individual needs**.

If this is you, then we would be delighted to receive your application.

**Rowena Hackwood**

**CEO**



## Open Letter from the Director of Primary

Dear Candidates,

We are excited to be recruiting a Principal! This pack contains the information of the opportunity with us. The successful candidate will share the Trust's vision for a brilliant education, underpinned by experts in the classroom, a world-class curriculum and excellent behaviours.

We are looking for someone who is committed to a knowledge-rich education, with a track record of leading schools to high levels of attainment and with outstanding learning behaviours.

Alongside the academic curriculum, the Trust also aspires to develop cultural capital and opportunities for personal development that enable the Trust's pupils to leave our schools equipped for their next educational and life stage. The successful candidate will embrace the opportunity to work with Trust and school leaders, to drive the further development and implementation Astrea's curriculum strategies across all of our Primary schools.

If you are a passionate, authentic and driven leader who has high expectations and aspirations and believes that we have a collective responsibility for our pupils please contact me via Lauren Ward [lauren.ward@astreaacademytrust.org](mailto:lauren.ward@astreaacademytrust.org) and we can discuss the opportunity further.

I look forward to hearing from you.

**Jo Leishman**  
**Director of Primary**



# ABOUT HARTLEY BROOK PRIMARY ACADEMY

We are a large primary school, with over 650 pupils, aged between 3 and 11 years old. We serve a very large social housing estate with high levels of disadvantage. However, the community and young people are warm and welcoming and are focussed upon wanting to achieve their very best.

We are committed to maintaining our rate of progress. We will build on our strengths, ensuring good practice is embedded into the school and drive forward new initiatives to enhance our performance further.

High expectation is an integral part of the culture of our Academy. We want our children to achieve their full potential and we work hard to ensure that they have every opportunity to do so.

## We aspire to:

- Rates of academic progress above the national average;
- Attendance in line with, or above, national expectations;
- Exemplary behaviour and attitudes to learning and social relationships;
- Effective removal of barriers to learning for vulnerable and disadvantaged groups;
- The development of employability and enterprise skills, with a particular focus on literacy and communication, independence and aspiration; and
- Staff are challenged and supported to be at least 'good' with much 'outstanding' practice.

The work of the Astrea Academy Trust is underpinned by five core **Value Partners**, which are equally applicable to pupils, staff and the work of the Trust itself.

## Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders.

## Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision.

## Honesty and Integrity

We are honest and open. Astrea's decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change.

## Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and are in a position to follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and



tested so that our academies remain leaders in the advancement of teaching and learning methods.

### **Collaboration and Inclusion**

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive.



## JOB DESCRIPTION

<b>SALARY</b>	L20 – L26
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Full Time, 52 Weeks
<b>HOURS PER WEEK</b>	37.5

### Purpose

The Trust Appointed Principal is responsible for providing an outstanding education for pupils, whether that is across the Trust or within a designated academy. The Principal will work with the senior team to establish outstanding teaching and learning and an excellent school culture.

### Key Accountabilities

- Leadership of the academy and its staff in order to achieve extremely high standards of teaching and learning, behaviour and attainment
- Implementation and coordination of the vision, ethos and strategy for the academy
- Leadership of effective external relationships, including the local community and other stakeholders
- Contribution to the overall direction of Astrea

### Key Responsibilities

#### Personal leadership and coaching

- Recruit, train, motivate and mentor all staff
- Instil an ethos of high expectations for achievement and behaviour for all pupils
- Lead the development of the academy curriculum and culture
- Maintain strong working relationships with the community, agencies, and stakeholders, including parents and LECC members

#### Coordination of the overall strategy

- Oversee staffing allocation, including support staff, across the academy
- Ensure robust operational systems are in place that support the academy's efficient functioning
- Working with the Finance and Estates teams, oversee the academy finance, facilities, catering and resources across the school.

#### Development of the network

- Collaborate with others in Astrea to develop good practice and share innovation
- Help shape or lead education initiatives across Astrea
- Undertake any other responsibilities as directed by the Regional Director



## PERSON SPECIFICATION

### Skills & Experience

- Experience of school leadership (at least at deputy head level or equivalent)
- Experience of having helped lead a school that provides an excellent education for its pupils and has an excellent standard of teaching and learning.

### Knowledge & Qualifications

- QTS

### Behaviours

#### Leadership

- Effective management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Takes personal responsibility for their own actions
- Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

#### Vision and strategy

- Vision aligned with Astrea's high aspirations and high expectations of self and others
- Clear vision and understanding of how to implement and sustain high quality education. This includes strategically leading all aspects of the academy, such as training, curriculum, learning, administration, finance and communication
- Clear vision and understanding of the strategies to establish consistently high standards of behaviour and commitment to relentlessly instilling these strategies
- Excellent organisational skills and ability to delegate
- Use of data to inform and diagnose weaknesses that need addressing
- Ability to work collaboratively with partner stakeholders, agencies and peers within Astrea

### This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*