

# St John's (CE) Primary Academy, Clifton

## Applicant pack for Principal (to commence: Summer term 2023)



### Our Vision

*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 children to thrive and 'Let their light shine' (Matthew 5.16).*

Towngate  
Clifton  
Brighouse  
West Yorkshire  
HD6 4HP

Telephone: 01484 713036

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





**Towngate, Clifton, Brighthouse HD6 4HP**

**Telephone number: 01484 713036**

**Website: [www.stjohnsacademyclifton.co.uk](http://www.stjohnsacademyclifton.co.uk)**

**Principal**

**Salary: Leadership Pay Range: L12- L18 £58,105 - £67,351**

**Full time, permanent**

**To commence: Summer term 2023**

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

**Are you seeking a new challenge?**

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

The Governing Board is pleased to offer this great opportunity to appoint a new principal to lead our successful, happy and nurturing school. We are an independent academy and proud of our continued achievements. We provide 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.

Our pupil standards and achievement are amongst the best in the country with pupil attainment being deemed as 'outstanding' with an excellent quality of teaching. As our principal you will continue to provide collaborative leadership that is 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.

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.

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:

- demonstrate significant and successful leadership in the primary sector
- 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 successful applicant will be supported by an experienced and hard-working leadership team and an enthusiastic team of teaching and support staff working with well-behaved pupils who are recognised as being hardworking and keen to learn.

Visits to the school by prospective candidates are both recommended and 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 to visit our academy please contact Kim Boothroyd, School Business Leader: [kim.boothroyd@stjohnsacademyclifton.co.uk](mailto:kim.boothroyd@stjohnsacademyclifton.co.uk). It is strongly recommended that you take the time to visit our website at: [www.stjohnsacademyclifton.co.uk](http://www.stjohnsacademyclifton.co.uk).

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

**Closing date for applications is 10 January 2023 (at 12 noon)**

**Assessments/interviews will be held on 23 January and 24 January 2023**

*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

December 2022

Dear Applicant

I am delighted that you have shown an interest in this position. 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. We continue to enjoy our position as an outstanding independent academy, not part of a multi academy trust, as well as having a well managed financial position.

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 to demonstrate an open and empathetic style of leadership, involving all stakeholders. All focussed on school improvement for the benefit of all our pupils.

When you visit the school you will 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: [kim.boothroyd@stjohnsacademyclifton.co.uk](mailto:kim.boothroyd@stjohnsacademyclifton.co.uk) to arrange an appointment.

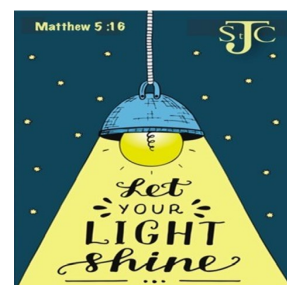
I do hope that the information in the Applicant Pack will encourage you to apply for this position. The person specification within the pack contains the criteria that the selection panel will use in the recruitment process. Please address these in full within your application.

I look forward to receiving your application and if you require any further information do not hesitate to contact me via Kim Boothroyd (email address as above) or telephone on 01484 713036

Yours sincerely

Lynn Taylor

Chair of Governors



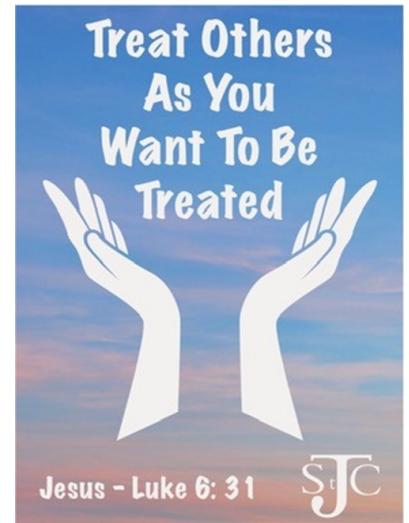
## About our Academy

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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.

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 Activemarks, Investors in Pupils Award, Inclusion Quality Mark, NACE Award, Investors in People Award, ICT Quality Mark and is recognised on the national ICT register.



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

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 activities: Story Club, STEM Club, Spanish, Art Club, gymnastics, Gardening Club, Construction Club, Homework Club, ABYT Young Leaders, board games, dancing mat, typing, yoga, show choir,

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



## Safer Recruitment

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 (or indeed 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) to a barred individual.

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.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all necessary checks.

### 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**

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

## **Mission**

*St John's (CE) Primary Academy is a safe, healthy and nurturing environment for all our children, their families and our community.*

*We encourage every child to believe in themselves, discover their own strengths and be the best that they can be through a stimulating, rich and varied curriculum.*

*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.*

## Our curriculum

### Extracts from the outcome letter from our subject inspection, Section 8, in March 2020

As an 'outstanding school' we were last inspected under Section 8 in March 2020. Here is an extract from the outcome letter from our subject inspection.

*'Your current curriculum review draws on educational research about how pupils learn and remember important knowledge. You have set up a clear timetable to revise your curriculum plans. School leaders have already developed new plans in some curriculum areas and you have recently turned your attention to revising and rolling out your geography curriculum plans. Your geography subject leader and your vice principal have already revised much of the curriculum planning. This planning aims to at least cover the national curriculum and link effectively to the school's locality'*



*'Your teachers are providing pupils with diverse ways to record their learning in geography, including the use of tablet technology. This supports all pupils, including those with special educational needs and/or disabilities (SEND), to develop their geographical knowledge and skills. Furthermore, teaching assistant support ensures that pupils with SEND are accessing the planned geography curriculum effectively. By Year 6, pupils are confidently using tablet technology to complete research into geographical questions and develop their learning independently.'*

Our children's abilities are extended in a broad and rich curriculum that stimulates learning. 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 and the staff is 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. They will ensure 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 academy's 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 satisfies financial requirements.

To formulate, articulate and role-model a clear vision and set of values for the academy that are focused on providing an excellent education for all pupils.

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 ensure the appropriate deployment of budgets and resources through strategic planning

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

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

To identify emerging talent, coaching current and aspiring leaders

To manage staff appropriately in relation to their professional conduct and practice and have 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 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 effectively and reliably monitored

# Summary of job description

## Principal

### **Curriculum and Assessment**

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 access to professional networks and organisations

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

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

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

### **Continuous improvement**

To develop evidence based strategies for improvement which are realistic, timely and 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

### **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 the 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 senior management (headteacher/deputy/assistant headteacher) in a primary setting	✓		A/I/R
Effective leadership experience in managing staff/performance and undertaking appraisals	✓		A/I/R
Experience of leading whole school initiatives at a senior level, demonstrating positive impact and creativity	✓		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	✓		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, value for money and supporting the best educational outcomes		✓	A/I/R
Experience of leadership in an Ofsted, SIAMs and other inspections		✓	A/I/R
Knowledge and Skills	E	D	I
Excellent oral, interpersonal, organisational and problem-solving 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 and manage budgets	✓		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
Initiative/Circumstances	E	D	I
Ability to self-motivate	✓		A/I/R
Proven effectiveness in decision-making and ability to work under pressure	✓		A/I/R
Ability to work flexibly	✓		A/I/R
Committed to promoting and enhancing the Christian vision and values of the school.	✓		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

## Our academy in pictures



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.





## Academy pictures continued

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## What our children say about our academy

*Lessons are really fun, but you learn a lot!*

*I like the trips and after school clubs!*

*You can talk to teachers openly with no pressure*

*There are so many friends here – even the boys!*



*We are all one family and are part of a big team.*



*There is no bullying here because we all treat each other kindly and because the grown ups sort it straightaway!*



## 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](mailto:recruitment@educatehr.co.uk)

If you have any queries about the application process please contact Gill Meeson on 07920 199601.

### **Job Title:**

**Principal**

### **Contract:**

**Permanent and full time**

**Salary: Leadership Pay Range**



### **Application / Interview Timeline:**

Completed applications  
should be returned no later  
than:

**10 January 2023 (noon)**

Interviews/assessments to be  
held:

**23 January 2023 and**

**24 January 2023**

