**Appointment of Principal to**

**The Free School Norwich**



**Vacancy for Principal at The Free School Norwich September 2021**

Location: Kings House, Surrey Street, Norwich NR1 3NX

Salary: Group 2 – L11 to L16

Contract: Full Time, Permanent

Employer: The Free School Norwich

Closing Date: 10th April 2021

Interview Dates: 19th April 2021

Due to the current Principal stepping down at the end of December 2020, The Free School Norwich is seeking for a new Principal to lead our school from September 2021.

The Free School Norwich was created in 2011 in response to demand by local employers for primary school places in the city centre. It is a single Academy with places for 196 children 4 to 11 years of age taught in classes of 28.

We are looking for an inspirational leader who can continue to help make our school become the best that it can possibly be.

Are you:

* Dedicated to helping children? We aspire to inspire children to enjoy being in school and to love learning.
* A team player? We all share ideas and listen to others.
* An inspirational leader? We are proud of our community and our achievements. We face changes in a positive and confident way.

The children at The Free School Norwich are seeking a Principal who:

* understands their feelings
* is supportive of them and able to get them the necessary help
* continues to make their learning fun
* listens to them
* ensures that school is a happy and safe place to be
* involves them in making decisions
* sees things from their perspective
* is approachable at any time.

**Letter from Chair of Trustees**

Dear Candidate

Thank you for your interest in our school, and for taking the time to make the first step towards applying to be our next Principal. We are excited to be able to offer this fantastic career development opportunity to a high performing, charismatic, experienced candidate.

Staff, parents, trustees and the children are all really proud of our school community and all the activities that go on within it. The school is currently rated ‘Good’ by Ofsted, and both our own internal evaluation and monitoring show that we are making strong progress on our journey to being an outstanding school, providing opportunity and achievement for all. We are looking for the right person to provide the inspirational leadership required to meet this goal, and to improve the experience for our children even further!

As Principal, you will be supported by a very strong and experienced senior leadership team. Alongside this team, the school is supported by a professional Board of Trustees. The staff will provide you with the support, dedication and professionalism to help the school continue to flourish. As Trustees, we have a positive and constructive relationship with the school, providing the right support and challenge to the leadership team, and working with them in planning, delivering and monitoring the work of the school.

I do hope you find the application pack useful in learning a little more about the school, of which we are so proud, and help you appreciate the type of Principal that children, staff, parents and Trustees are looking for.

If you can see yourself as part of this wonderful team, I encourage you to put forward your application and wish you every success.

Yours faithfully

Julia Virgoe

Chair of Trustees

**Our Vision *“Opportunity and Achievement for All”***

The aim of The Free School Norwich is for everyone to grow to be the best they can be and to flourish. Children have just one chance to grow and learn in their primary years and they deserve to learn in a positive, caring and safe environment.

We offer a broad and balanced curriculum according to children’s age and abilities so that every individual child can be inspired to enjoy and make progress in every aspect of their school life and learning.

We are a small single form entry primary school, offering a huge range of experiences for our children who take part in a variety of musical, social and sporting activities at lunchtimes and after school as well as having wonderful opportunities for learning during school hours. We promote and model a growth which is apparent in every part of the school with an open and engaging culture where we believe every child can succeed. There are many opportunities for the children to mix across the different year groups and feel part of a wider learning experience.

We have a very stable and experienced staff currently numbering around 24 teaching and associate staff. The school supports working parents by offering Squirrels extended school service during term time and the school holidays. Squirrels is open from 3.30 pm to 6.00 pm and charges include a healthy snack and drink at 4.00 pm. Squirrels outings to activities and local places of interest take place during the school holidays

Our term times differ from those who follow the local authority model and parents believe that this more adequately provides them with support in their working lives. This unique structure of six terms throughout the year is based upon each being six weeks long. Our school holidays are two weeks long with a four week break in August. Our school terms are named Harvest, Christmas, Winter, Spring, Whitsun and Summer.

Currently, the school has an Ofsted rating of ‘Good’ and our self-review reflects that we continuously strive towards becoming outstanding.

Our Board of Trustees, as our leaders, are there to challenge and push us forward to progress and excel in all matters relating to school management. We have a range of skills on the Board with specialisms such as teaching and learning, IT, HR, Health and Safety, Finance.

The Free School Norwich’s building known as King’s House, is ideally situated in the city centre in an impressive and imposing location opposite the historic Aviva headquarters. It is close to public transport links, shops and other facilities. The school is beautifully maintained and decorated presenting children with a calm ambience that has a positive impact on their learning.



**The Appointment Process**

Application:

Please use the application form within the pack. The completed application form should be emailed to **chairoftrustees@freeschoolnorwich.org.uk** to arrive no later than 5pm on 10th April 2021.

Please remember your supporting statement should set out your vision for the school and not simply re-state factual details already included elsewhere in the application form.

**Interviews**

Interviews and assessments will be held on:

Monday 19th April 2021 at the Free School Norwich, King’s House, Surrey Street, Norwich NR1 3NX.

The Trust reserves the right to reduce the number of candidates at any stage of the interview process or terminate the application process earlier than advertised.

**Safer Recruitment**

The Free School Norwich is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. In accordance with General Data Protection Regulation 2018, you should be aware that the information you have provided will be stored on the school’s secure database and will only be used to process your application. It will not be passed to any other organisation.



**The Free School Norwich**

**Person Specification**

The Trustees of The Free School Norwich are committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

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|  | **Competencies, Knowledge, Qualifications** | Assessed from  application form | Assessed at interview |
| Qualifications | Experience of working as a Headteacher/Principal or Deputy Head level | **✓** |  |
| Employment Record | * Successful track record of leadership team experience in the primary sector in England | **✓** | **✓** |
| Personal Effectiveness | * Stable and supportive, stamina, energy, drive, confidence * Capacity for personal development * Ability to identify and contend with priority issues and be adaptable and responsive to circumstances * Consistency of judgement and inner integrity | **✓** | **✓**  **✓**  **✓**  **✓** |
| Leadership and Management of Children’s Achievement, Progress and Safety | * Concerned about individual child’s needs; regards personal safety and achievement for each individual as the highest priorities * Ability to inspire high levels of performance in children * The ability to analyse the complex issues relating to children’s attainment and progress and develop effective and creative responses * Successful track record in managing and deep appreciation of monitoring and evaluation techniques of children’s progress, translating into detailed plans with specific measurable target | **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓** |
| Leading and Managing Staff | * High-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability * Able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability * Positive and approachable with a commitment to equal opportunities and high achievement | **✓**  **✓** | **✓**  **✓**  **✓** |
| Leadership and Management of Curriculum | * Depth of knowledge of the national curriculum and sound experience of curriculum delivery, monitoring and assessment * The ability to analyse complex curriculum issues and develop effective and creative responses * In-depth knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments and against which the school’s progress can be mapped * a vision for the 21st Century curriculum provision | **✓** | **✓**  **✓**  **✓**  **✓** |
| Managing Resources | * The ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses * A vision for an excellent learning environment | **✓** | **✓**  **✓** |
| Stakeholders and The Local Community | * Effective communication with staff, parents, children and Trustees and is sensitive to the school's role within the community * Establish effective links with the community * evidence of the ability to establish a “standing” within the community and engagement with a wide variety of stakeholders | **✓** | **✓**  **✓**  **✓** |
| Accountability and Trustees | * Awareness of leading a single academy trust with all of the corporate responsibilities of charitable status, company law and the requirements of the DfE and ESFA. * Successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements | **✓** | **✓** |
| Teaching | * Substantial successful teaching experience in the age range | **✓** |  |

**Job Description**

The Principal is accountable to the Board of Trustees for the professional leadership, strategic direction and operational management of the school as a single academy Trust in order to ensure that the school’s aims are implemented in accordance with the school improvement plan and its policies. The Principal is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary. The Trustees of the school are committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people. The terms and conditions of this appointment are subject to the provisions of the School Teachers’ Pay and Conditions Document and the Burgundy Book.

**Key Responsibilities**

**Leadership and Management of Children’s Achievement, Progress and Safety**

* Ensure that children’s safety is at the centre of all of the school’s functions, in particular strategic planning and resource management.
* Ensure an aspirational culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning and the learning of others.
* Ensure a consistent and continuous school-wide focus on children’s achievement, using data and benchmarks to monitor progress in every child’s learning.
* Implement strategies which secure high standards of behaviour and attendance, children’s welfare, and citizenship.
* Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of children.

**Leading and Managing Staff**

* Ensure that outstanding teaching and safeguarding are the primary objectives for all teachers.
* Lead, motivate, support, challenge and develop staff to secure improvement.
* Ensure that all staff are engaged with the school’s key SIDP priorities and the development of the school’s aims and objectives, through effective communication across the whole school community, whether they be teaching or associate staff.
* Maximise the contribution of staff to improve the quality of education provided and standards achieved.
* Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
* Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

**Leadership and Management of Curriculum**

* Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for children of all backgrounds and abilities.
* Develop and champion the impact of the school’s specialisms on children’s opportunity and outcomes.
* Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all children.
* Ensure that the curriculum enables children to progress to sustained employment, education or training on exit from the school.

**Managing Resources**

* Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
* Agree and set appropriate priorities for expenditure with the Trust; allocate funds and monitor the effective administration and control of school budgets so that the school secures its objectives.
* Deploy and manage the school’s financial and people resources efficiently and effectively to achieve the school’s educational goals and priorities in line with the school’s strategic plan and financial context.
* Ensure school buildings and facilities meet the needs of the children and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
* Explore and develop additional sources of funding.

**Stakeholders and the Local Community**

* Through the development of a listening culture, secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
* Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
* Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
* Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.

**Accountability and Governance**

* Work with the Trust Board to analyse and plan for the future needs and further development of the school within the local, national and international context.
* Translate the vision into a school improvement plan with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
* Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

**Teaching**

* Teach as necessary and appropriate relative to the other duties of the post.

**Notes**

The Principal may be asked by the Trust to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.