

Principal Applicant Pack



The Godolphin Junior Academy



Welcome

Thank you for your interest in becoming the Principal of The Godolphin Junior Academy.

This is a unique opportunity to lead a large, community-focused, and ambitious junior school in Slough. Within this pack, you will discover more about The Godolphin Junior Academy, our vision for education, and the details of this new and important role.

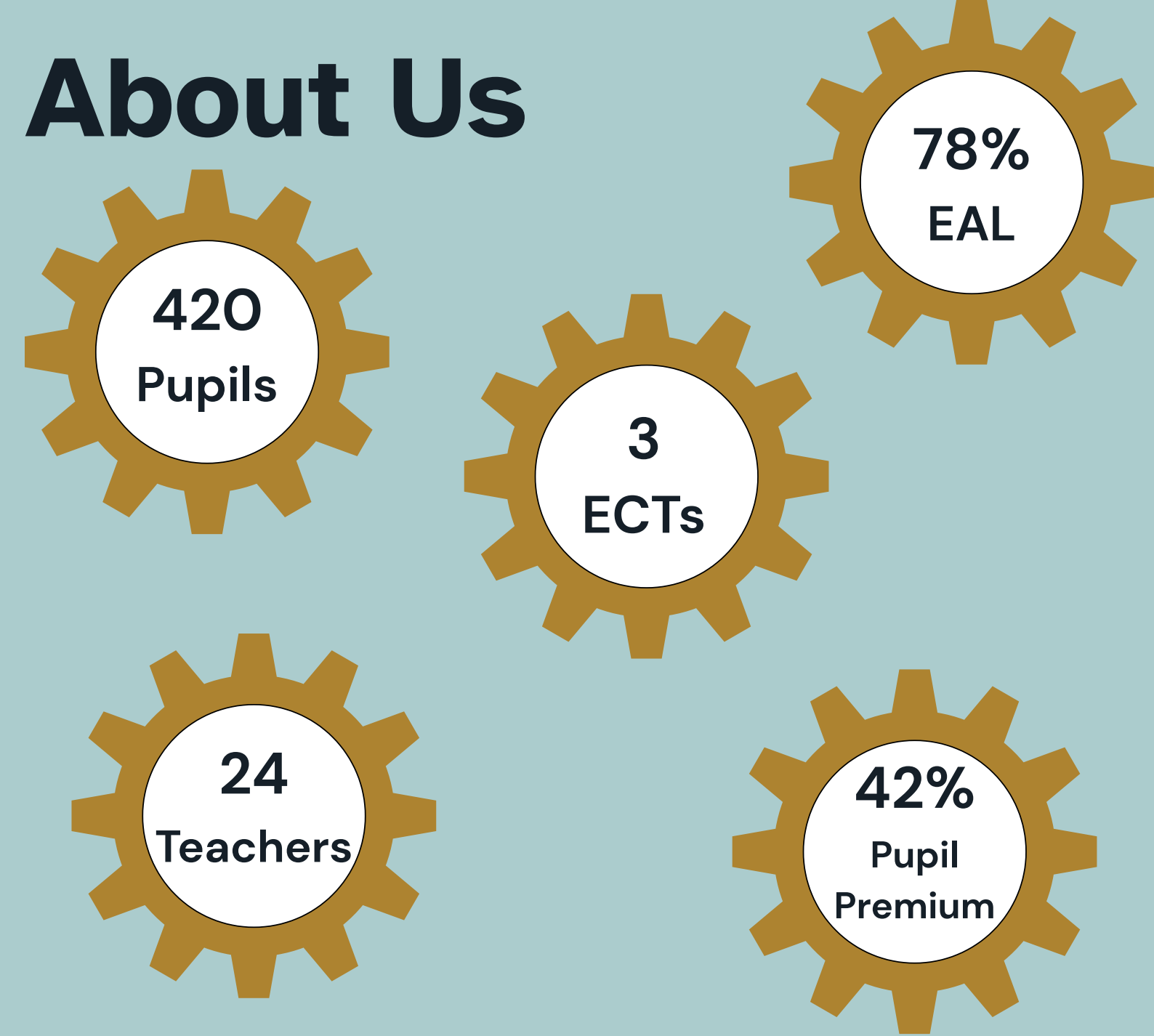
The Godolphin Junior Academy is a junior school for pupils aged 7–11 with 420 pupils on roll. We are proud to have a 15–place resource base that provides specialist provision for pupils with ASD and complex needs. Godolphin is one of ten academies within The Park Federation Academy Trust, with schools located in Slough, Hillingdon, and Buckinghamshire. Since joining the Federation, every school has been graded by Ofsted as Good or Outstanding.

In March 2025, Ofsted praised the "significant improvement in all areas" since our previous 2019 inspection in which Godolphin was judged 'Good'. This is an exciting opportunity for an outstanding leader to use their skills and individuality to build on this success, driving our school to new heights and achieving exceptional standards.

At Godolphin, our school motto is 'Godolphin Grows Success.' We embody this by placing maximum effort into ensuring every child is given the best chance to succeed every day. Our school is part of a wonderfully diverse community supported by incredibly dedicated parents, and a talented and committed governing body.

Godolphin is a wonderful school and we hope you will be inspired to join us on this exciting journey. We look forward to receiving your application.

About Us



420
Pupils

78%
EAL

3
ECTs

24
Teachers

42%
Pupil
Premium



Our Values

Show respect and good manners at all times.

Follow instructions with thought and care.

Care for everyone and everything.



Our Ethos

Our aim at Godolphin is for all children to thrive. To achieve this, we are committed to creating the right conditions for our colleagues, our families and our community so that everyone can flourish. We are dedicated to serving our whole school community so that every child at GJA is a confident individual, who is proud of themselves, is successful and is ready for the next phase of their education.

'Godolphin Grows Success' is the driving force behind ensuring everyone, every day is determined to achieve their personal best.

GJA VISION 2030

1. GJA to excel in all school performance measures.

2. Excellent teaching so that all pupils receive a first-rate education.

3. Outstanding leadership to continually drive improvement and deliver the curriculum to exceptional standards.

4. The delivery of a well-established, thoughtful and ambitious 'future-focused' curriculum.

5. A world-class digital education.

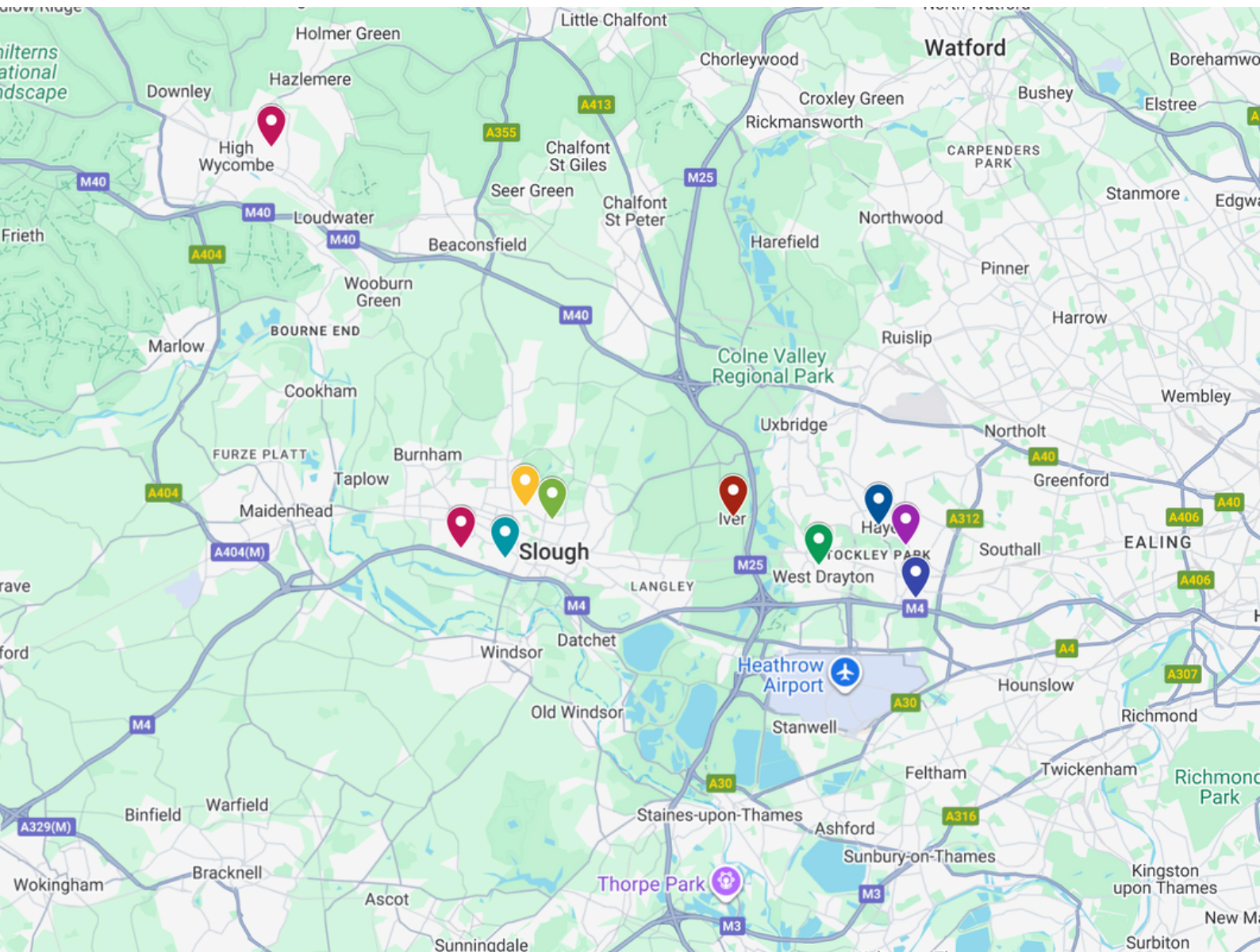
6. A wide-ranging, inclusive and motivating personal development programme.

7. Staff development at all stages.

8. Successful outcomes for SEND and Disadvantaged. GJA is recognised for excellent inclusive practice.



The Park Federation Family



Principal

The Godolphin Junior Academy

Job Description

Reporting to	The Chief Executive Officer (CEO), the Trust Board of Directors and the Academy Council.
Grade	L19 – L25

Job Purpose

To provide professional leadership for an academy within the Trust. The leadership will secure the academy's success and improvement, ensuring high quality education for all its pupils and first-rate standards of learning, achievement and safeguarding.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

Academy Level

Lead the development and implementation of a strategic direction for the academy within the Trust's overall vision, values and strategy.

- Provide inspiring and purposeful leadership for the staff and pupils;
- Work in partnership with the CEO, the Academy Council, Board of Directors, staff and parents and carers in generating the ethos and values which will underpin the academy;
- Create and implement an Academy Development Plan which will secure continuous improvement;
- Monitor and evaluate the performance of the academy and respond and report to the CEO, the Academy Council, and Board of Directors as required;
- Ensure that management, finances, organisation and administration of the academy supports its vision, values and strategy;
- Ensure that academy policies and practices take account of Trust, and statutory academy requirements;
- Monitor, evaluate and review the impact of policies, priorities and targets of the academy in practice, and take action if necessary;
- Ensure that all those involved in the academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the academy.

Teaching and learning

- Maintain an environment that promotes and secures good or better teaching, effective learning, high standards of achievement and good or better behaviour;

- Determine, organise, implement and monitor the curriculum and its assessment and ensure that the Trust's general curriculum approach is in place and that statutory requirements are met;
- Ensure that pupils develop study skills and life skills in order to learn more effectively and with increasing independence;
- Determine, organise and implement a policy for the personal, social, moral and cultural development of pupils;
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the academy through appropriate methods;
- Determine and implement policies which promote:
 - a) Positive strategies for developing good race relations and dealing with racial incidents;
 - b) Equality of access;
 - c) British Values as required in state funded schools and academies.
- Determine and implement positive strategies and programmes which ensure good or better pupil behaviour and discipline and give support and clear guidance on exclusions;
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning;
- Continue to maintain an effective partnership with parents, carers and the wider community to support and improve pupils' achievement and personal development;
- Promote extra-curricular activities in accordance with the educational aims of the academy.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment;
- Implement and sustain effective systems for the management of staff performance, incorporating performance appraisal, target setting, and performance-related pay;
- Promote and monitor the continuing professional development of staff, including the induction of early career teachers;
- Ensure that professional duties are fulfilled, as specified in the terms and conditions of service of teachers, including those of the Principal;
- Participate in the arrangements made in accordance with the regulations for performance appraisal and threshold assessment, and to participate in the identification of areas in which the Principal would benefit from further training and undergoing such training;
- Ensure that a Deputy Principal or Vice Principal or suitable person, assumes responsibility for the discharge of the Principal's function at any time when absent from school;
- Continue the development of positive working relationships with staff, pupils, parents/carers, the community, Executive Board (CEO, Chief Operating Officer (COO), and other Academy Principals in Trust academies), Academy Council Governors, and Trust Directors.

Efficient and effective deployment of staff and resources

- Work with the Academy Council, Trust Directors, CEO and other senior colleagues to recruit and retain staff of the highest quality;
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds;

- Set appropriate priorities for expenditure, allocation of funds and effective administration and control within the Trust's financial regulations;
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations;
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided;
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the Academy;
- Present a coherent and accurate account of the Academy's performance in a form appropriate to the range of audiences, including the CEO, the Executive Board, the Academy Council, Trust Directors, the local community, Ofsted and others to enable them to play their part effectively;
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the academy's targets for improvement;
- Provide information, objective advice and support to the CEO, the Executive Board, the Academy Council, and Trust Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;

Safeguarding Children & Safer Recruitment

This academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and any relevant subsequent Acts and expects all staff and volunteers to share this commitment.

The Principal should ensure that:

- The policies and procedures adopted by the Trust are fully implemented and followed by all staff and volunteers;
- Sufficient resources and time are allocated to enable the Designated Senior Person (DSL) for Child Protection and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Summary of Main Tasks at Trust Level

- To actively contribute to the development of the Trust as a whole and to support its vision, values and strategy;
- To serve on and contribute to the Executive Team of the Trust. The Executive Team is the CEO, Principals of Trust Academies, and the Chief Operating Officer;
- To provide leadership support to colleagues in other academies;
- To contribute to the performance review of the Trust;

- To attend meetings of the Board of Directors and its committees when required and provide reports and presentations to the Board.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory Enhanced DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • A Department for Education (DfE) recognised teaching qualification. • Successful experience of senior leadership in primary education (Principal or Headteacher or Deputy Principal or Deputy Headteacher or Assistant Headteacher or Vice Principal). 	
Strategic Leadership	<ul style="list-style-type: none"> • Develop and communicate a vision for the academy to the children, parents, carers, staff and wider community within the Trust's overall vision, values and strategy; • Translate the vision into coherent, achievable and challenging plans; • Manage the academy's finances effectively and efficiently including an awareness of all funding sources. This is a shared responsibility with the Chief Executive Officer (CEO), the Chief Operating Officer (COO) and the Trust's Head of Finance; • Secure the confidence and loyalty of the whole academy community; • Lead the academy with authority and sensitivity; • Communicate effectively on academy issues and the development of the academy to the staff, parents, carers, children and the wider community; • Create and lead a united successful leadership team; • Show a commitment to and promotion of collaborative decision making where appropriate. 	
Personal Qualities	<ul style="list-style-type: none"> • The enthusiasm, initiative and commitment to ensure that good or better practice is embedded throughout the academy and contribute to driving forward the Trust as a whole; • The ability and experience to implement and manage change effectively; • A clear and coherent educational vision within the vision, values and strategy of the Trust as a whole; 	

	<ul style="list-style-type: none"> • The ability to build a collaborative and creative learning culture; • A commitment to raising standards across the ability and age range; • An ability to provide planning for the short-term, medium-term and long-term future of the academy; • The ability to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively. 	
Promoting Excellence and Achievement	<ul style="list-style-type: none"> • Commitment to developing a broad and balanced curriculum that addresses the needs of a diverse cohort and upholds British Values as required in state-funded schools and academies; • Commitment to achieving excellence and a track record of delivering strategies to raising standards; • A track record of effective behaviour management; • Good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity and inclusion strategies; • Sound experience of understanding school/academy performance data which leads to evaluation, reviewing, interpretation and taking appropriate action; • Creativity and rigour in producing the academy's self-evaluation processes, including those relevant to Ofsted. 	
Developing and Managing Staff	<ul style="list-style-type: none"> • Create, with the Chief Executive Officer of the Trust, a staffing and leadership structure for the academy; • Build mechanisms to ensure effective curriculum planning, appropriate allocation of resources, sharing and developing good or better practice; • Deploy administration and support staff effectively; • Show a commitment to continuous professional development for all staff, including that of the Principal himself or herself; • Manage effective communication strategies; • Demonstrate experience of managing performance appraisal processes; 	

	<ul style="list-style-type: none">• Show the ability to identify and acknowledge excellence and challenge poor performance.	
Managing the Academy	<ul style="list-style-type: none">• The ability to manage day-to-day running of the academy efficiently and effectively delegating leadership and management tasks and monitoring their delivery;• Experience of ensuring that the management, finance, structure and administration of the academy support its priorities and objectives;• Knowledge of the legal framework of educational policy;• The ability to build a constructive and open relationship with the CEO, the Executive Board (CEO, COO, and other Principals in the Trust's academies), the Academy Council and the Trust's Board of Directors;• The ability to develop and sustain a safe, secure and healthy academy environment.	
Partnership and Community Relations	<ul style="list-style-type: none">• An ability and commitment to promoting the academy, its ethos and achievements to current and prospective parents, carers and other stake holders;• Highly effective communication skills which lead to the parents, carers and staff feeling actively and fully informed and involved in the life of the academy;• A track record of developing effective relationships with parents, carers, Academy Council Governors, Trust Board Directors, and other agencies to enhance the education of all students• To celebrate the contribution of the academy to the wider community.	

Employee Benefits

Introduction

The Trust deeply values our employees, which is why recognising and appreciating our staff for their hard work is important to us. We offer numerous benefits and rewards, including professional development, special leave, employee recognition programmes and wellbeing initiatives.

Every member of staff should feel valued and appreciated for their contribution to the success of the Trust.

Enhanced Salaries

The Trust pays up to £1500 on top of national salaries for teachers on grades M1 and M3.

Occupational Sick Pay

Staff receive up to 6 months full pay and 6 months half pay for periods of sickness absence.

Variable Compensation Scheme

The Trust includes Senior Leaders in an annual variable compensation scheme, paying up to 8% of salary.

Occupational Maternity Pay

Staff receive up to 4 weeks full pay and 12 weeks half pay during maternity leave.

Professional Development

Staff have the opportunity to attend training and study for professional qualifications.

Occupational Paternity Pay

Staff receive up to full pay for the full duration of paternity leave.

Career Progression

The Trust offers opportunities to obtain experience and career progression across all 10 of our academies.

Cycle to Work Scheme

The Trust's new cycle to work scheme means staff can save up to 42% on a bike and accessories.

www.cyclescheme.co.uk/681c006

Mental Health First Aiders

All our academies have mental health first aiders to support the wellbeing of our staff.

Counselling, CBT, Support & Advice

Staff may receive up to 6 counselling sessions, a CBT course, as well as support and advice on various matters with our employee assistance program (EAP) with the Education Support Partnership.

www.educationsupport.org.uk

Pension Scheme

All staff will be enrolled into the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS), with employers contribution rates up to 28.6%.

Employee Benefits Continued

Eye Care

Employees using display screens as a significant part of their role are entitled to reimbursement for an annual eye test.

The Trust will contribute up to £70 towards an eye test and glasses for VDU use.

Gym Membership

Better Gyms has a discounted membership option for those working in education. "Better Health Community Network (Centre)". www.better.org.uk

Help with Childcare Costs

As childcare voucher schemes are no longer available, the government may be able to provide taxfree financial support with childcare costs for staff.

<https://www.gov.uk/tax-free-childcare?step-bystep-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>

Electric Vehicle Charging Points

Electric vehicle charging points have been installed in academies across the trust.

Blue Light Card

Education staff can now sign up for a blue light card which offers discounts online and on the high street.

www.bluelightcard.co.uk

"Discounts for Teachers"

A website with exclusive discounts, cashback and vouchers for teachers and education staff.

www.discountsforteachers.co.uk

Costco Membership

Education staff can sign up to membership at Costco.

www.costco.co.uk

Flexible Working

The Trust are committed to ensuring a work-life balance for all staff, and have a comprehensive flexible working policy available.



Instagram @thegodolphinjunioracademy



Linkedin@TheGodolphinJuniorAcademy



<https://www.thegodolphin-jun.academy/>

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