



# Principal Candidate Pack

Location: **Okehampton, Devon**

Start Date: **September 2023 or sooner**

**Dartmoor  
Multi Academy  
Trust**

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# Introduction and Welcome

Dear Candidate,

Thank you for your interest in the role of Principal for The Promise School. We very much hope that the information we have provided gives you an insight into our school, the Trust that the school is part of and what we are looking for in our new principal.

The Promise School is a new, all through specialist setting for pupils aged between 4 and 16 with social, emotional and mental health (SEMH) needs. The school opened in temporary accommodation in September 2022, initially with 40 pupils but with plans and capacity to grow to up to 100 pupils. It currently benefits from experienced interim leadership. This is a very exciting time in the school's development, and for the future principal. In April 2023 our pupils will transition to the new, multi-million pound, purpose built accommodation on the edge of Okehampton, providing state of the art teaching, vocational and recreational facilities for pupils and staff. The new build occupies an excellent location, on the edge of the beautiful Dartmoor National Park. Further information about the new build is available within this pack.

Many of our pupils arrive at The Promise School having had difficult experiences of school in the past. Our aim is to create the right environment for them, where they feel safe, understood and have a strong sense of belonging so that they can thrive academically, socially and emotionally.

We are seeking a special person, with a passion and commitment to champion the life chances and future prospects of our pupils. We want the very best for our pupils. You will lead by example to develop and embed a clear vision for our school and its pupils. You will join us with strong, and proven leadership skills; either in the primary and/or secondary setting. We seek an individual who also has knowledge and experience of working with either primary and/or secondary pupils with SEMH needs.

The Promise School is part of a family of 18 primary and secondary schools that make up the Dartmoor Multi Academy Trust. The Trust was established in January 2018 with the vision to create 'exceptional education at the heart of the community'. The Trust was established as a family of schools and each day we are committed to deepening and cherishing that connection. We serve a diverse range of communities in Devon and are blessed with a landscape and setting that is breath taking; our mission is to ensure that the education we provide to our pupils is equally expansive and rich. Further information about our Trust can be found on our website: <https://dartmoormat.org.uk/>

If you would like to arrange a pre-application site visit to the new school, we can easily arrange this for you at a mutually agreeable time. To arrange a visit please contact Kerri Wiseman our recruitment partner at Academicis on [kwiseman@academicis.co.uk](mailto:kwiseman@academicis.co.uk) or 07733 628155/01223 907979.

We wish you the best of luck in applying for this extraordinary and very special school. We look forward to receiving your application.

Yours sincerely

**Dan Morrow**  
CEO

**Susanne Kiff**  
Vice CEO







# About Dartmoor MAT

Our Trust was created in January 2018 based on a shared vision, embracing both the Co-operative values and those of our Church of England schools.

We are excited about the opportunities that such a cross phase Trust is able to offer our communities and we are committed to create an ambitious, forward thinking learning environment for all our pupils and staff. There will be opportunities for everyone connected to the Trust to grow and develop and therefore fulfil their ambitions.

There are 3 secondary schools, 14 primary schools, and an all-through school in our Trust, helping just under 5000 pupils and 850 staff to thrive – this is a truly exciting Trust to be involved with.

# Our Vision and Values

The values of our Trust are based on the principles of the International Co-operative Alliance, complemented by the Christian ethos of our Faith schools. In our broad and inclusive approach, we offer a home for all and we accept all for who they are, and who they are becoming.

## Our vision

To be the leading Educational Trust for the South West, recognised and valued for our local impact, national influence and reach.

## Our mission

Our mission is to provide the highest possible quality of education for all local children, in order to ensure pupils from all backgrounds are able to succeed.



# About The Promise School



The Promise School will transfer to its purpose built, state of the art new build in April 2023. This is an exciting time to be joining our school as it begins a new chapter in its journey.

The new build is situated on the outskirts of Okehampton, Devon. The town of Okehampton itself is on the northern edge of Dartmoor National Park and is surrounded by spectacular countryside. Okehampton is very well positioned for easy access to the A30, connecting the town with the city of Exeter and the M5. The port city of Plymouth is also within easy access. In short, Okehampton makes for the perfect base to explore all the delights that both Devon and Cornwall have to offer.

Building work commenced on the new, multi-million pound build in November 2021 and is entering the final stages of completion. The build is being overseen by Wilmott Dixon, an experienced building contractor who have overseen the building of a wide range of schools for pupils with special educational needs.

You can view progress of the build via our site webcam:

<https://api.f-lap.se/108a68/>

Being a new build, we have had the luxury of designing the school with our pupils in mind. The school benefits from excellent facilities, catering for both our primary and secondary aged pupils. Specialist facilities include:

- Clearly defined teaching zones and external spaces for Early Years, Key Stages 1/2 and Key Stages 3/4
- Group, calm and therapy rooms
- Specialist teaching spaces. For example, science, computing and music
- Specialist practical rooms to support vocational training. For example, catering, food technology and design technology
- School library
- Sports hall
- Dining hall
- Extensive outdoor space, including a playing field and multi-use games area (MUGA)

We are happy to arrange for site visits to the new build for any prospective applicants.



# Job Description

<b>Position Title:</b>	Principal
<b>Location:</b>	The Promise SEMH Special School, Okehampton
<b>Reporting To:</b>	Director of Inclusion
<b>Job Term:</b>	Permanent
<b>Hours:</b>	Headteacher Terms and Conditions
<b>Work Pattern:</b>	Headteacher Conditions
<b>Salary:</b>	L19-L25 – Negotiable for an exceptional candidate Generous relocation package available
<b>Organisation:</b>	Dartmoor Multi Academy Trust
<b>Start Date:</b>	September 2023 or sooner



There are 18 full member schools within Dartmoor Multi Academy Trust; 3 secondary schools, 14 primary schools and an all through specialist designation SEMH free school.

The Promise School is a new, all through specialist SEMH setting for pupils aged between 4 and 16 that opened in September 2022. The school initially opened with 40 pupils but over time will grow to up to 100 pupils. It initially opened in temporary accommodation and currently benefits from experienced interim leadership. The school will move from its temporary accommodation into a purpose built, state of the art build, still located in Okehampton in April 2023. This is an exciting time to be joining us.

Many of our SEMH pupils come to us having had challenging times in mainstream education. Some pupils have been out of school for a long time. Creating the right environment, where they feel safe, understood and have a strong sense of belonging is pivotal to ensuring that our pupils thrive.

We seek an inspiring leader with a commitment to nurture based provision and a determination to ensure that all pupils have the best possible experience of education in a calm, safe and caring environment. We are looking for a well-qualified professional, ideally with direct experience of SEMH pupils and with a passion for supporting and enabling them to succeed socially, emotionally and academically.



# Job Description continued

## Qualities expected of the new principal of The Promise School:

- A principal with a strong commitment to the education and well-being of our pupils, with high expectations for themselves, their team and pupils;
- A principal who is an excellent role model;
- A principal who is able to create a strong vision for the future of The Promise School, that is well considered and motivates others. Our new principal will need to articulate a powerful narrative about how they will make a tangible and palpable contribution to the lives and life chances of our Promise School pupils, all of whom have SEMH barriers to their learning;
- A principal who believes in the importance of partnership; working through and with parents and/or carers and other professionals to ensure that our pupils thrive. Our new principal needs to be able to build strong and effective relationships based upon trust, sensitivity and mutual respect;
- A principal with strong and proven leadership skills; either in the primary and/or secondary setting;
- A principal with knowledge and experience of working with either primary and/or secondary aged pupils with SEMH. Our principal needs to have a passion for helping and making a difference to our pupils lives and future prospects;
- A principal who can motivate others, remain positive and able to deal with setbacks;
- A principal with a strong understanding of emotional intelligence.

As a Trust we found everything that we do on our core moral purpose, cooperative values and ambition to make tangible differences to the lives and life chances of our Trust community members.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

## Job Purpose:

- To be the strategic lead professional at The Promise School. The Principal will provide vision, ambition, leadership and direction, ensuring it is effectively managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of every pupil;
- To be a professional role model for all within our learning community. The Principal will lead by example, driving the professional conduct and practice of all staff to secure a climate within which the highest possible standards of behaviour and achievement are an expectation, both within and beyond our school;
- To carry out his/her professional duties in accordance with, and subject to, The National Conditions of Employment for Headteachers, education and employment legislation, The Headteacher standards and The Teachers' Standards;
- The Trust is 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 guidance and regulations to safeguard children and young people.

The job description is based on the National Standards for Headteachers and is subject to annual review.



# Job Description continued

## **Main Duties and Responsibilities:**

- To be the lead professional and positive role model within our community;
- To work to an agreed vision, underpinned by clear values which will be evident throughout the school;
- To have a direct impact in raising achievement to the highest level for all pupils through an uncompromising high ambition;
- To lead by example in determining the professional conduct and practice of all staff to achieve the highest standard;
- To be a positive role model in helping others recognise difference and respect cultural diversity;
- To have ambition and seize opportunities for the school to share good practice and expertise and learn from others;
- To promote and safeguard the welfare of all pupils within the school by ensuring that the school's policies, procedures and practice relating to safeguarding are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their duties; and that staff, pupils, parents/carers and others feel able to raise concerns;
- To act as the Designated Safeguarding Lead (DSL).

The Principal is expected to act within the remit of the following 4 domains of the Headteacher standards at all times and uphold the qualities and values they describe.

## **1. Qualities and Knowledge**

The Principal will:

- Hold and articulate clear values and moral purpose, focused on providing the best possible education for the pupils at The Promise School;
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and towards parents and/or carers, staff, governors and members of the local community;
- Lead by example - with integrity, creativity, resilience, and clarity – drawing on own scholarship, expertise and skills, and that of those around them;
- Sustain wide, current knowledge and understanding of special education, including SEMH, and school systems locally, nationally and globally, and pursue continuous professional development;
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context;
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



# Job Description continued

## 2. Pupils and Staff

The Principal will:

- Expect ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes;
- Secure excellent teaching through an analytical understanding of how pupils learn, including the barriers to learning and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being;
- Ensure a consistent and continuous focus on pupils' social, emotional and academic achievement;
- Establish a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Implement strategies which secure high standards of behaviour and attendance;
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within the school;
- Create an ethos within which all staff recognise that they are accountable for the success of the school and are motivated and supported to develop their own skills and subject knowledge, and to support each other;
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
- Hold all staff to account for their professional conduct and practice;
- Ensure that the well-being of staff is a priority and are supported where necessary.

## 3. Systems and Process

The Principal will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity;
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing the behaviour in school and in the wider society;
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice;
- Welcome strong governance and actively support the Local Stakeholder Board to understand its role and deliver its functions effectively;
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability;
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.





# Job Description continued

## 4. The Self-improving School System

The Principal will:

- Create an outward-facing school, which works with other schools and organisations - in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils;
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic, social and emotional outcomes for all pupils;
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of research and evidence to frame self-regulating and self-improving schools;
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability;
- Inspire and influence others –within and beyond The Promise School - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Principal will 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 Trustees.

### **This Job Description should be read in conjunction with:**

1. The Teachers' Standards - Guidance for school leaders, school staff and governing bodies and,
2. The National standards of excellence for Headteachers Departmental advice for Headteachers, governing boards and aspiring Headteachers.

The post holder is required to comply with all relevant policies and procedures pertinent to their post [www.dartmoormat.org.uk](http://www.dartmoormat.org.uk)

### **Risk Management:**

In Accordance with the Risk Management Strategy, employees will participate, whenever required, with the risk management process. They will support line managers by attending mandatory and statutory training, completing incident/accident forms for every adverse event or near miss that occurs, report all defects and complaints, and communicate any dangerous situation to individuals potentially at risk.

### **Health and Safety at Work:**

Employees must co-operate with those in authority and others in meeting the statutory requirements and in following policies and procedures.

Employees may be required to undertake physical intervention training and participate in physical intervention as part of a physical intervention team.

### **Safeguarding Children**

All employees have a duty to safeguard and promote the welfare of children and young people and are required to act in such a way that at all times safeguards their health and well-being. As a Trust employee the postholder will continue to adhere to the Child Protection and Safeguarding Policy and all other employee-related policies of Dartmoor Multi Academy Trust at all times.

### **Other:**

This Job Description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager. Job descriptions should be reviewed at least annually at the appraisal meeting.

### **Data Protection/General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake a new Enhanced Disclosure via the Disclosure Barring Service (DBS).

# Person Specification

Criteria	Essential	Desirable
<b>Professional Qualifications and Learning</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• National SENDCo qualification</li> <li>• National Professional Qualification of Headship (NPQH)</li> <li>• Further qualification in a related area e.g. MEd, MA, MBA</li> </ul>	E D D D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial and successful experience in a senior leadership role e.g. as a Principal, Headteacher, Interim Headteacher or Deputy/Assistant Headteacher including experience in a specialist SEMH setting, working with either primary and/or secondary aged pupils</li> <li>• Experience of being a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead</li> <li>• Evidence of managing or making a substantial contribution to the effective management of change</li> <li>• Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils</li> <li>• Evidence of effective teaching, assessment and target setting</li> <li>• Evidence of successful improvement planning across all aspects of the school</li> <li>• Evidence of working with parents and/or carers and the community as partners in learning</li> <li>• Evidence of working with pupils across the all through age range</li> <li>• Experience of working in collaboration with other schools to realise improvement and raise standards</li> <li>• Experience of working effectively and in partnership with Governors</li> <li>• Experience of leading an academy within a Multi-Academy Trust</li> </ul>	E  E E E E E D D E D
<b>Skills, Knowledge and Capability</b>	<ul style="list-style-type: none"> <li>• Developing systems for school self-evaluation, effective monitoring and inspection</li> <li>• Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for all pupils</li> <li>• Strategies to motivate and engage pupils to maximise learning opportunities and outcomes</li> <li>• Experience of overseeing performance management/appraisal for staff and managing effective professional development</li> <li>• Effective use of technology to support teaching and learning</li> <li>• Be able to promote inclusion and implement equal opportunities for all</li> <li>• Management of pupils' behaviour and attitudes to learning and the ability to put this into practice</li> <li>• Ability to work in partnership with other schools in order to meet pupils' needs</li> <li>• Engaging parents and/or carers in their children's learning and the work of the school</li> <li>• Strategic curriculum development</li> <li>• Effective financial management</li> </ul>	E E  E E E E E E E E D



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# Person Specification continued

Criteria	Essential	Desirable
<b>Leadership Skills</b>	<b>Evidence that can show candidates can:</b> <ul style="list-style-type: none"> <li>• Demonstrate evidence of outstanding successful teaching as a Principal, Headteacher, Interim Headteacher or Deputy Headteacher</li> <li>• Create and secure commitment to a convincing vision for the school in line with that of the Dartmoor Multi Academy Trust</li> <li>• Build upon current good practice by supporting and developing effective teamwork across the whole school community</li> <li>• Initiate and manage change and improvement in pursuit of higher standards and strategic objectives</li> <li>• Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others</li> <li>• Delegate tasks and responsibilities as appropriate. Empower others to carry vision forward</li> <li>• Be an inspiring role model for pupils and staff, creating an environment where all can thrive</li> <li>• Manage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school life within the resources available</li> <li>• Lead the safeguarding of pupils; ensuring their welfare is prioritised</li> <li>• Willingness to play a senior role in the multi-academy trust, contributing to school improvement at other schools within the Trust as well as at own school</li> <li>• Demonstrate a willingness and ability to engage in wider system development</li> </ul>	E E E E E E E E E E
<b>Communication and Problem Solving</b>	<b>Evidence that can show candidates can:</b> <ul style="list-style-type: none"> <li>• Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the school</li> <li>• Use numerical and financial data with confidence and use it to make decisions based upon analysis and interpretation</li> <li>• Demonstrate reasoned judgement in difficult circumstances</li> <li>• Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict</li> <li>• Communicate, negotiate and secure cooperation of a wide range of people</li> <li>• Create a climate of open communication where people feel able to express opinion and know their views will be respected and heard</li> <li>• Demonstrate an understanding of, and lead the school's role in a self-improving school system</li> <li>• Demonstrate an understanding of, and lead the school's role in the community</li> <li>• Develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts</li> </ul>	E E E E E E E E E
<b>Personal Effectiveness</b>	<b>Evidence that shows candidates can:</b> <ul style="list-style-type: none"> <li>• Prioritise and manage time appropriately, able to work under pressure and to deadlines</li> <li>• Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances</li> <li>• Be self motivating and achieve challenging professional goals</li> <li>• Take full responsibility for own professional development</li> <li>• Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas</li> <li>• Demonstrate enthusiasm for, and commitment to the role; along with reliability, integrity and a passion for specialist setting education</li> </ul>	E E E E E E E



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## How to Apply

For more information about this exciting opportunity please call our recruitment partner **Kerri Wiseman** on **07733 628155** or **01223 907979** or via email **[kwiseman@academicis.co.uk](mailto:kwiseman@academicis.co.uk)**

Contact Kerri Wiseman to request an application – **[kwiseman@academicis.co.uk](mailto:kwiseman@academicis.co.uk)**

Closing date: **Monday 6th March 2023**

Shortlisting: **Wednesday 8th March 2023**

Interviews: **Monday 13th and Tuesday 14th March 2023**

### Dartmoor Multi Academy Trust

Holsworthy Skills Centre  
Western Road  
Holsworthy  
Devon EX22 6DH

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