



Eastern Multi-Academy Trust
Empower - Motivate - Aspire - Transform



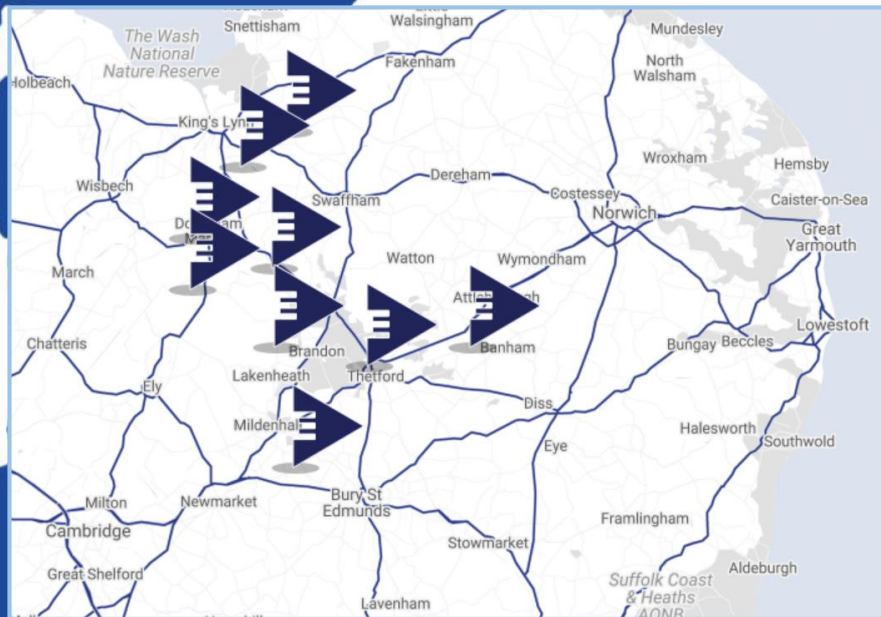
Principal

Upwell Academy
Norfolk, PE14 9EW

Recruitment Pack

About Eastern Multi-Academy Trust

"Transforming lives, transforming communities"



We are a regional educational Trust dedicated to nurturing minds and transforming communities across West Norfolk and Suffolk.

Each of our academies offer a rich tapestry of educational pathways, serving as pillars of opportunity within their respective communities. Together, we are driven by our unwavering commitment to **Empower, Motivate, Aspire and Transform** the lives of the pupils in our care.

Our mission is to enhance education in the region, with an emphasis on excellent teaching and elevating academic achievements above national benchmarks. We are committed to providing quality education and pastoral care to pupils and students in both primary and secondary phase academies, as well as supporting and investing in our staff collectively to ensure that professional development, career success and professional recognition is achieved.

Our depth of expertise and sector insight has helped us to achieve a number of successes across our each of our academies. For more information on our achievements, we warmly invite you to [take a look at our website](#).

If you are looking to make a real and lasting difference to the communities in which we work, we invite you to continue your career conversations with us and welcome your consideration of this role.

Upwell Academy

A welcome from Chris Jessup, Director of Education



Thank you for your interest in this exciting opportunity.

Upwell is a village and civil parish based in the county of Norfolk. The parish covers an area of approximately 7000 acres and is home to approximately 2750 residents. The Academy sits at the heart the community and has a valued reputation for ensuring exceptional education for its 210 pupils.

We are looking for a leader who is able to secure outstanding provision. In this role, you will have the ability to influence and make a genuine difference to educational practice, our staff and the pupil experience. You will be supported by a trust that believes in genuine collaboration, professional development opportunities and a strong moral purpose in all we do.

I sincerely hope this role intrigues you and aligns with your skills and experience. I very much look forward to the possibility of working with you in the near future.

Chris Jessup

Director of Education, Eastern Multi-Academy Trust





About the role

As Principal, you will be joining our cadre of nine Executive Principals and Principals who lead delivering excellent education to the communities served by Eastern Multi-Academy Trust.

You will have the opportunity to shape and grow Upwell Academy as it continues along its improvement journey. Working closely with our School Improvement Directors and wider team of Expert Practitioners to develop aspirational curriculum, drive forward quality of teaching and learning and role model effective leadership tailored to an academic offer based on the primary knowledge curriculum that meets the needs of pupils, staff and the local community.

You'll be a skillful collaborator who can build strong relationships that are grounded in pastoral and inclusive educational practice to support pupils social, emotional and physical well-being and the professional growth, development and professional practice the academies 28 staff.

Key responsibilities

The Principal will deliver in the following areas:

- 1. Visible Leadership** – You will provide professional leadership and management to secure the success and continuous academy improvement through formulating, driving forward and evaluating the impact of the Academy Improvement Plan.
- 2. Leading, Learning and Teaching** – As a passionate educator, you will lead by example, setting a high standard in your own leadership practice and inspiring colleagues with your dedication to excellence.
- 3. Cultural Development** – You will embrace continuous improvement, supporting CPD initiatives for yourself, your whole team and across the academy, recognising the positive contribution and efforts by everyone, supporting holistic implementation of academy, curriculum and professional development plans.
- 4. Community Engagement** – As a dedicated ambassador for the Academy and Trust, you will nurture partnerships, building trust with parents, stakeholders, the wider community and external agencies.
- 5. Pupil Focus** – Above all, your dedication is to our pupils. You will play a pivotal role in ensuring their wellbeing, progress and development.

This summary offers an overview of the key responsibilities of the role. For further information and detail, please review the full job description pages.



Professional profile

Our ideal candidate will have the following attributes, knowledge and experience:

	Criteria	Essential
Qualifications & Experience Skills & Attributes	Qualified Teacher Status	✓
	Committed to achieving or hold a recognised professional and/or management and leadership qualification relative to Education or the Role (E.g. NPQH/ NPQEL)	✓
	Maintains a relevant, purposeful and contemporary CPD and Professional learning profile	✓
	Proven and embedded leadership and management practice in Headship or Deputy Headship within a Primary setting	✓
	Has developed a sustained learning community; fostering a positive and inclusive learning and working environment.	✓
	A passionate and skillful educator who leads by example, modelling a high standard of leadership and educational practice to motivate, grow and develop the educational practice of colleagues.	✓
	Understands and has working knowledge of educational trends and best practice, including in depth knowledge of the EYFS, KS1 and KS2 curriculum and assessment	✓
	Operates and prioritises Safeguarding adherence, embedding safeguarding culture, practices, policies and procedures.	✓
	Demonstrates effective planning, direction and management of financial, physical and human resources to efficiently deliver quality education and public service.	✓
	Recognises and empowers all people to engage, motivate, develop and perform in their role. Providing support, test and challenge to embed a culture of staff attendance, active contribution and professionalism across all roles in the academy.	✓

For further information and detail, please review the full job description pages.



Job Overview

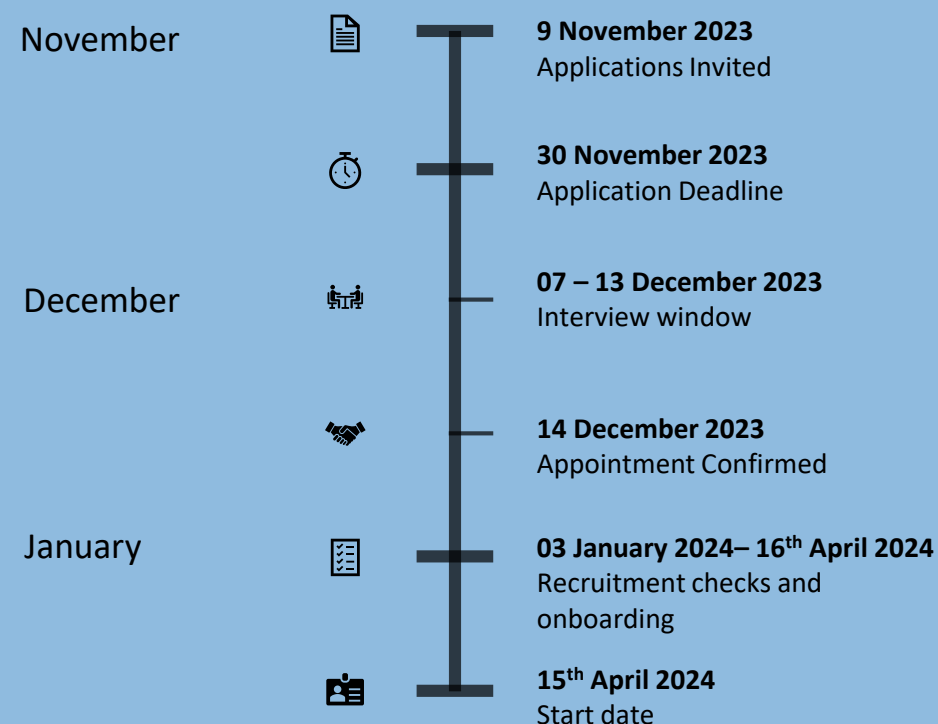
Academy	Upwell Academy
Start date	15 th April 2024
Reporting to	Director of Education
Salary range	£65,010 - £71,729 (L14 – L18)
Pension	Teachers Pension Scheme
Terms & Conditions	Headteacher (STPCD)
Contract type	Permanent; Academic Leadership

Eastern Multi Academy Trust (EMAT) is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. Our workplace practices support a range of family friendly, flexible and inclusive work arrangements, staff engagement forums and employee support services to welcome and support staff from different backgrounds. Our ambition is to demonstrate in our work together that we promote an inclusive environment and signal our commitment to celebrate and promote diversity.

How to Apply

Applications should be received no later than **30 November 2023**.

Please complete the online application process. All information within your application will be treated confidentially.



We welcome part time or flexible working applicants and are committed to making work accessible for all. EMAT is an Equal Opportunities Employer and ensures that those we hire and employ are suitably qualified persons and treated fairly regardless of their Age, Sex, Race, Disability, Pregnancy and Maternity status, Marriage and Civil Partnership, Religion and Belief, Sexual orientation or Gender reassignment. We are committed to safeguarding and promoting the welfare of children and young people and keeping children safe in education, our staff are expected to share and uphold this commitment. Appointments will be subject to satisfactory references, workplace health review and enhanced DBS check including the children's barred list check as required.

Job Description

Aim of role

Main Duties and Responsibilities

POST TITLE	Principal (Primary)
JOB FAMILY:	Academic Leadership
GRADE / BAND:	Leadership Group Pay
SALARY RANGE	14-18
RESPONSIBLE TO:	Director of Education
RESPONSIBLE FOR:	Leadership / Management Teachers Academic Support Staff Business Support / Administration
DEPARTMENT:	Academy (1): Upwell
WORK PROFILE	Full Time, Permanent

The Academy Principal is responsible for the overall leadership, management, development and performance of an individual academy within Eastern Multi Academy Trust (EMAT).

This role is pivotal in ensuring the academic success and well-being of pupils, fostering a positive learning environment for pupils and staff alike, and managing all relevant resources within the academy effectively to achieve the agreed Academy Development and School Improvement Plan.

The role works in partnership and close collaboration with staff, governors and wider Trust stakeholders to ensure the academy's success and that both pupils and staff can achieve their full potential.

- To provide visible and professional leadership and management to secure the success and continuous academy improvement through formulating, driving forward and evaluating the impact of the agreed Academy Development and School Improvement Plans.
- Leading, Learning and Teaching, as a passionate and skillful educator who leads by example, modelling a high standard of leadership and educational practice to motivate, grow and develop the educational practice of colleagues.

- Ensuring the delivery of a high-quality curriculum and teaching standards, managing this through the monitoring, assessment and evaluation of pupil progress and academic outcomes. Ensuring pupils wellbeing, progress and development.
- Developing and implementing educational plans that are aligned with EMATs strategic aims to drive improvements in teaching, learning, and pupil achievement. Setting high expectations and ambitious targets, monitoring effectiveness, evaluating impact and providing professional accountability for all staff.
- Ensures a holistic focus on pupil achievement, with regards to the needs of all, including those with additional needs and deemed to be disadvantaged. Using data and benchmarking to evaluate impact. Creating effective approaches to learning and teaching that is responsive to the needs of the pupil community.
- Critically reviews and implements systems for quality assurance and continuous improvement. Promoting a culture of self-assessment, accountability and quality standards. Implementing learning strategies to improve the quality of teaching and learning to ensure it is consistently strong enough to raise standards.
- Demonstrates planning, evaluating and managing academy human resources to achieve a sustainable and consistent staffing model. Leading and managing the academy's people to engage, motivate, develop and perform by encouraging a culture of active contribution by all. Fostering a collaborative and supportive work environment.
- Supports CPD initiatives for self, a whole team and across the academy to build and ensure the skills, knowledge, performance and practices are sufficient to deliver quality of education and a positive working environment. Recognising the positive contribution and efforts by everyone, supporting holistic implementation of academy, curriculum and professional development plans.
- Drives community engagement, building strong professional relationships, nurturing partnerships, building trust with parents, stakeholders, the wider community and external agencies. Ensures effective and engaging communications and involvement with local academy activities and initiatives.

- Understands and operates within compliance and governance frameworks set by EMAT. Ensuring the academy's local adherence to statutory regulations, trust policies and operating models. Ensures the Academy moves forward for the benefit of all pupils, staff and the community.
- Represents the academy and Trust at local academy committee meetings providing reporting and insight on progress against the academy development plan and pupil progress. Motivates and inspires stakeholders to create a strong, shared culture of learning within an inclusive environment.
- Prioritises and maintains safeguarding adherence, embedding safeguarding culture, practice, policies and procedures to ensure that every child, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm. Ensuring all children are safe from adults and other children who might pose a risk.
- Accountabilities to be met in accordance with the provisions of the National Standard for Headteachers.
- Represents the academy and Trust at local academy committee meetings providing reporting and insight on progress against the academy development plan and pupil progress. Motivates and inspires stakeholders to create a strong, shared culture of learning within an inclusive environment.
- Accountabilities to be met in accordance with the provisions of the National Standard for Headteachers.
- Prioritises and maintains safeguarding adherence, embedding safeguarding culture, practice, policies and procedures to ensure that every child, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm. Ensuring all children are safe from adults and other children who might pose a risk.

- Role models and contributes to creating a professional, credible, sustainable and inclusive environment whereby every member of staff can bring the best of themselves to work.
- Demonstrates in decision making and actions upholding the Seven Principles of Public Life (Nolan Principles) as both servant of the public and steward of public resources.

Role Criteria	Essential / Desirable	Evidence Method
Qualification / Education		
Degree level holder in relevant subject	E	AF/C
Qualified Teacher Status (QTS) or equivalent	E	AF/C
Committed to achieving or hold a recognised professional and/or management and leadership qualification relative to Education or the Role (E.g. NPQH/ NPQEL)	E	AF/C
Maintains a relevant, purposeful and contemporary CPD and Professional learning profile	E	I
Safeguarding / Designated Persons training	E	AF/C
Experience		
Proven leadership and management experience in an educational setting	E	AF/I
Proven and embedded leadership and management practice in Headship or Deputy Headship within a Primary setting	E	AF/I
Proven track record of improving outcomes across all Primary phases	E	AF/I
Evidence of developing and sustaining a learning community; fostering a positive and inclusive learning and working environment.	E	AF/I
Working with and developing evaluation and assessment practices for quality curriculum and teaching standards, managing this through monitoring, quality assurance, assessment and evaluation of pupil progress and academic outcomes.	E	AF/I
Demonstrates effective planning, directing and managing financial, physical and human resources to efficiently deliver quality education and public service.	E	AF/I
Recognises and empowers all people to engage, motivate, develop and perform in their role. Providing support, test and challenge to embed a culture of staff attendance, active contribution and professionalism across all roles in the academy.	E	AF/I
Evidence of developing community cohesion through positive engagement, with parents, stakeholders, the wider community and external agencies.	E	AF/I

	Essential / Desirable	Evidence Method
Working with and developing evaluation and assessment practices for quality curriculum and teaching standards, managing this through monitoring, quality assurance, assessment and evaluation of pupil progress and academic outcomes.	E	AF/I
Demonstrates effective planning, directing and managing financial, physical and human resources to efficiently deliver quality education and public service.	E	AF/I
Knowledge		
Understands and has working knowledge of educational trends and best practice, including in depth knowledge of the EYFS, KS1 and KS2 curriculum and assessment	E	AF/I
Current and sound understanding of regulatory frameworks, compliance, legal considerations, governance and multi-academy operating practices.	E	AF/I
Operates and prioritises Safeguarding adherence, embedding safeguarding culture, practice, policies and procedures.	E	AF/I
Understands and has a leadership approach that is agile in style to balance leadership and management practice	D	I/T
Skills and Abilities		
Developed communication skills both written and verbal reporting, with presentation presence and sound negotiation skills.	E	AF/I
Plans communications effectively to establish relationships between the academy and its key audiences to maintain a positive reputation and engage with internal and external audiences.	D	I/T
Skilled stakeholder management; understanding the different needs and influences. Organising, monitoring and building relationships.	D	I/T
Developed thinking and awareness of influencing and embedding cultural change.	D	I/T
Takes a coaching approach or has a coaching mindset	D	I/T
Actively role models ethical, equitable and inclusive leadership.	E	I/T
Upholds the Seven Principles of Public Life (Nolan Principles) as both servant of the public and steward of public resources.	E	I/T
Other		
Has achieved and maintained a good attendance, conduct and performance record.	E	AF/E
Full UK driving licence and a vehicle available for business use, or ability to travel in accordance with geographical and business needs.	E	AF/I
Has achieved and maintained a good attendance, conduct and performance record.	E	AF/E

Modelling our values and strengthening our culture

We model our values day to day to create an environment where all our People demonstrate the attributes and behaviours that are needed in order to achieve our Trusts vision.

- For ourselves, our actions are consistent with the seven principles of public life.
- For our pupils, we all contribute to ensuring all our children and young people are prepared to learn for life by equipping them with the skills, experiences, and quality first education, empowering and motivating them to achieve their full potential now and in the future.
- For our people, all levels of the organisation, without exception, are committed to challenging ourselves and each other in the pursuit of professional standards, excellence and making EMAT an outstanding place to work and belong.

Our Cultural Expectations are:

1. Concern for People
2. Providing Opportunity to others and assisting in Self Development
3. Creating a culture of empowerment, motivation, aspiration and transformation
4. Encouraging Team effort
5. Maintaining fairness, honesty and integrity
6. Having open, consistent and regular communication with each other
7. Encouraging Community and Inclusion
8. Encouraging Creativity
9. Being committed to Quality and Efficiency
10. Remaining attentive to our commercial needs
11. Dedication to improvement
12. Building EMAT on a basis of Need

Upwell Academy

*Part of Eastern Multi Academy Trust
(EMAT)*



Eastern Multi-Academy Trust

 recruitment@eastern-mat.co.uk

 01553 779685

 www.eastern-mat.co.uk