



Learn for Life

St Edward's

Church of England Academy



Principal Candidate Pack



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Welcome Letter

Dear Applicant,

Thank you for your interest in the post of Principal at St Edward's CE Academy. We wish to appoint a Principal for September 2023, who will lead the Academy into the future, whilst building on the excellent work of the past few years.

We strive to be a community in which everyone – pupils, parents, staff and trustees – are able to give of their best and feel valued and included. Our vision is that all our pupils are inspired to “learn for life” and become 10:10 people. So, we offer them a rich, balanced and well-resourced curriculum that enables them to grow as rounded human beings. We are a middle school (deemed secondary) which impacts our curriculum design to enhance pupil experience. The Academy has a strong Christian ethos which both cherishes the individual and places significant emphasis on our Vision.

The pupils, parents, staff and trustees at St Edward's are looking for a Principal who understands the needs of young people and relates well to them, advocates innovative teaching and learning approaches and is a collaborative and approachable colleague. We wish to appoint a person who understands current trends in education but is not solely driven by them and who will promote with enthusiasm the Christian vision that underpins all we do. We are looking for a Principal who will work creatively and energetically, who has the tenacity to maintain a positive climate of accountability and ensure that everyone in our professional community strives for excellence. This is an exciting opportunity for the successful appointee to lead our academy and shape its future, whilst using their existing skills and experience.

If you consider that you are the sort of person who would flourish at St Edward's and have the capacity to meet the challenges and opportunities that the future holds, we look forward to receiving your application.

You are welcome to make an appointment for an informal visit to St Edward's before applying. Please contact Laura McKay at Academics to liaise with the school to arrange this.

The closing date for applications is 4p.m. on Monday 6th February. Shortlisting will take place on 8th February and applicants will be contacted soon after that date. The interviews will be on 14th and 15th February, with suitable candidates being taken through to the second day.

Yours faithfully

Cynthia Simmonds (Mrs)
Chair of Trustees





The Vision for Education within a Church of England Academy

There are fundamental reasons, rooted in the Bible, which have motivated centuries of Christian involvement in schooling in this country and around the world. The God of all creation is concerned with everything related to education.

There is a fresh articulation of the Church of England's vision for education as we meet the challenges and take the opportunities offered by the present situation. It is not simply for Church schools but, recognising the Church of England's involvement in education over many centuries, seeks to promote educational excellence everywhere, for everyone. In Church schools like St Edward's Church of England Academy, the deeply Christian foundation for this vision will be seen explicitly in teaching and learning both in RE and across the curriculum, and also in the authentically Christian worship and ethos. The Church's vision for education can be expressed and promoted as one of human flourishing that inspires what the school is and does.

The vision is deeply Christian, with the promise by Jesus of 'life in all its fullness' at its heart. This vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but set them in a wider framework. This is worked out theologically and educationally through four basic elements which permeate our vision for education:

• **Wisdom** • **Hope** • **Community** • **Dignity**

The vision, in line with the Church of England's role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthy plural society and democracy, together with a healthy plural educational system.





St Edward's Church of England Academy Vision Ethos & Values

The Vision for Education at our Academy

At St Edward's we are commissioned to celebrate and support the talents and potential of all in our community (Matthew 28: 18-12). In our Academy we are all journeying together in order to learn through faith, grow through hope and achieve through love (Corinthians 13:13); allowing all to live life in all its fullness (John 10:10).

We are an avowedly inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of and a space for flourishing and fulfilment because here...

...we are 10:10 people

The ethos and values of St Edward's Church of England Academy are based on the teachings of Jesus Christ and underpin everything that we are and do, which is encompassed in the word **'RESPECT'**.

Each letter links to the Academy motto – **'Learn for Life'**

R recognise and Encourage - everyone's potential, individual skills and talents

S strive to be the best we can be

P prepare for the challenges of life

E empathise - promoting the values of respect, kindness, compassion, fairness, forgiveness, love, honesty and trust

C christian - a community where we learn from the teachings of Jesus so that we can contribute to the family of St Edward's and beyond

T teamwork - an environment where we work together so we can all achieve our potential





Post Title: Principal
Responsible to: Board of Trustees
Location: Leek, Staffordshire
Salary: LS 25-31
Start Date: September 2023



Job Description

Mission Statement

All members of our school community are 10:10 people

School Ethos

St. Edward's C of E Academy is modelled on the principles of a Christian community, where we value and nurture each individual, believing we are all made in the image of God. In practice, this means aiming for the highest possible standards of academic achievement, combined with the holistic personal development of each student.

General Description of Activities/Functions

The appointment is subject to the current conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts

Statement of Purpose

To provide professional leadership for the school that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of teaching, learning and achievement.

Job Description Continued

Key Responsibilities:

1 Shaping the future

- Fosters and develops a caring and supportive ethos, bearing in mind the school's Christian foundation and denominational status.
- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates the vision and values in everyday work and practice.
- Motivates and works with others to create a shared culture and positive climate.
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

2 Leading Learning & Teaching

- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community.
- Implements strategies which encourage high standards of behaviour and attendance.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.



Learn for Life

Job Description Continued

3 Developing Self and Working with Others

- Treats people fairly, equitably and with dignity and respect to create and maintain a school culture of cooperation.
- Builds a collaborative learning culture within the school at all levels.
- Develops and maintains effective relationships with the family of schools, the local church, the incumbent, the local community, the LA, the Diocesan Board of Education/CECET and other agencies.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals,
- Ensures clear delegation of tasks and devolution of responsibilities.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

4 Managing the Organisation

- Pays special attention to the recruitment, retention and deployment of teaching and support staff, managing their workload and professional development to achieve the vision and goals of the school.
- Creates an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Implements successful performance management processes with all staff.
- Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Uses and integrates a range of technologies effectively and efficiently to manage the school.



Job Description Continued

5 Securing Accountability

- Fulfils commitments arising from contractual accountability to the Board of Trustees.
- Develops with the school community, an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Works with the Board of Trustees (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including Trustees, parents and carers.
- Reflects on personal contribution to school achievements and seeks feedback from within the school community and beyond.

6 Strengthening Community

- Builds a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Creates and promotes positive strategies for securing equal opportunities and challenging any form of prejudice wherever it emerges.
- Ensures learning experiences for pupils are linked into and integrated with the wider community.
- Ensures a range of community-based learning experiences.
- Collaborates with other agencies, particularly the local Christian community, in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seeks innovative opportunities to invite parents and carers, community figures, businesses or other organisations, especially local churches, into the school to enrich the pupils' experience of education and their commitment to the wider community.
- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operates and works with relevant agencies to protect children.

7 Safeguarding

- Responsible for promoting the welfare of all children and young people.
- Creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations.

The content of this job description maybe amended at any time following discussions between the Board of Trustees and the Principal, and will be reviewed on an annual basis.



Person Specification

Qualifications and Training	Essential	How Assessed
· Qualified Teacher Status	•	APP
· NPQH Award or accepted on the programme if first Headship	•	APP
· Post Graduate level qualification or recognised alternative	•	APP
· Evidence of continuing professional development	•	APP, FI
Knowledge, skills and experience *		
· Promote good relations and communicate effectively at all levels with staff, pupils, parents, trustees and the local church community and work in partnership with the local incumbent	•	APP, FI
· Experience as an effective Principal, Assistant Principal or Deputy Principal	•	APP, FI
· Proven experience of raising standards of teaching and learning	•	APP, FI
· Understanding of current trends in education	•	APP, FI
· Previous experience of curriculum development	•	APP, FI
· Experience of managing successful change	•	APP, FI
· Experience of financial management	•	APP, FI
· Excellent organisation/ administrative skills	•	APP, FI
· Excellent classroom practitioner who has been involved in curriculum development	•	APP, FI
Personal attributes		
· Shows concern for the pastoral and spiritual welfare of everyone in the school	•	APP, FI
· Ability to foster a culture of respect and openness	•	APP, FI
· Able to demonstrate strong leaderships skills	•	APP, FI
· Ability to communicate clearly/ excellent interpersonal skills	•	APP, FI
· Be able to motivate and empower staff and pupils	•	APP, FI
· Encourage the highest standards in all of school life	•	APP, FI
· Promote a culture of high achievement	•	APP, FI
Interest and motivation		
· Has an active Christian commitment	•	APP, FI
· Committed to the raising of standards for all	•	APP, FI
· Has a commitment to equal opportunities	•	APP, FI
· Has ability and enthusiasm to promote the school's vision and values and achievements to the local and wider community	•	APP, FI

*Candidate to provide additional features of themselves which they think would make them a best fit

Employment Terms and Conditions



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You may find this summary of employment terms and conditions useful. This is only general guidance and not part of any contract of employment. If you would like any additional information regarding the terms and conditions relating to the post you are applying for, please contact any of the names listed in the application pack.

If we offer you a job you will be given a statement of your terms and conditions of employment, which will become part of the contractual provisions of your employment.

Conditions of Service

There are two major national documents relevant to Teachers.

The first is the School Teachers' Pay and Conditions Document (STPCD). This is produced annually. It contains statutory provisions on conditions of employment prepared by the Secretary of State for Children, Schools and Families. Each year, the Secretary of State invites a review body to propose changes and amendments for consultation with interested parties, including the Professional Associations representing Teachers. The document is given effect by approval of parliament and the issuing of an appropriate order under the Education Act 2002.

The document may be found at <http://www.education.gov.uk/schools>

The second document is called Conditions of Service for School Teachers in England and Wales and, due to the colour of its printed cover, is referred to often as the Burgundy Book. The latest edition was issued in August 2000. It sets out details of agreements made between the teachers' trade unions/professional associations and the national employers' organisation that represents local authorities. The agreements relate to matters not covered by the STPCD, principally provisions concerning continuous service, resignation and retirement notice, sick pay, maternity leave and leave for other purposes.

Any local agreements made between the County Council and the professional associations on matters such as capability and redundancy are listed on the Staffordshire Learning Net (SLN) and are available from each school. Additionally, trust boards may provide further safeguards for or obligations on teachers under their individual articles of government.

These conditions are incorporated into individual contracts of employment. Advice on them is available from the professional associations. Membership of such associations is encouraged by the County Council.

Leave

Special leave arrangements exist which cover bereavement, carer leave, adoption, maternity leave, work break, paternity leave and parental leave.

Canvassing

We will not appoint you if you canvass any Members/Officers of the County/Trustees or of any committee of the Council, directly or indirectly.

Proof of Qualification

You will have to provide proof of relevant qualifications during the selection process.

Safeguarding

St Edward's C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicant will be required to apply for an enhanced Disclosure and Barring Service check and social media check.

Relationship to Members or Employees

You must tell us in writing if, to your knowledge, you are related to a Member, Trustee or Officer, of Staffordshire County Council. **Should we include this or change to the Diocese

Trade Union Membership

The National Council or Committee, under whose conditions of service you are appointed, is a joint organisation of employers and employees and constitutes the recognised machinery for the application of collective bargaining. Both sides agree that the interests of local authorities and their employees are best served by individual officers joining an organisation representing them on that body. The Board of Trustees draw the attention of each employee to their view that it is desirable for its employees to be members of an appropriate trade union.

Confirmation in Post

During the recruitment and selection process we will ask for a variety of information from you. For example, we will ask about your qualifications, your employment history and you will be asked to complete a medical questionnaire. You will be confirmed in post once we have checked and are satisfied with this information and following a probationary period (where applicable).



How to apply:

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Laura McKay: lmckay@academicis.co.uk or 01223 907979 / 07825 346535

Please email your application to:
Laura McKay: lmckay@academicis.co.uk

Closing date: Monday 6th February 2023

Shortlisting date: Wednesday 8th February 2023

Interviews: Tuesday 14th and Wednesday 15th February 2023



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Westwood Road, Leek, Staffordshire ST13 8DN