



ST JOHN'S CE PRIMARY ACADEMY

Principal Recruitment

July 2023



St John's CE Primary Academy, Towngate, Clifton, Brighouse, West Yorkshire, HD6 4HP
Tel: 01484 713036 E-mail: admin@stjohnsacademyclifton.co.uk

Welcome Letter from the Chair of Governors



Dear Applicant

I am delighted that you have shown an interest in this position. This is a great opportunity for an exceptional candidate who will prove able to maintain and further develop our many achievements. Our Academy is a rewarding and innovative place in which to work; we have a commitment to inclusive education and strive to maintain a high quality learning environment for all of our pupils. We continue to enjoy our position as an outstanding independent Academy, not part of a multi Academy trust, as well as having a well-managed financial position.

Our staff work hard to retain a strong family atmosphere, working in close partnership with parents and carers to provide a happy, stimulating and well balanced centre of learning. The Academy nurtures and prepares our pupils for the future by ensuring that they uphold the values and ethos of our Academy.

By focusing on our pupils and their families, we aspire to place education and learning at the heart of our work. We are committed to providing exceptional levels of care and support for our pupils. Our new Principal will be expected to maintain the school's vision of a 'welcoming family, embracing and developing Christian values for life' that is demonstrated every day by all of our pupils and the broader school community. We are proud of the high standards our pupils achieve across the curriculum and require the successful candidate for this position to demonstrate determination and drive in endeavouring to secure the best possible outcomes for our children.

It is essential that the chosen candidate is able to demonstrate an ability to address the challenges of the post whilst being readily accessible to all. They must demonstrate an open and empathetic style of leadership involving all stakeholders, being focused on school improvement for the benefit of all our pupils.

When you visit our Academy you will have the opportunity to experience first-hand the genuine warmth and passion for learning displayed by pupils and staff.

Please contact Kim Boothroyd, School Business Leader:
kim.boothroyd@stjohnsacademyclifton.co.uk to arrange an appointment.

I do hope that the information in the Recruitment Pack will encourage you to apply for this position.

I look forward to receiving your application and if you require any further information do not hesitate to contact me via Kim Boothroyd (as above) or telephone 01484 713036.

Yours Sincerely,

Lynn Taylor
Chair of Governors



About Our Academy



St John's is a Church of England Primary Academy that has a close relationship with the local parish and village church. We greatly value our position in the heart of the local community and we are well regarded for our participation in local activities; fostering strong community relationships.

At St John's, we fervently believe in an active working partnership between home and school and we endeavour to develop excellent pupil, parent, teacher and staff relationships. We do all in our power to promote a positive and welcoming culture to ensure that all children, and staff, are able to fulfil their potential in a safe working environment. We are a welcoming family embracing and developing Christian Values for life, where everyone treats others as they want to be treated. We encourage children to develop strong moral and spiritual values through an understanding and appreciation of Christian beliefs. This is strengthened through the development of respect for all other faiths and a reverence for all life.

Our pupil standards and achievement are amongst the best in the country with pupil attainment being deemed as 'outstanding' with an excellent quality of learning. We have a broad, balanced and rich curriculum, where all aspects are valued for their contribution towards a child's understanding and enjoyment of life in God's world. We ensure that our lessons and learning opportunities are tailored to our children so they are able to shine and achieve in what they are learning. St John's understands the difference excellent and challenging teaching can make to our pupils and for this reason staff are supported thoroughly with opportunities for continuous professional development.

St John's will welcome applications from enthusiastic and capable Deputy Headteachers seeking their first Headship, as well as proven Headteachers who feel well-positioned to lead our school on the next chapter of its journey.

Visits to the school by prospective applicants are warmly welcomed. We invite you to visit our Academy in person on Monday 12th June, Thursday 15th June or Friday 16th June 2023. Please contact Kim Boothroyd to arrange a visit on telephone 01484 713036.



Vision & Aim

St John's (CE) Primary Academy is a welcoming family embracing and developing Christian values for life which inspires and encourages all children to thrive and reach their full potential.

Our aim is that all our children will become successful learners who make progress and achieve. We aim to ensure that our children develop essential learning skills, have the opportunity to be creative, resourceful and enquiring through a range of well developed means of communication. We want to foster a love of learning and motivate our children to achieve their full potential now and in the future. We aim for our children to become confident individuals who lead safe and healthy lives who have secure religious, spiritual and personal moral values with instilled principles that allow them to distinguish right from wrong.

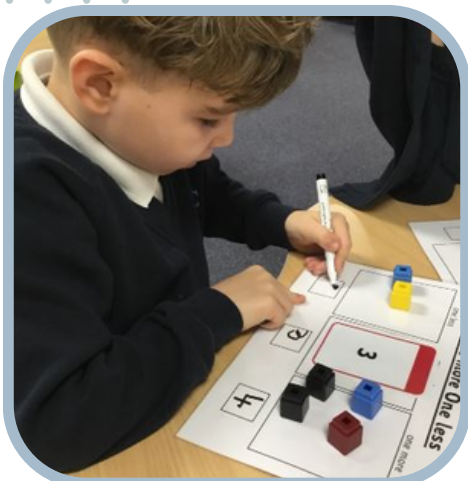
Mission

St John's (CE) Primary Academy is a safe, healthy and nurturing environment for all our children, their families and the community. We encourage every child to believe in themselves, discover their own strengths and be the best they can be through a stimulating, rich and varied curriculum.

The Academy maintains a strong Christian ethos within an increasingly global and multicultural society, fostering a lifelong love of learning and equipping everyone with the tools to succeed. We embed the Christian values of respect and compassion; acknowledging everyone's privilege to worship and follow the teachings of other faiths.

Our Links

St John's (CE) Primary Academy values its close relationship with the local parish church. Services often take place within the church itself, ideally situated next door to school, led by staff, pupils and the clergy. Parents are always welcome to share in special services which celebrate important festivals. The clergy play an active role in the worshipping life of the academy and conduct collective worship on a regular basis.



Advert

Principal
Full Time, Permanent
Salary: L12 – L18 (£58,105 – £67,351)
Commencing: January 2024

The Governing Body are seeking an inspirational leader to develop our successful, happy and nurturing Academy. We are a forward-thinking Governing Body with aspirations for Academy development and an understanding of the opportunities and challenges that lay ahead. We believe that our Academy provides an exceptional opportunity for someone with drive, vision and ambition to lead an already outstanding school with a long-serving and committed complement of staff.

We provide a safe and stimulating environment promoting high academic standards and enjoyable recreational experiences. We encourage curiosity and inspire a life-long love of learning for all our children.

As such we are looking for an individual with previous experience as a Headteacher or Deputy Headteacher within a primary school setting; whether that be Faith School, Maintained school or Academy. The preferred candidate will possess outstanding interpersonal skills and the ability to enthuse, motivate and engage pupils, colleagues and wider stakeholders.

The successful candidate must:

- Demonstrate significant and successful leadership in the primary sector
- Have a collaborative and supportive approach to inspire and motivate others
- Possess skills to build excellent relationships with pupils, staff, parents, governors and the wider community

What our pupils would like:

- "A Principal that joins in with school events and talks to students about the changes they make in school"
- "A Principal that is caring and kind"
- "A Principal that does something new with the reward system"
- "A Principal that will reward people who are good"

In return, we can offer:

- The opportunity to lead a truly outstanding Academy
- A positive learning environment within a friendly and caring community
- A dedicated and supportive complement of staff
- A supportive relationship with the Governing Body
- A strong connection with the local parish and village church

Tours of our Academy are available on Monday 12th June, Thursday 15th June or Friday 16th June. Please contact Kim Boothroyd, School Business Leader:
kim.boothroyd@stjohnsacademyclifton.co.uk or 01484 713036 to arrange an appointment.

Closing Date: Wednesday 21st June 2023, 12 noon

Shortlisting: Monday 26th June 2023

Selection Interviews: Monday 17th & Tuesday 18th July 2023

Candidates may wish to provide a faith reference in addition to two standard references. A candidate pack which includes the Job Description, Person Specification and details of how to apply for the position can be downloaded from www.prospectsonline.co.uk. Please note that CVs are not accepted.

The Academy prides itself on being an equal opportunities employer and abides by Safer Recruitment Practices. We are committed to safeguarding and promoting the welfare of children. An online search will be carried out at shortlisting. All other Pre-employment checks including a DBS check, will be completed during the recruitment process.

Job Description

Salary: L12 to L18

Hours: Full time

Contract type: Permanent

Reports to: Chair of the Governing Body

Responsible for: All staff and pupils within the school



This Job Description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Principal will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

Role Summary:

The Principal is accountable to the Governors of the Academy for all aspects of leadership and management and will support its strategic direction. The appointed candidate will shape a vision, and provide supportive leadership, that ensures the Academy continues to maintain high standards and educational success.

The appointed candidate will demonstrate and uphold the principles of public life and maintain high standards both ethically and behaviourally. They will ensure that the Academy aims and objectives are implemented in accordance with National and Local educational strategy, the policies of the Governing Body, and in collaboration with the Diocese.

Core Purpose

- Establish and sustain the school's ethos and strategic direction together with the governing / trustee board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Abiding by the Framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles)

Role Responsibilities:

The key responsibilities of the Principal are as follows

School Culture

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Inspire and motivate pupils, staff and members of the school community to excellent standards of achievement
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment

Teaching, Curriculum and Assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum



Job Description



Behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Additional and Special Educational Needs (SEN) and Disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensures the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensures the school fulfils statutory duties regarding the SEND Code of Practice

Managing the School

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Continuous School Improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Governance, Accountably and Working in Partnership

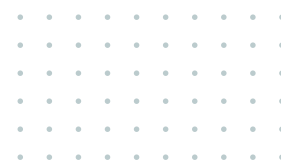
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Professional Development

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own development needs



Person Specification



E – Essential

D – Desirable

A – Application stage

P – Pre-employment check stage, including references

I – Interview and Assessment stage

Qualifications

Holds a degree level qualification or equivalent	E	A, P
Holds Qualified Teacher Status (QTS) or other recognised teaching qualification	E	A, P
Holds a Professional Qualification or working towards gaining a NPQH	D	A, P
Professional Development undertaken within last two years	D	A, P

Experience

Successful Senior leadership of a primary school setting (age range 5 to 11 years)	E	A, I
Experience of developing, reviewing the school's strategic plan, together with the Local Governing Body, ensuring that key objectives are used to develop school improvement plans	E	A, I
A proven track record of building and implementing a culture of high performance, accountability and ethical standards from all staffing groups across the school	E	A, I
Experience of raising attainment, setting high expectations and continually raising standards of teaching and learning	E	A, I
Able to implement a climate of learning which enables the best outcomes for all pupils	E	A, I
Experience in evaluating and using a range of data to improve pupil outcomes	E	A, I
Experience of building successful partnerships with a wide range of stakeholders	E	A, I
Experience of senior leadership in more than one school	D	A, I
Successful teaching experience in the primary sector in more than one key stage	D	A, P, I
Experience of leading a standalone academy	D	A, I

Additional qualities

Committed to promoting and enhancing the Christian vision and values of the school	E	A, I
Proven effectiveness in decision-making and the ability to work under pressure	E	A, I
Ability to self-motivate and work flexibly according to the needs in school	E	A, I



Person Specification



E – Essential

D – Desirable

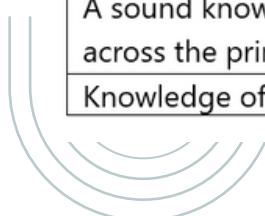
A – Application stage

P – Pre-employment check stage, including references

I – Interview and Assessment stage

Leadership Qualities		
Abides by the Framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles)	E	A, I
Ability to establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community	E	A, I
Ability to champion a culture which is inclusive, supportive, promotes diversity and equality, with ambitious expectations for all pupils	E	A, I
Create a culture where SEND pupils experience a positive and enriching school life regardless of age ability aptitude or SEND across all phase groups	E	A, I
Is a visible and high profile role model with a professional approach that demands excellence, confidence, trust and respect through inspiring and empowering staff to succeed	E	A, I
Ensures staff have access to high-quality, sustained professional development opportunities to raise standards of teaching and learning for all pupils	E	A, I
Ensure rigorous approaches to identifying, managing and mitigating risk	E	A, I
Able to communicate a vision to a wide range of audiences and inspire others	E	A, I
Committed to safeguarding, inclusion and promoting the welfare of all stakeholders	E	A, I

Knowledge and Skills		
Excellent oral, interpersonal, organisational and problem-solving skills	E	A, I
Up to date knowledge and understanding of the National Curriculum and experience of curriculum design at the relevant age range (5 to 11 years)	E	A, I,
Up to date knowledge of national policy, legislation, financial frameworks and school governance in an academy setting	E	A, I,
Knowledge and application of setting high expectations and monitoring progress to continually raise standards of teaching and learning and outcomes for pupils across all subjects and phase groups	E	A, I,
Operates with financial astuteness, within a clear set of principles centred on the school's vision. High levels of competency in statistical interpretation and budget management	D	A, I,
Ability to analyse and interpret comparative data, establishing benchmarks and set targets for improvement	E	A, I,
Ability to embed clear quality assurance systems that drive consistency and improvement in performance across the school	E	A, I,
A sound knowledge of current (and emerging) national educational developments across the primary sector	E	A, I
Knowledge of leadership in instances of OFSTED, SIAMs and other inspections	D	A, I





Equal Opportunities

Equality

The Governing Body and Academy are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the Academy community.

We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our Academy is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people.

Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy Notice

Our Academy aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our Academy website.





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**“JUST KEEP
MOVING
FORWARD.”**

