



RECRUITMENT INFORMATION PACK
Principal

**Welwyn Road
Ingleby Barwick
Thornaby
Stockton-on-Tees
TS17 0FA**

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January 2018

Post: **Principal**

Dear Applicant

Ingleby Manor Free School & Sixth Form is part of Delta Academies Trust which is committed to driving up standards in education across the North of England. We are looking to appoint an innovative and talented leader to continue to develop a school which has great potential. The initiative to establish a free school was born out of a community group known as Ingleby Manor Foundation Trust (IMFT) who wanted to establish a school with unique flavour and an innovative curriculum. The school is currently Ofsted rated as Good and the first group of students started their GCSEs in September 2017. The challenge for an incoming leader will be to build on and retain some of the great work already established in terms of curriculum innovation, but also recognise that as the school matures and children and young people face rigorous academic challenges that they are fully supported.

Delta Academies Trust employs a wide range of curriculum specialists and subject directors who are able to support school leaders in establishing high standards across the Trust made up of 43 academies and schools. I am looking to appoint an enthusiastic professional who is committed to the vision and values espoused by our Trust and who has the ability to drive school improvement in a robust and sustainable way. You should be an excellent communicator and a team player.

I look forward to meeting you as part of the process.

Paul Tarn
Chief Executive Officer

January 2018

Post: **Principal**

Dear Applicant

Thank you for your interest in this exciting opportunity to join our school. We are looking to appoint a flexible, innovative, enthusiastic and hard-working colleague to join our highly committed team at Ingleby Manor Free School & Sixth Form. This could offer a fantastic career development for the right colleague to be an integral part of shaping the ethos and aspiration of our new school as we begin preparing children for their GCSE examinations and embark on the development of our Post 16 provision in conjunction with other partners. You will be joining a school which has very high aspirations for our students and expects exceptional commitment from all our staff.

The staff and young people now at Ingleby Manor enjoy the benefits of a new purpose built £11 million building and are in an exciting position as we move into the next phase of our development. Our staff will shape the nature of the school and have the chance to establish a school that puts mutual respect and high ambition at the heart of its daily life.

If you feel the challenge and opportunity outlined above is one that excites and motivates you then I would be delighted to receive an application from you.

Andy Woodhouse
Executive Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

Vision

'Changing lives'

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP.

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

PRINCIPAL
Leadership Range, L25-L31, £71,051 - £82,292
Full Time / Permanent
Required as soon as possible

We are seeking to appoint a dedicated and inspirational Principal to start as soon as possible.

At this key time in the school's development we require an ambitious, determined and committed individual to secure further positive outcomes for our young people, staff, families, schools and the wider community. Through strong leadership, enthusiasm for learning and the ability to inspire and motivate others as a role model, you will harness the key strengths and energy of the school, and lead the challenge for rapid, sustainable improvement in outcomes

This post will provide opportunities to establish innovative ways of leading and managing learning as well as allowing the development of creative approaches and solutions which will further raise standards and create a climate of success for everyone.

For an informal discussion, please contact Andy Woodhouse, Executive Principal, via his PA, Allison Preval. Allison's contact details are info@garforthacademy.org.uk and 0113 2872 727.

Visits to the school are welcome, and can be arranged by contacting Allison Preval, whose details are above.

Closing Date: Wednesday 17th January at 12 Noon

An application pack can be downloaded from

<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on

0345 196 0095

or email

jobswest@deltatrust.org.uk

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

Post:	Principal
Salary:	L25 to L31
Reporting to:	Chief Executive Officer

Job Purpose

To provide leadership and strategic direction to ensure that students receive an outstanding education and to achieve this by ensuring the provision of high quality teaching and learning; coupled with high expectations of students and staff.

Main duties and responsibilities

Leadership

- To have responsibility for the strategic leadership and operational management of the school, in line with the Trust's priorities.
- To demonstrate the vision and values of the Delta Academies Trust in everyday work and practice.
- To provide enthusiastic and inspirational leadership to the staff, pupils and stakeholders.
- To motivate and work with all stakeholders to create a shared culture and positive climate for learning and achievement.
- To ensure that the school is financial sustainable and has a curriculum that is both affordable and fit for purpose.
- To promote healthy lifestyles and ensure that students are encouraged to stay safe, enjoy and achieve their maximum potential.
- To develop the reputation of the Trust and school, locally, regionally and nationally.
- To act as an ex-officio member of the Education Advisory Body.
- To keep abreast and up to date with best practice in terms of school leadership and management.
- To ensure that strategic planning takes account of the diversity, values and experience of the school and its wider community including other academies in the Trust.
- To contribute to the development of the Trust's policies and procedures.

Teaching and Learning

- To ensure that the curriculum is developed and implemented so that it delivers effective learning and assessment.
- To ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- To develop a culture where students feel safe, confident and can attain their maximum educational outcomes.
- To maximise the opportunities for all students through continuous school-wide focus on students' achievement, using data to inform and monitor progress.
- To ensure high quality teaching is at the heart of strategic planning and resource management.
- To establish creative, responsive and effective approaches to teaching and learning.
- To work closely with Subject Directors to deliver high quality education.
- To empower students to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience.
- To implement strategies which secure high standards of behaviour and attendance.
- To monitor and evaluate the quality of teaching and standards of learning and achievement.
- To establish a school culture which promotes aspiration within the school community and celebrates success and achievement.

- To identify underperformance at all levels and ensure effective action and support is used to improve performance.
- To build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students.

Developing Self and Working with Others

- To treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- To build a collaborative learning culture within the school and actively engage with other academies in the Trust.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance management in line with agreed Trust policies and procedures.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities.
- To develop and maintain a culture of high expectations for self and others.

Finance, Personnel and Resources

- To create a structure which reflects the school's values and enables the supporting systems, structures and processes to work effectively.
- To plan a continuous cycle of school improvement review and action.
- To work in partnership with the Trust School Improvement Team in the management of finance and human resources to achieve the school's/Trust's goals and priorities.
- To manage the setting of annual performance management targets for senior staff and review progress against them in line with agreed policy and procedures.
- To oversee the implementation of a robust performance management framework across the school in line with the Trust's vision and goals.
- To manage and organise the school environment effectively in liaison with the Trust School Improvement Team.
- To promote and develop a safe working practice culture to ensure staff and students are supported and safe.
- To lead and motivate a committed, effective and workforce that understands its roles and enables and promotes high quality learning.
- To ensure effective resource management.

Securing Accountability

- To set aspirational targets for students and staff.
- To develop a collective ethos in the school and its wider partnership which enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities and responsibilities are clearly defined, communicated, understood and agreed and are subject to a robust and rigorous review and evaluated in accordance with Trust performance management policy and procedures.
- To present a clear, coherent and accurate account of performance to a range of audiences including the Trust's Directors, the Education Advisory Body, parents and carers.
- To promote the status and the ethos of the Trust with all stakeholders.

Strengthening Community

- To ensure that the curriculum promotes a culture of tolerance, understanding and respect underpinned by British values.
- To work in conjunction with other agencies to promote the well-being of staff, students and their families.

- To create and maintain effective partnerships with parents and carers to support and improve the opportunities for all students and their communities.

The expectations of the Chief Executive Officer and Directors of the Trust are that the Principal will work to the professional duties set out in the STPCD. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the school/Trust. There is an expectation that all Principals appointed to the Trust could be asked to work in any of our academies.

Post holders will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in the job description.

PERSON SPECIFICATION PRINCIPAL

	Essential	Desirable
QUALIFICATIONS		
Graduate with Qualified Teacher Status (QTS)	*	
Achieved NPQH	*	
Hold AST or Excellent Teacher Status		*
KNOWLEDGE & EXPERIENCE		
Existing or aspiring Principal with a proven track record of managing change quickly and effectively	*	
Ability to drive and deliver transformational and cultural change	*	
Clear understanding of what constitutes a good school and what needs to be done to make it outstanding	*	
Deep knowledge and clear understanding of educational legislation, new innovation and developments	*	
Proven ability to successfully manage all resources effectively	*	
Ability to motivate staff to ensure high performance	*	
Ability to translate a visionary/innovative concept into a practical implementation plan	*	
Comprehensive knowledge of performance management requirements in an educational context	*	
An excellent classroom practitioner with the highest expectations for the welfare and progress of all students	*	
Have a thorough understanding of curriculum development	*	
Experience of monitoring and improving the quality of teaching and learning	*	
Proven experience in the analysis of performance data for the purposes of target setting and evaluation	*	
Have experience of strategic planning	*	
SKILLS		
Innovative leadership skills with a clear understanding of education opportunity and how this can be translated into practical reality	*	
Outstanding, collaborative leader with the ability to forge positive relationships in order to promote the success of the school	*	
Enthusiastic leader, committed to ensuring the best possible outcomes for students and the community the school serves	*	
Ability to build a sustainable workforce of high quality staff and leaders	*	
Able to provide clear direction and shared purpose for all students, staff and stakeholders	*	
Able to work positively with all stakeholders and partners	*	
Excellent communicator who is at ease with all stakeholders but particularly with students and parents	*	
Very strong negotiation skills and the ability to influence others to the benefit of the school	*	
ADDITIONAL SKILLS AND CHARACTERISTICS		
Ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation	*	

Enthusiastic and motivational leader with strong morale building skills	*	
Ability to drive forward change very often in challenging circumstances	*	
Resilient and determined but can also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner	*	
Committed to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters	*	
Able to provide clear direction and shared purpose for students, staff and stakeholders	*	
Committed to personal development for all staff including themselves	*	
Committed to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies	*	
Committed to safeguarding and promoting the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	