



BrightTribe
learn grow prosper

Candidate Information Pack

Principal, Colchester Academy
Date: March 2018



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1. Welcome letter

Dear colleague,

Thank you for expressing an interest in the position of Principal at Colchester Academy. This is an academy that has experienced some very significant improvements over the past two years under the leadership of the current Principal, particularly in terms of outcomes and pupil numbers. This was quite rightly recognized at the recent Ofsted inspection in December, where the school was awarded a good in each category, for the first time in its history.

The academy has ambitions to grow, building on these successes to become an academy that sets itself the very highest standards for students, staff and leadership alike. Colchester Academy forms part of the Bright Tribe Trust which has itself undergone significant improvements and shares a very real commitment to 'continuing professional development' for its staff. Student progress, outcomes and welfare rest at the very heart of everything the Trust stands for.

The academy is situated in the north of the town and occupies a state of the art site that was re-built just four years ago. We can offer you a very committed workforce, a supportive leadership team and a friendly student population.

If you are hard-working, determined, ambitious both for yourself and the students that we serve, then I would look forward to receiving your application. Whether you are a serving head teacher or a current deputy, I guarantee that your application will be carefully considered.

You are welcome to visit the academy by contacting Bev Robson on 01206 861217 or by emailing her on Beverley.robson@colchesteracademy.org.uk

I look forward to receiving your application.

Yours sincerely,

Michael Wilson

Regional Executive Principal



2. Bright Tribe Trust

Bright Tribe is a non-profit making, multi-academy trust with charitable status based in Stockport, Cheshire. Combined with its sister trust, Adventure Learning Academy Trust (ALAT), it manages 12 schools across the country (Suffolk, Essex, Cornwall, Cumbria and Greater Manchester).

We bring together the best from the field of education and the commercial world to create a professional environment focused on educational performance, on results and on enhancing the potential of the local communities in which we operate.

www.brighttribe.org.uk



2.1. Our people

We are a community of highly qualified and dedicated people, committed to achieving clear objectives for our academies and for those who study and work within them.

- We make a real difference to the lives and outcomes of the pupils in our academies
- We provide a rewarding working and learning environment for all of our staff
- We encourage active involvement and engagement from parents and carers
- We take our responsibilities extremely seriously
- We are results-driven and we have established a proven track record in what we do
- We employ and work with leading educationalists to develop a model that enhances the education and the lives of our pupils, staff, parents and carers.

2.2. Our vision

Our aim is to make a real difference to the lives and outcomes of the children in our schools; to provide a rewarding working environment for all our staff; and to encourage involvement and engagement from parents, carers and the wider communities around our schools.

Our pupils will receive a personalised education where every child is at the centre of everything we do. They will be challenged and supported every day to be the best they can be and to give them the skills to prosper in their life after school.

Our academies will be outstanding schools, positively impacting on their communities and preparing children to live in a modern, multi-cultural society. They will demand the highest standards of teaching and learning at all times.

Our staff will have the highest expectations for every child, in every lesson, every day. They will be the best leaders, teachers and support staff, inspiring young people to be curious and resilient and to achieve their best.

2.3. Our values

Our principles of 'Learn, Grow, Prosper' means that every young person within our care receives the very best education, realises their full potential and are prepared to become responsible and successful citizens. We make a real difference to the lives and outcomes of our pupils.

Learn

We will...

- Provide the very best education for every child, recognising individual needs and aspirations, enabling them to reach their potential
- Provide the best available teaching and learning strategies to enable staff to deliver a personalised curriculum and the highest quality education
- Work with parents to help us identify and understand their child's needs and to recognise every child as an individual.

Grow

We will...

- Build our pupils' confidence, self-worth and life skills to prepare them for their future
- Support staff to develop best practice in teaching and learning and to share this across our family of schools and beyond
- Develop relationships and partnerships with schools, universities, employers and organisations in the local community and further afield, to deliver unique and innovative learning opportunities for pupils.

Prosper

We will...

- Ensure the curriculum and qualifications in our schools are relevant to the local and national employment market and that children have access to appropriate qualifications for their skills and aspirations
- Provide high quality CPD and training opportunities for staff, both within our academies and externally where appropriate, as well as career progression opportunities within the Trust.
- Produce responsible and engaged citizens that parents, schools and Bright Tribe can be proud of.



3. Job description

Purpose of the Headteacher (Principal)

Reporting to the Executive Principal the core purpose of the role is to raise standards of achievement for all children by providing outstanding leadership for the academy. The Principal will lead the successful development and implementation of Bright Tribe's vision, ethos and ambitions and establish high quality education by leading teaching and learning, having the highest aspirations for all and ensuring the continued innovative development of all staff.

The Principal will contribute to the development of the education system as a whole by building effective relationships with the wider community.

The overall aim is to empower students of all backgrounds and abilities to achieve as highly as possible and to become active and positive contributors to society.

3.1 Main duties and key responsibilities

Strategic Leadership (Shaping the Future)

- In partnership with the staff and the wider community, design, define and promote a shared vision and strategic plan that ensures the continued improvement of the academy.
- Provide direction that inspires and motivates students, staff and all other members of the academy community.
- Promote and market the Bright Tribe vision, ensuring it is clearly articulated, shared and understood, by staff, students, parents/carers and the wider community.
- Work within the academy community to translate its vision into agreed objectives and operational plans, which will promote and sustain academy improvement.
- Lead by example, providing inspiration and motivation for all students, parents/carers in order to create a shared culture of success and a positive climate for learning.
- Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of curriculum development and delivery.
- Ensure that strategic planning takes account of the diversity, values and experiences of all who attend the academy as well as the wider community.

Teaching and learning

- Create and maintain a leading edge, innovative learning environment and a code of behaviour and conduct which promotes and secures consistently high quality teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet the standards set out in the professional development framework.
- Promote and safeguard the welfare of students and report any child protection or staffing issues to the Executive Principal immediately
- Ensure that the quality of education offered meets and exceeds all requirements placed on the academy by Bright Tribe and all its stakeholders. Provide challenge for under-performance at all levels and ensure effective intervention is put in place, implemented and followed-up.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those who are vulnerable, those with disabilities and special education needs and those whose first language is not English, in order to set and meet challenging, realistic targets. Ensure that effective, appropriate social, moral, spiritual and cultural support is available for all students, and that the well-being of all students, is paramount.
- Demonstrate and articulate high standards, aspirations and expectations for the whole academy community.
- With a consistent and continuous academy-wide focus, ensure that learning and achievement for all is at the centre of strategic planning and resource management, using data and benchmarking to monitor the achievement of all students.
- Encourage the use of high quality and appropriate learning resources and technologies to make learning highly relevant and exciting.

Operational management

- Create and implement a strategic plan, underpinned by sound financial understanding, which identifies priorities and targets ensuring that students achieve the highest standards, increasing teachers' effectiveness and securing academy improvement.
- Devise and implement a staff structure that is fit for purpose in driving innovation and focuses on the experience and learning of all students, reinforcing the educational values of the Bright Tribe Trust.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Ensure that, within a culture of autonomy, policies and practices take account of national and local initiatives and changes to policy.
- Working closely with the Business Manager set realistic long and short term financial budgets and targets, ensuring appropriate financial controls are in place and effectively administered.
- Recruit, lead, motivate, support, challenge and develop all staff, ensuring that the focus is on high expectations, aspirations and achievement.
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety and Safeguarding regulations.

- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students whilst providing value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the academy.

Building relationships and strengthening the community

- Create and maintain an effective partnership with parents to support and improve students' achievements and personal development.
- Create and maintain collaborative partnership arrangements with wider stakeholders, including referral partners, employers and the voluntary and community sectors.
- Build and strengthen the positive image of the academy in the wider community.
- Promote an academy culture which will take account of, and actively support, the diversity of the academy's communities and students.
- Work closely with the Executive Principal in the monitoring and evaluation of the academy's progress.
- Collaborate effectively with other organisations to ensure the intellectual, spiritual, social, moral and personal well-being of all students.

Developing self and working with others

- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the academy.
- Build a collaborative learning culture within the academy and actively engage with other schools and partnerships to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory.
- Regularly review self-practice, set personal targets and take responsibility for your own personal and professional development.

Other

- Perform other duties as assigned.
- Maintain high standards of professional conduct and personal appearance at all times.
- To work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the Bright Tribe Trust and associated businesses.



4. Person specification

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience believed to be essential to successful performance in the role of Principal. The successful candidate must be able to address these key areas in their application submission, providing evidence where possible.

1. Education and qualifications

- Graduate with Qualified Teacher Status
- Evidence of recent professional development for a senior leadership role.
- NPQH

2. Work-related experience

- Experience of senior management at vice principal or deputy head level, and the ability to lead and inspire a team of people to develop high quality outcomes.
- Experience of working in more than one school.
- Experience of successful strategies for raising children's achievement and educational development, promoting students' spiritual, moral, social and cultural development and their good behaviour.
- Experience of implementing and overseeing successful school improvement initiatives.
- Understanding and experience of managing and adapting data at different levels in order to measure the quality of teaching and learning. Experience of best practice in assessment techniques and curriculum development.
- The ability to plan strategically and to set clear aims and objectives. Experience of leading innovation, creativity and change in school and wider educational context.
- Experience of operational management, including monitoring and self-evaluation strategies to achieve and maintain the highest standards of teaching and learning, student outcomes and quality of provision and efficiency.
- Experience of successfully establishing effective links with the local community and working with a range of partners, both within and outside the world of education.
- Able to establish effective organisational structures organisational structures, systems, policy and practice including safeguarding.

3. Personal skills and abilities

- Enthusiasm, motivation and passionate commitment to raising standards and achieving the highest standards of achievement for young people.
- The ability to think strategically and creatively in order to prioritise demands and identify future opportunities for the school.
- Excellent interpersonal and communication skills and the ability to inspire confidence, trust and respect.
- Excellent people management skills and the ability to communicate at different levels effectively and encourage individuals to contribute ideas.
- Able to improve performance at all levels through coaching and mentoring colleagues.
- A track record in communicating with a wide range of audiences, including high level writing skills.
- Willingness to consider new approaches and to think outside the box.
- Resilience and the ability to manage in high pressured environments.



5. How to apply

Please apply using the link below:

<https://colchesteracademy.org.uk/our-school/work-for-us/>

What to submit:

- **Application form** – please ensure your form contains full employment history in reverse order with details of each post you have held and key responsibilities, providing evidence of key requirements specified in the job description.
- **Covering letter** – please submit a covering letter explaining the reasons why you are applying, your educational philosophy, details of how your experience meets the candidate Information pack, the nature and impact of your successes and key achievements.

Salary: L25 – L29

Closing date: Monday 16 April 2018 – 1pm

Shortlisting: Tuesday 17 April 2018

Interviews: Tuesday and Wednesday 23rd and 24th April 2018

Start date: 1 September 2018

6. Safeguarding

Bright Tribe Trust and ALAT are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to:

- An enhanced DBS check
- Two professional references, one being your current or most recent employer
- A full application form, with any career gaps explained.

7. Selection process

To ensure we recruit the right candidate for this post, we have a specific selection process that must be met, especially with regards to safeguarding aspects.

Criteria

After the closing date, all applications will be considered for shortlisting by the panel.

Two professional references will be required for candidates successfully shortlisted at the interview stage.

Testing

Each candidate will be tested and assessed fairly during the interview process.

Anomalies

Any anomalies in the information provided or any issues will be checked, i.e. gaps in employment. This is to ensure we are safeguarding our pupils.

Verification

References, ID documents and qualification certificates provided will be checked and a pre-appointment check/DBS check will be carried out



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