



The Collegiate Trust
Exceptional Education for All

Appointment of Principal

Information for Applicants

Academy	<i>Waterfield Primary School, Crawley</i>
Required	Summer 2019
Salary	L17-23 (fringe)
Closing Date	Monday 28 th January 2019
Interviews	Tuesday 5 th & Wednesday 6 th February 2019





The Collegiate Trust
Exceptional Education for All

Our Partnership of Academies

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with academies whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

Academies in The Collegiate Trust



- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value-for-money on highly cost-effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well-supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our vision of **Exceptional Education For All**



Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the academy and beyond, developing successful adults who respect each other and their surroundings



Welcome



Dear Applicant

Appointment of Principal at Waterfield Primary School

We are delighted that you are interested in joining our team and leading *Waterfield Primary School*. The new Principal will inherit a great team of staff and we are looking for an individual who will provide inspirational leadership of our ambitious teaching and learning agenda. The successful candidate will also become part of the Trust's *Executive Leadership Group* and will have the opportunity to contribute to wider developments, ensuring our work remains focused on delivering high quality collaboration for the benefit of all our staff, pupils and students.

Waterfield is a friendly, caring school with high expectations for all pupils. We aim to provide a lively, creative curriculum to challenge and motivate our pupils through a range of exciting learning opportunities both within and outside the classroom. We are located on an attractive site beside a large millpond which provides a wealth of opportunity for first-hand experiences and environmental and conservation education. We also enjoy some great new facilities, with a building programme completed in 2017 to facilitate our growth from 1-form entry to 2-form entry.

The Collegiate Trust (TCT) has a clear vision to deliver *exceptional education for all*. Waterfield was judged to be GOOD by OFSTED in November 2016, and although this was followed by a dip in Key Stage 2 outcomes in 2017, our performance in 2018 was above local and national average. The school has benefitted from support from TCT since October 2017, and formally joined the Trust in March 2018.

In considering taking on such a key role in a school we think it is crucial that you visit and see first-hand the quality of our staff, pupils and facilities. Therefore, we are keen that all candidates should take up our invitation to one of the two scheduled opportunities listed later in this pack before applying; this will be an opportunity to meet the interim *Executive Principal*, and to undertake a short tour. To register for one of these visits, please email the PA to the Principal on ARoman@waterfieldschool.co.uk.

The first day of the appointment process will then take place at the TCT host school, *Riddlesdown Collegiate* in Croydon, and the second day at *Waterfield Primary*; the programme is designed to allow you to understand the qualities and expectations of our Trust, and to get to know the potential of the school you will lead if successful.

We hope that after reading the information provided here, researching the Trust, visiting the school, and reflecting on the tremendous opportunity this role offers, that you will submit an application. Should you choose to do so we look forward to receiving and considering it fully.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gordon Smith'.

Chris Crunden
Chair – Local Governing Body

Gordon Smith
CEO – The Collegiate Trust

Key Information

Waterfield Primary is a growing school, set on an attractive site.

*Teachers	17.2
**Education Support	22
**Administration	4
*Premises	1

Our school benefits from a talented and highly committed team of staff, with a strong combination of experienced and newer colleagues. The development of staff is a key feature of our work and we collaborate closely with other local schools and those within our Trust.

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**posts

Executive Principal	Mrs Linda Harvey
Deputy Principal	Mr Justin Moss
Assistant Principal	Mrs Sarah Smith

The *Senior Leadership Team* is led by an interim Executive Principal, who until December 2018 was Headteacher of the outstanding *Beaumont Primary School* in Croydon. The team is well supported by the Trust's *Head of Education* and CEO.

Nursery	33
Reception	60
Year 1	46
Year 2	40
Year 3	58
Year 4	59
Year 5	30
Year 6	29
Total	355

You can find out more information about our school, and our Trust at the following websites:

www.waterfieldprimary.co.uk

www.tct-academies.org



Information about *The Collegiate Trust (TCT)*

TCT has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff; in 2017 Riddlesdown was awarded the *World Class Status Quality Mark*. *Gossops Green Primary*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018, *The Quest Academy* on 1st June 2018, and *Courtwood Primary* and *Gilbert Scott Primary* on 1st September 2018.

TCT educates over 4000 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ almost 600 staff, and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies.

Each academy within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & Director of HR* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the Director of IT leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's *Board of Directors*.

Schedule for Appointment

Advert Wednesday 9th January 2019

School Visits Wednesday 16th January (morning)
Monday 21st January (afternoon)

Please contact ARoman@waterfieldschool.co.uk

Closing Date Monday 28th January 2019, 9.00a.m.

Interview Tuesday 5th February (at TCT)
Wednesday 6th February (at *Waterfield*)

Job Description

Purpose of Post



Under the direction of *The Collegiate Trust* (the Trust), in partnership with the Local Governing Body (LGB), with oversight of the work of all staff and pupils; to lead the development of *Waterfield Primary School*

To deliver high quality teaching and learning, excellent personal and social development of students, and excellent outcomes

To implement all legal and Trust requirements to maintain a safe and secure learning and work environment, acting as the *Designated Safeguarding Lead (DSL)*.

To implement the Trust's *Scheme of Delegation*

Accountable to: CEO and the LGB

Key areas of responsibility:

To carry out the duties of Principal as required by the Trust and as part of the *Executive Leadership Group* of the Trust.

(Some aspects of this job description may be delegated to other members of the SLT)

1. Leading the Staff Team at Waterfield

- a) communicating vision and direction and ensuring that the Trust's and the academy's aims are implemented
- b) developing the aims and objectives of Trust policies, managing the resources, monitoring progress and ensuring consistency throughout the academy
- c) anticipating future developments in education and ensuring that the academy SLT, wider staff and LGB is kept fully informed of national policies and proposals
- d) monitoring, evaluating and improving teaching and learning, thus raising standards of achievement
- e) developing systems of care to support the personal development of all pupils, ensuring equal opportunities are available to all
- f) developing and monitoring the academy's Behaviour Policy, promoting common high standards of courtesy and conduct and dealing with major disciplinary problems, including exclusions

2. Whole Academy development planning

- a) working with and being accountable to the CEO and the Trust in the preparation of policy and planning
- b) taking responsibility for the production of the *Academy Evaluation Report* (self-evaluation) and *Academy Development Plan*
- c) understanding the MAT context in which the academy operates and making sure that Waterfield is actively contributing to the wider Trust

3. Staffing planning and staffing structure

- a) recruitment, selection and retention of teaching and support staff
- b) appointment of staff in accordance with the Trust's policies, legal requirements for safeguarding, the delegated budget and the terms and conditions of the current Trust contract
- c) managing the efficient and effective deployment of staff, making best use of skills and experience to maximize learning across the academy
- d) creating and maintaining good working relationships with the staff
- e) promoting staff development through induction, in-service training and continuing professional development
- f) implementing the Trust's *Appraisal & Capability Policy*
- g) monitoring staff performance, including that of senior staff, and taking remedial or disciplinary action where appropriate, in line with Trust and academy policies

4. Curriculum planning

- a) maintaining a comprehensive knowledge and understanding of current trends and developments in curriculum and assessment, developing the knowledge and skills of the staff team and briefing the LGB
- b) taking overall responsibility on behalf of the LGB for the academy's *Curriculum Policy* and developing the quality of teaching and learning
- c) determining, implementing and reviewing the curriculum with the staff and LGB, ensuring breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs

5. Financial planning and resource management

- a) taking overall responsibility with the LGB for the academy's delegated resources
- b) within the remit set down by Trust in the *Financial Handbook and Procedures* and the *Scheme of Delegation*, to manage funding, including preparing and monitoring the budget, matching the needs of the staffing and curriculum to the budget; at all times operating within the requirements of the *Academies Financial Handbook*
- c) overseeing the teaching and learning facilities of the academy

6. Provision of professional advice to the LGB

- a) keeping abreast of current trends and developments in education and assessment, including legislation and briefing the LGB
- b) providing the LGB with a *Principal's Report* for each full meeting
- c) assuring the LGB of value for money from Trust support and services

7. The Trust in the Community

- a) acting as the public face of the academy
- b) promoting good public relations through communication with parents and the local community
- c) promoting the interests of the academy in the wider community
- d) promoting the work of the Trust
- e) establishing and developing effective links and liaison with other academies within the Trust

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Appointment will be dependent upon further health, medical and attendance checks.

Person Specification

The Principal must have a demonstrable and highly credible ability to lead the staff team, and to work with Governors, Directors and peers. You should outline in your supporting statement how you demonstrate this. Please also evidence the ways in which and the extent to which you meet each criterion. If you do not match a particular criterion, please describe the professional learning you would expect to undertake and the support you would like to receive when in post.

Qualifications & Professional Learning

QTS

Evidence of professional learning appropriate to the post

Experience

Highly effective senior leader in a successful or improving school

Improving outcomes for learners

Improving teaching across a staff team

Effective implementation of whole school policies and procedures

Budgetary and financial management that delivers best value

Leading and managing a significant staff team to deliver high quality learning

Working in partnership

Knowledge

Effective teaching & learning and wider school improvement strategies to deliver rapid progress, including for vulnerable groups

Primary curriculum, pedagogy and assessment mechanisms

OFSTED processes

Safeguarding

Understanding

The wider educational policy environment

Funding rules and mechanisms

HR requirements and systems

Professional Qualities

Evaluative skills to assess the quality of a school's work

Exceptional oral and written communication skills

Role model

How to Find Us



Waterfield Primary School

Waterfield Gardens, Bewbush, Crawley, RH11 8RA

☎ 01293 548014

✉ office@waterfieldschool.co.uk

💻 www.waterfieldschool.co.uk