

## Information for Applicants

|                     |  |
|---------------------|--|
| <b>School</b>       | <b>Waterfield Primary School, Crawley</b>                |
| <b>Required</b>     | <b>April 2023 or September 2023</b>                      |
| <b>Salary</b>       | <b>L17 £66,934 pa – L23 £77,345 pa (Fringe)</b>          |
| <b>Closing date</b> | <b>9.00am, 30<sup>th</sup> January 2023</b>              |
| <b>Interviews</b>   | <b>8<sup>th</sup> &amp; 9<sup>th</sup> February 2023</b> |





The Collegiate Trust  
Exceptional Education for All

## Our Partnership of Schools

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

### Schools 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 school and beyond, developing successful adults who respect each other and their surroundings





Dear Applicant

## ***Appointment of Principal at Waterfield Primary School***

Thank you for your interest in this post which arises as a consequence of the promotion of the current postholder to an Executive Head role in another Trust. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining and leading our excellent team.

Waterfield is a popular and successful 2 form entry primary school that is part of The Collegiate Trust. The school has improved significantly over recent years and has a clear vision to deliver successful outcomes and positive futures for all of its pupils. Waterfield is an exciting and energising place to work because of the amazing pupils, dedicated staff and the strong leadership which is ambitious for everyone.

The person specification identifies the experience, skills and attributes we are seeking, but in short, we are looking for:

- an inspirational role model who is entirely committed to delivering an exceptional education for all
- a strong and confident public figurehead who will positively and effectively engage with our community
- a strategic and emotionally intelligent leader who enjoys working collaboratively

We would be delighted to receive an application from you if, upon consideration, you feel that this role and Waterfield Primary School may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4 outlining:

1. Your suitability for the post and readiness for Headship
2. Your understanding and experience of leading pupils and staff to successful outcomes

Applications must be submitted by 9.00am on Monday 30<sup>th</sup> January 2023. We expect to hold initial interviews on Wednesday 8<sup>th</sup> February 2023 and final interviews on Thursday 9<sup>th</sup> February 2023.

If you would like to visit the school or have an informal discussion about the post prior to application, please contact Andrea Roman, Professional Assistant, either by email [aroman@waterfield.org.uk](mailto:aroman@waterfield.org.uk) or telephone 01293 548014.

Thank you again for your interest and we wish you the best of luck for your next steps.

Yours sincerely

*C. Crunden*

Christine Crunden  
Chair of Governors

Soumick Dey  
CEO



## Key Information

Waterfield Primary is a 2-form entry school set on a spacious and attractive site.

|                          |           |
|--------------------------|-----------|
| <b>Teachers</b>          | <b>19</b> |
| <b>Education Support</b> | <b>17</b> |
| <b>Administration</b>    | <b>2</b>  |
| <b>Premises</b>          | <b>3</b>  |

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 schools within and beyond our Trust.

The school also has a good reputation for supporting children with special educational needs. There is an additional nursery provision for children.

The current *Senior Leadership Team* is an experienced and well-established group, which oversees key strategic areas of work in the school including monitoring pupil progress and the quality of teaching. Standards across the school are strong and improving, particularly at Key Stage 2. Our focus is therefore to continue building high quality practice to deliver great progress in every year group. The attitudes and behaviour of our pupils are excellent, and they see the school as a safe, welcoming and nurturing environment.

|                  |            |
|------------------|------------|
| <b>Nursery</b>   | <b>27</b>  |
| <b>Reception</b> | <b>43</b>  |
| <b>Year 1</b>    | <b>41</b>  |
| <b>Year 2</b>    | <b>44</b>  |
| <b>Year 3</b>    | <b>52</b>  |
| <b>Year 4</b>    | <b>55</b>  |
| <b>Year 5</b>    | <b>48</b>  |
| <b>Year 6</b>    | <b>49</b>  |
| <b>Total</b>     | <b>359</b> |

|                            |                       |
|----------------------------|-----------------------|
| <b>Principal</b>           | Dr Harry Hope         |
| <b>Deputy Principal</b>    | Mr James Purveur      |
| <b>Assistant Principal</b> | Miss Jemma Watkins    |
| <b>Assistant Principal</b> | Miss Sally Newman     |
| <b>SENDCo</b>              | Miss Karen Billington |

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

[www.waterfield.org.uk](http://www.waterfield.org.uk)

[www.tct-academies.org](http://www.tct-academies.org)



## Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

Each school within the Trust is supported centrally by the *Education Team* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. 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.

There are currently seven schools in our family:

| <b>Name</b>   | <b>Range</b> | <b>Size</b> | <b>Principal</b>                                       | <b>OFSTED</b>  |
|---|--------------|-------------|--|----------------|
| <b>Riddlesdown Collegiate</b><br><i>(founding school)</i> | 11-18        | 2068        | Mrs Katie Turner                                       | Outstanding    |
| <b>Gossops Green Primary</b><br><i>(1.11.2016)</i>        | 4-11         | 558         | Mrs Sarah Dunne  | Good           |
| <b>Waterfield Primary</b><br><i>(1.3.2018)</i>            | 3-11         | 359         | Dr Harry Hope  | Good           |
| <b>The Quest Academy</b><br><i>(1.6.2018)</i>             | 11-18        | 900         | Mr Andrew Crofts<br>Mr Thomas Beecham (Head of School) | Good           |
| <b>Quest Primary</b><br><i>(1.9.2018)</i>                 | 3-11         | 156         | Mr Andrew Crofts<br>Miss Jo Stawman (Head of School)   | Not inspected* |
| <b>Courtwood Primary</b><br><i>(1.9.2018)</i>             | 4-11         | 217         | Mrs Natasha Grant                                      | Good           |
| <b>Kenley Primary</b><br><i>(1.9.2021)</i>                | 4-11         | 185         | Mrs Denise Dixon                                       | Good           |

In addition, two further secondary schools are expecting to join the Trust in 2023.

[\*consecutive RI judgements prior to joining the Trust in 2018]

Each school is overseen by a *Local Governing Body*, which operates through the Trust's *Scheme of Delegation*. Governance is supported by the Governance Manager. The Chairs of the LGBs meet termly with the Chair of the Trust in a Chairs' Forum; safeguarding leads on each LGB also meet in our *Safeguarding Network*.

The Principals are supported by the Trust's Executive Team in planning and implementing all aspects of work.

## Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all, staff and students alike. We are a dynamic and expanding trust of seven schools (two secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include<sup>1</sup>:-

- ✓ Exceptional performance rewards
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *ECT Induction Programme* including two-week paid training in June/July
- ✓ The Collegiate Trust's *National Professional Qualifications* for aspirant leaders
- ✓ Two-week October half term (instead of 5 INSET days)
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps
- ✓ Free 'flu vaccination

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time as our Trust grows to include a further two secondary schools, one of which is in Crawley, this year. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of "Exceptional Education For All" and are motivated to work continuously towards developing their own professional excellence.

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<sup>1</sup> At the time of publication, not all benefits available at every TCT school.

# Job Description

## **Purpose of the Post:**

Under the direction of TCT (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 pupils and outstanding outcomes

To implement all legal and Trust requirements to maintain a safe and secure learning and work environment

To implement the Trust's *Scheme of Delegation*

## **Accountable to:**

The CEO and the LGB

## **Key areas of responsibility:**

To carry out the duties of a Principal as required by the Trust and as part of the Senior Leadership Team of the Trust.

### **1. Leading the Senior Leadership Team**

- a) communicating vision and direction and ensuring that the school's aims are implemented through its structure
- b) developing the aims and objectives of Trust policies, managing the resources, monitoring progress and ensuring consistency throughout the school
- c) anticipating future developments in education and ensuring that the Senior Leadership Team 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 students, ensuring equal opportunities are available to all
- f) developing and monitoring the school's behaviour policy, promoting common high standards of courtesy and conduct and dealing with major disciplinary problems, including exclusions
- g) ensuring effective safeguarding systems, processes and behaviours are established and maintained

### **2. Whole School development planning**

- a) working with and being accountable to the CEO and the Trust in the preparation of policy and planning and contributing to the strategic vision of the Trust
- b) taking responsibility for the production of the Development Plan
- c) understanding the MAT context in which the school operates and making sure that Waterfield Primary School makes an active and positive contribution to the 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
- 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 Appraisal Policy
- g) monitoring staff performance, including that of senior staff, and taking remedial or disciplinary action where appropriate

#### **4. Curriculum planning**

- a) maintaining a comprehensive knowledge and understanding of current trends and developments in curriculum and assessment, and briefing the LGB
- b) taking overall responsibility on behalf of the LGB for the school's curriculum policy and for the quality of teaching and learning
- c) with the staff determining, implementing and reviewing the curriculum, 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 school'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 Academy Trust Handbook
- c) overseeing the school's teaching and learning facilities

#### **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 written report of the school's activities each half-term

#### **7. Waterfield Primary School in the Community**

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





## Person Specification

|                       |    |   |
|-----------------------|----|---|
| <b>Qualifications</b> | 1  | Good honours degree + Qualified Teacher Status  |
|                       | 2  | Evidence of further formal professional learning, e.g. NPQH, Masters degree   |
| <b>Experience</b>     | 3  | Highly effective Headteacher or Deputy Headteacher in a successful or improving school  |
|                       | 4  | Improving outcomes for learners   |
|                       | 5  | Improving teaching across a staff team  |
|                       | 6  | Effective implementation of whole school policies and procedures  |
|                       | 7  | Budgetary and financial management that delivers best value   |
|                       | 8  | Leading and managing a significant staff team to deliver high quality learning  |
|                       | 9  | Working in partnership  |
| <b>Knowledge</b>      | 10 | Effective teaching, learning and wider school improvement strategies to deliver excellent progress, including for vulnerable groups |
|                       | 11 | Primary curriculum, pedagogy and assessment mechanisms  |
|                       | 12 | OFSTED processes  |
|                       | 13 | H&S and other statutory processes   |
|                       | 14 | Safeguarding  |
|                       | 15 | SEN   |
| <b>Understanding</b>  | 16 | The wider educational policy environment  |
|                       | 17 | Funding rules and mechanisms  |
|                       | 18 | HR requirements and systems   |
| <b>Qualities</b>      | 19 | Evaluative skills to assess the quality of a school's work  |
|                       | 20 | Innovative and creative problem-solver  |
|                       | 21 | Exceptional oral and written communication skills   |
|                       | 22 | Strong, confident and engaging public figurehead  |
|                       | 23 | Emotionally intelligent   |
|                       | 24 | Exemplary role model  |
|                       | 25 | Committed to an exceptional education for all   |

***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, online searches and the *Disclosure and Barring Service*.***

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

## How to Find Us



### Waterfield Primary School

Waterfield Gardens, Bewbush, Crawley, RH11 8RA

📞 01293 548014

✉ office@waterfield.org.uk

💻 www.waterfield.org.uk