

The Thetford Academy

PRINCIPAL DESIGNATE

The sponsors of the Thetford Academy seek applications from outstanding school leaders with the **energy, skill, creativity and integrity** to take on this unique role.

The new Thetford Academy will provide education for over 2000 students (11-18) **on three sites** in the historic town of Thetford in south Norfolk. It will not only provide unrivalled facilities and an aspirational curriculum for students, it will also form the centrepiece of an ambitious agenda which will address decades of educational underachievement and related deprivation in the town.

The Academy Principal will provide **direction and leadership** to ensure that the highest possible standards are achieved within the Academy whilst also **playing a major role within the community, working with families**, primary schools, local authorities, businesses and community groups in order to achieve **common objectives**.

The Thetford Academy

The Thetford Academy Project is a unique **co-operative enterprise between the residents of Thetford, Wymondham College as Lead Sponsor, Norfolk County Council, Easton College and West Suffolk College as co-sponsors and a range of other partners including Thetford Town Council, Breckland District Council and Thetford Grammar School**. All the sponsors and other partners are committed to working with the Academy Principal to bring about real transformation in the life chances of young people in Thetford.

Thetford is an ancient borough and there has been a school in the town since before the Norman Conquest. The Academy will build on the existing educational heritage of Thetford to enable the town to become known as a modern “Town for Learning” where high quality learning opportunities are available for all residents and where many from other nearby communities will also come for education.

The Academy will not only address the longstanding issues of social exclusion in Thetford, but will also enable the town to grasp with confidence the future opportunities that will come with Growth Point Status and its strategic location on the A11 corridor equidistant between Norwich and Cambridge.

Expectations will be high for each individual student of the Academy and there will be a relentless focus on promoting ambition, excellence and global citizenship. The Academy will feature close links with other schools across the world, a strong house structure and a “third session” programme to support students’ learning and broaden their horizons by providing exceptional extra-curricular opportunities. The Academy will have specialisms in English and Mathematics.

The intention is that the Academy should open in September 2010 on the existing sites of the Charles Burrell Humanities School and the Rosemary Musker High School.

When Academy build is completed, the centrepiece will be the iconic, "Thetford Forum", which will provide specialist 14-19 vocational facilities, promote lifelong learning and raise aspirations for the whole community. The Forum, along with the existing two high schools sites, remodelled and rebuilt as necessary, will form a transformational "educational campus" within the town.

The Academy will be managed by the Thetford Learning Trust, established by the sponsors with the support of the other partners. The sponsors believe that the vision of all encompassing provision for the Town would be best achieved by including primary schools and Early Years provision within the Trust at the earliest feasible opportunity. The Academy will be supported by the Thomas Paine Educational Foundation which will raise funds to support the broader aims of the Academy.

Living in Norfolk

Norfolk offers an excellent quality of life with affordable house prices, attractive landscape, wonderful coastline, historic towns and a vibrant cultural life in Norwich itself. There is easy access to London, Cambridge and other major centres. Norwich Airport provides connections to mainland Europe and beyond. More information about living in Norfolk can be found at www.norfolkccjobs.com.

Outline Person Specification

The person appointed will:

- Be a graduate teacher with substantial and successful experience of teaching secondary school students;
- Be an experienced school leader (at Head or, exceptionally, at Deputy Head level) with a proven track record of leading transformational change in secondary schools, preferably with management experience in an 11-18 school;
- Have the ability to play a significant leadership role in the wider community;
- **Have excellent communication and interpersonal skills;**
- Be confident and knowledgeable in the management of people
- Show a commitment to diversity, equality and the provision of the highest quality education to young people.

Although the sponsors will normally expect applicants who are not already heads of state maintained schools to have completed the National Professional Qualification for Headteachers (NPQH), they will entertain applications from school leaders in the independent sector or from overseas who can demonstrate an equivalent level of expertise and training.

Please see the detailed Person Specification for the full criteria against which the Selection Panel will shortlist for interview.

Job Description

In making the appointment of a Principal Designate of the Thetford Academy, the Selection Panel, working on behalf of the sponsors, will seek to ensure that the person appointed substantially fulfils the requirements of this Job Description.

The Principal of the Thetford Academy will work with the sponsors, the Governing Body, the local authority and the wider community, to provide professional leadership, vision and direction for the Academy. The Principal will establish a culture that promotes excellence, equality and high expectations of all.

The Principal shall carry out the professional duties of a Headteacher as described in the School Teachers Pay and Conditions Document.

In particular, the Principal shall:

1. Strategic Leadership:

- Build on the vision set out by the sponsors by engaging with students, parents and community stakeholders to generate enthusiasm and support for the Academy;
- Ensure the agreed vision and strategic direction is understood and acted upon by all stakeholders;
- Develop and implement a Strategic Plan for the further development of the Academy;
- Oversee the development of the existing Academy sites and the new “Thetford Forum” site;
- Develop models of education that raise student achievement and aspiration and provide first class opportunities for students;
- Work with sponsors, trustees, governors, staff, students and families to implement the Academy’s vision and strategic direction and inspire success;
- Develop a model of student involvement that ensures the effective student engagement in and contribution to the success of the Academy;
- Challenge, motivate and empower staff and students to attain ambitious outcomes;
- Encourage innovation to support new ways of working and learning;
- Ensure Academy-wide priorities are consistently and effectively implemented.

2. Raising aspiration, achievement and attainment and securing progression:

- Create and reinforce the ethic of hard work, commitment to learning and personal integrity;
- Develop the Third Session Programme, the Aim Higher Programme and the International Links Programme to support and enrich the learning of students
- Ensure that there is an effective system of pastoral care and Information, Advice and Guidance that maximises personalisation to support every student to reach his/her potential;
- Use assessment data to set and meet challenging targets for individual students and the Academy as a whole;
- Challenge practice to ensure a stimulating learning environment

- Develop an inclusive and supportive approach so that the Academy is a place where all young people feel welcome and have their needs met.

3. *Leading Learning and Teaching:*

- Agree a curriculum policy with sponsors and governors to meet statutory and pupil requirements which reflects the Expression of Interest and Education Brief
- Establish a broad and balanced core curriculum, including literacy and numeracy, which builds upon KS2 and prepares all pupils for post-16 education or training
- Establish an attractive and innovative Sixth Form curriculum, including both vocational and A level opportunities, that prepares all pupils for post-18 education or employment
- Develop the post 16 offer in an integrated way with sponsors and other providers;
- Establish creative, responsive and effective learning in all curriculum areas
- Develop a personalised curriculum model that ensures the maximisation of opportunity and the stretching of all students to meet their individual need
- Develop the specialist status of the Academy in English and Mathematics
- Maximise the successful utilisation of new technologies to enhance student success and broaden aspiration and opportunity
- Create a culture of challenge, support and high expectations
- Use student performance data to guide to inform discussions with parents/carers as required.

4. *Developing Self and Working with Others:*

- Foster a culture in which everyone within the Academy feels able to make a constructive contribution to the life and work of the school
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance
- Ensure a high standard of professional development for all staff and for self
- Work with all staff to build effective teams
- Work closely with feeder primary schools, local secondary schools, higher and further education establishments and other Academies to generate a strong sense of mutual support in realising the Academy's vision.

5. *Leading and Managing the Organisation:*

- Lead by example and be personally visible and committed to the values of the Academy
- Establish and lead a dynamic and innovative senior leadership team
- Establish and develop a leadership profile within the wider community to deliver the Academy vision;
- Effectively deploy the required level of staff to realise the Academy's vision
- Operate a suitable recruitment and retention policy for all staff
- Implement a firm and fair performance management framework for all staff
- Ensure the Academy environment is of a high standard
- Ensure effective use of financial, technological and other resources
- Ensure the Academy meets all legal, safeguarding and health and safety requirements

6. Securing Accountability:

- Work with sponsors, trustees and governors to enable them to meet their responsibilities
- Ensure all staff have clearly defined responsibilities and accountabilities
- Create robust managerial and accounting procedures that ensure the Academy can operate successfully as a business
- Secure robust Academy self evaluation and quality assurance procedures
- Establish mechanisms for reporting to all key stakeholders at agreed intervals.

7. Leading in the Community Through Collaboration:

- Create and maintain an effective partnership with parents/carers
- **Strengthen the Academy's positive image in the wider community**
- Develop the Academy's extended school provision
- Actively support the diversity of the Academy's communities and students
- Build Strong partnerships with the business community to enable an enterprise culture to run throughout the Academy

8. Other:

- Any other duties as directed by the Trust

Remuneration

Remuneration for this post will be determined by negotiation with the successful applicant but is likely to be in the range £115k-£125k, inclusive of Performance Related Pay. The Trustees will provide free Private Medical Insurance for the successful applicant.

The salary will be pensionable under the Teachers' Pension Scheme.

A relocation allowance of up to £3,000 will be available if the successful applicant is moving into the area to take up the appointment.

Terms of Appointment

The sponsors wish to appoint the Principal Designate as soon as possible and at the latest by 1st September 2010.

The successful applicant will be employed by the Thetford Learning Trust. If the employment of the Principal Designate commences before the Thetford Learning Trust becomes a legal entity, the Principal Designate will be employed either as an employee of Wymondham College or of Norfolk County Council.

The plans for the Thetford Academy are still subject to a Funding Agreement between the sponsors and the Secretary of State for Children, Schools and Families.

In the event that the Academy Funding Agreement is not finalised, employment will transfer to Norfolk County Council.

In all circumstances, the employment rights of the Principal Designate will be protected.

The appointment of the Principal Designate may be made conditional upon a satisfactory medical examination by the sponsors' medical advisor.

Criminal Records Screening:

The sponsors of the Thetford Academy are committed to safeguarding and promoting the welfare of every child and young person and expects all staff and volunteers to share this commitment.

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

Equal Opportunities:

The Thetford Academy sponsors welcome applications from all sectors of the community.

Applications:

Applications should be addressed to the Principal of Wymondham College and must be received by him no later than **Noon on 15th April 2010.**

Applications must contain the following:

- A letter of application of not more than one thousand words;
- A fully completed Application Form;
- A fully completed Medical Questionnaire;
- A fully completed Recruitment Monitoring Form;
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity. For serving headteachers one of these referees must be the applicant's current Chair or Governors (or equivalent). For Deputy Heads, the applicant's current Headteacher must be a referee.

Applicants may also provide a Curriculum Vitae to supplement information given in the Application Form.

Appointment Process

Shortlisting

Sponsors will meet on Friday, 16th April 2010 to shortlist applicants for interview.

Pre-Interview Visit

Shortlisted applicants will be asked to make themselves available for a visit to their existing place of employment by the sponsors' representative, Mr. Adrian Underwood.

The purpose of the visit is to enable the sponsors to gain a greater insight into the current work of applicants than is possible solely from the interview process and references.

Mr Underwood will wish to tour the school (or other place of employment), have informal meetings with other senior staff and students and conduct a discussion with the applicant about his/her current and previous work. A report of the visit will then be forwarded to the sponsors' appointments committee. The visit will be conducted discreetly and reason for the visit will not be divulged to the applicant's current school or employer. Applicants should indicate in their letter of application if they are unable to accommodate a pre-interview visit.

The information gathered by the pre-interview visit will be used alongside other information and will not in itself determine the outcome of the appointment process. Applicants who are unable to accommodate such a visit, or whose current place of work is overseas or otherwise inaccessible to the sponsors' representative will therefore not be disadvantaged. Equally, the appointment process will continue even if the sponsors' representative is prevented from completing the programme of visits due to illness, weather conditions or other unforeseen cause.

Mr. Adrian Underwood is a Partnership Governor of Wymondham College and was formerly the National Director of the Boarding Schools' Association. He is a Reporting Inspector for the Independent Schools Inspectorate and is experienced in inspecting schools throughout the UK and overseas. He was appointed OBE for services to education in 2007. He has Enhanced Clearance from the CRB through both Wymondham College and the Independent Schools' Inspectorate.

Interviews

The interviews for the post of Principal Designate are scheduled for Thursday, 29th April and will take place in a venue in Thetford. The interview panel will comprise representatives of all the sponsors, including Norfolk County Council.

Candidates will be asked to make a presentation to the Interview panel as well as answering questions. They will visit all three proposed Academy sites and meet panels of staff, students and governors from the existing high schools and representatives of other partners for informal discussions.

It is likely that the interview panel will reduce the shortlist to a maximum of three candidates for the final day of interviews. Candidates on the final shortlist will be invited to visit Wymondham College on the Thursday evening. If necessary, accommodation will be arranged at a local hotel.

Announcement of Appointment

The sponsors will wish to announce the name of the person appointed as Principal Designate as soon as possible, subject to agreement with the successful candidate's current employer.

Recruitment Consultant

The sponsors may opt to retain a recruitment consultant to assist with this appointment.

ANNEX

Principal Designate of the Thetford Academy

Person Specification

1. Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the “E/D” column.
2. How the evidence will be tested is indicated under the remaining columns.

CODE

E/D:- Essential or Desirable A:- Application Form
I:- Interview/Presentation R:- References

A:	TRAINING AND QUALIFICATIONS	E/D	A	I	R
1.	Qualified Teacher Status	E	✓		
2.	Degree (or equivalent)	E	✓		
3.	Completed NPQH (for non serving Heads)	E*	✓		
4.	Evidence of recent professional development	E	✓		
5.	Higher Degree	D	✓		
6.	Post graduate curriculum or management qualification	D	✓		
7.	Be working towards or completed NCSL Qualification e.g. LPSH; Consultant Leader (for serving heads) or equivalent	D	✓		
B:	EXPERIENCE OF TEACHING & EDUCATIONAL LEADERSHIP	E/D	A	I	R
1.	Substantial experience in 11-19 education	E	✓	✓	✓
2.	Recent experience at Headteacher, Deputy Headteacher or equivalent level	E	✓	✓	✓
3.	Evidence of different leadership and management roles	E	✓	✓	✓
4.	Evidence of responsibility for allocation and monitoring of financial resources	E	✓	✓	✓
5.	Evidence of making a positive impact on the development & improvement of a school	E	✓	✓	✓
6.	Evidence of successful strategies used to raise, pupil progression achievement and attainment	E	✓	✓	✓
7.	Evidence of monitoring, evaluating and reviewing performance, through a robust performance management system	E	✓	✓	✓
8.	Evidence of successfully operating at both strategic and operational levels	E	✓	✓	✓
9.	Leadership experience within a school with a 6 th Form	D	✓	✓	✓
C:	PROFESSIONAL KNOWLEDGE AND	E/D	A	I	R

UNDERSTANDING					
1.	Knowledge of strategies to achieve effective learning, teaching and assessment including the use of ICT	E	✓	✓	✓
2.	Knowledge of the use of data to establish benchmarks and set targets for improvement	E	✓	✓	
3.	Knowledge of local & national policies, priorities and statutory frameworks	E	✓	✓	
4.	Knowledge and understanding of all associated phases of education including HE	E	✓	✓	
5.	An understanding of management techniques required to operate a successful school	E	✓	✓	✓
6.	An understanding of the role of the specialisms within schools	E	✓	✓	✓
D:	PERSONAL SKILLS & ATTRIBUTES	E/D	A	I	R
1.	A commitment to equality and diversity	E	✓	✓	✓
2.	Excellent oral and written communication & ICT skills	E	✓	✓	
3.	High standards of integrity and a positive role model for pupils and staff	E		✓	✓
4.	An ability to analyse and interpret information to make informed decisions and exercise good judgement	E	✓	✓	
5.	An ability to evaluate quality and implement actions that lead to improvement	E	✓	✓	✓
6.	A range of leadership skills to develop productive relationships and high performing team work	E	✓	✓	✓
7.	An ability to challenge and motivate others to create a forward thinking organisation committed to Academy improvement	E		✓	✓
8.	Good self management, to include time management, working under pressure and to deadlines	E		✓	✓
9.	An ability to influence key stakeholders, particularly families and the wider local community	E	✓	✓	✓
10.	Stamina, resilience, reliability and integrity	E	✓	✓	✓
11.	An understanding of the value of a successful work life balance for self and others	E	✓	✓	✓

*The sponsors will entertain applications from candidates who are serving school leaders in the independent sector or in schools in other countries, as well as existing heads from state schools in England and Wales, who do not hold the NPQH.