



# Headteacher Candidate Pack



 University  
of  
**Chichester**  
Academy Trust

# Welcome letter from our CEO

Welcome and thank you for your interest in becoming part of the University of Chichester Academy Trust and taking on the important role as the Headteacher of our Arundel Court Primary Academy.

Arundel Court Primary Academy is a member of the University of Chichester Academy Trust ('the Trust'), and collectively we share a strong belief that education is the key to transforming lives and accessing social mobility. As a Trust we passionately believe in a collaborative approach, encouraging all our headteachers to share their experience and become system leaders across the Trust.

Arundel Court Primary Academy is a very inclusive school. It is a larger than average primary school with three forms of entry, and also has a vibrant Nursery. This is a particularly exciting time to join Arundel Court Primary Academy, as it expands its Centre to meet the needs of the local community.

When visiting the academy, you will see an exciting, collaborative culture, where pupils want to achieve their best, talk confidently about their learning and feel their teachers support their aspirations. Arundel Court Primary Academy has implemented a strong Teaching and Learning Policy, which underpins their approach and was created with contributions from children, staff, parents and governors and this contributes to the Academy's Journey of Excellence programme that sets out how the Academy will make a real and sustained impact.

Staff are highly committed and engaged, which is reflected in the low staff turnover and in a recent survey, 97% of staff said they were proud to be part of Arundel Court Primary Academy. The team has a positive learning ethos and are encouraged to develop their skills, with many undertaking leadership roles. There is a clear, shared vision amongst staff that focuses on enabling children to flourish.

Arundel Court Primary Academy also offers a wide variety of clubs. Contributing to community life is important to the academy and it is committed to continuing to develop strong partnerships with parents and carers which includes offering curriculum workshops and opportunities to be part of lessons and projects.

I hope this information pack will provide you with an insight to Arundel Court Primary Academy and the Trust, if you are interested to learn more, we would invite you to visit the School and we would be pleased to answer any questions you may have.



A handwritten signature in black ink that reads "Jennese Alozie". The signature is written in a cursive, flowing style.

**Jennese Alozie**  
Chief Executive Officer

# About The Trust

The University of Chichester Academy Trust ('the Trust') is uniquely placed to make a difference to the local education landscape. Schools who join our Trust do so because they wish to work with like-minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that we serve.

The Trust has 15 academies and the SCITT in its education family, based in Hampshire, Portsmouth and West Sussex. Although we share the same vision and values, each of our academies has their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies.

## Co-Leadership Approach

The headteachers of our academies all lead their own schools and contribute to the wider leadership of the Trust. Our headteachers have a key role in driving the policies and procedures of the Trust and in leading areas of strategy and projects across our academies.

## A Shared Vision:

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

## A Shared Mission:

To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.



**The Headteachers and Chairs of Governors of all of the schools play an important role in the leadership of the Trust**

*OFSTED REVIEW*



## About us

Arundel Court Primary Academy is truly amazing. It is the largest, tallest and most southerly primary school in our Trust, with a highly skilled and experienced workforce who work tirelessly to serve their community in the heart of Portsmouth. In return, the academy is held in deep affection by the children who attend and their families. In their recent visit, Ofsted agreed with our view, that the academy is an inclusive, caring, hard-working and respectful community where children rise to the challenges their teachers set them.

Situated close by the city centre, the Guildhall, Commercial Road shopping and main railway station are all within a few minutes' walk in an area steeped in and scarred by history. Situated on Arundel Street, named after the canal to Arundel via Chichester that once ran along part of its length, the area was badly bombed during the second world war. As a result, much of the local housing is post-war low-rise and high-rise blocks. It serves a diverse community which includes nearly a third for

whom English is not their first language. It is an area of economic hardship. Nearly 60% of children are eligible for free school meals and the postcode is in the highest decile of deprivation overall and specifically for education and skills, crime, health and disability. After joining the University of Chichester Academy Trust in 2017, the academy moved into a brand-new building on the site of the old infant and junior school fields in Spring 2020. Our new Inclusion Centre will be officially opened in September 2023 and this will be for up to 24 pupils (Year R to year 6) for learning and cognition needs.

The community renewed its values recently, supporting and challenging each other to be respectful, independent, inclusive, safe and kind. Ofsted have challenged leaders to continue developing the curriculum so achievement is exceptional. We are looking for someone who will bring their inclusive leadership skills to support the community to be brave and dream big.



# Job Profile

**Reports to:** Chief Executive Officer

**Line Management:** Deputy Headteacher

**Location:** Portsmouth

## Function of the Post:

As an inspirational innovative and inclusive leader, you will drive the vision and strategic direction of Arundel Court Primary Academy. You will empower and motivate staff and pupils to ensure excellence in learning and teaching and the continued rapid improvement of the school. Aligning to the culture and ethos of the Trust, you will provide a child-centred approach to education, an engaging curriculum and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents, the University and other Trust schools developing and delivering a dynamic learning partnership and act as a positive role model and advocate for the Trust.

## Principal Accountabilities:

1. Lead, inspire and promote a positive whole school culture and ethos aligned to the values of the Trust, that supports the academy on its journey to excellence and secures a strong reputation locally as the school of choice for pupils, parents and teachers;
2. Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve, including those in the Nursery and in the Alternative Provision centre;
3. Lead the development and delivery of the Academy's Journey to Excellence Plan, to ensure it is child centred and supports exemplary learning and teaching strategies and practice;
4. Lead the development of an innovative Alternative Provision offer, supporting a growing number of children from the City with high level SEMH needs;
5. Lead the teaching and learning programme of the academy and act as a role model for innovative and engaging evidence-based practice;
6. Develop high quality dispersed leadership to manage development and drive improvements;
7. Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure good or better teaching in an environment staff find challenging, enriching and rewarding;
8. Ensure academy structures and systems, and systems to support Alternative Provision, are embedded, secure and supported by robust policies and procedures;
9. Ensure financial planning and quality assurance is robust and the academy, nursery and inclusion centre are safe and effective educational environments for children;
10. Act as Designated Safeguard Lead, committed to ensuring all practices relating to safeguarding and child protection are effective and children and staff feel safe and are valued;
11. Contribute to the success of the Trust, building and promoting the engagement with the University; community stakeholders and engaging with other schools to enhance learning through school to school support and evidence-based practice.



## Job Profile continued

### **National Standards of Excellence for Headteachers**

Act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the self-improving system detailed in the National standards of excellence for headteachers, January 2020.

### **Teachers' Standards (England)**

Uphold principles of the Teachers Standards, ensuring all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

### **Framework**

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the University of Chichester Academy Trust.

### **Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion**

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### **Data Protection**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

# Person Specification

**Essential (E)** requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

**Desirable (D)** requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications	E	D	Evidenced through
Qualified Teacher with evidence of continual professional development or relevant accredited study appropriate to the post	✓		Application  Documentary Evidence  Interview
Current knowledge of the national curriculum, assessment and research on strategies to support effective teaching and learning	✓		
Current knowledge of how to develop a staff team that strives for high quality of education for all learners and quality first teaching	✓		
Developing a strong and high quality provision for pupils with Special Educational Needs and/or Disabilities	✓		
Understand the mission of University of Chichester Academy Trust and how we work as a family of schools	✓		
Good understanding of the changing role of academies, the local authority and OFSTED, and how to work effectively with these and other such bodies	✓		
Good understanding of the principles of equality and diversity that support a culture that embraces diversity within the classroom and community	✓		
Knowledge of, and training in health and safety and safeguarding legislation within the context of school compliance	✓		
National Professional Qualification for Headteachers or other leadership and management training		✓	
Skills	E	D	
Evidence of demonstrable leadership qualities, with the ability to set and achieve challenging goals which achieve improvement	✓		Application  Interview Process  References
Evidence of strong emotional intelligence and the ability to work with staff in a way that motivates and engages staff and develops a strong teams approach to delivery	✓		
Organisational, financial, budgetary and management skills relevant to the effective delivery of the duties of the post to achieve the academy's educational goals and priorities	✓		
Skills in working with children with social, emotional and mental health needs	✓		
Excellent people skills to build and lead an effective team; managing issues in a sensitive, supportive but appropriate manner to ensure the effective operation of the academy, promoting high aspirations and success for all	✓		
A skilful communicator with strong, interpersonal and presentation skills, both verbal and written, which naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues to provide clarity of vision, influence and direct or challenge others	✓		
Good ICT and administrative skills to enable effective implementation of tasks required of a Headteacher	✓		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and the University of Chichester Academy Trust	✓		

## Person Specification continued

Experience	E	D	Evidenced through
Successful experience at Deputy or Headship level across primary age range (EYFS,KS1,KS2), with evidence of leading a successful team to bring about rapid and sustainable whole school improvement that has had a positive impact on pupils achieving their full potential	✓		Application  Interview Process  References
Evidence of leading on the development of curriculum and pedagogy within a school context with demonstrable impact on learning	✓		
Relevant experience of whole school management, including financial, budgetary and resource management such as challenging and supporting staff through managing change, performance management, conflict resolution, staff recruitment and development processes	✓		
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT in learning	✓		
Evidence of providing the support and resources that enabled a highly effective local governing body fulfil their statutory responsibilities for teaching, learning and standards, and act as critical friend for the benefit of the school	✓		
Evidence of managing additional educational needs provision which required collaborating and building effective relationships with parents, carers, multi-agencies and the wider community to enrich teaching and learning for the inclusion and wellbeing of all pupils	✓		
Evidence of having effectively translated the vision into coherent, challenging and achievable plans	✓		
Demonstrate a commitment to promoting the benefits of being part of the University of Chichester Academy Trust to staff, parents and wider community	✓		
Personal Attributes	E	D	Evidenced through
Attributes that enable and empower individuals and teams to innovate and achieve, where success is celebrated and individuals are motivated to achieve high goals and accept responsibility for outcomes	✓		Interview Process  References
Commitment to equality and inclusivity which allows the academic, spiritual, moral, social, emotional and cultural development of pupils, celebrating and recognising the differing needs of pupils and staff in a diverse and multi-cultural Britain, challenging assumptions and preconceived ideas	✓		
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	✓		
The personal resilience required of a leader, with the ability for self-reflection and a positive approach that enables constructive relationships and feedback to aid continuous improvement	✓		
A commitment to the mission and values of the whole Academy Trust community and to collaborative working for the benefit, and with tangible evidence of driving pupil improvement and progress	✓		
A commitment to ensure that no child is left behind and an inclusive approach to education for those with special educational needs and educational and emotional disadvantage	✓		



# What We Offer You

## For your career

- An opportunity to lead a school on its journey to Excellence
- A strong commitment and support for your personal leadership journey
- A strong and supportive governing body determined to do the best for this community
- The opportunity to join the Trust's Leadership Team to make a difference as we drive system improvement in a changing world
- Comprehensive central support, advice and guidance, to enable you to lead progress in teaching and learning

## To be part of something bigger

- A collaborative Trust, which inspires innovation and the motivation for leaders to influence and shape the strategy of the wider Trust and the educational landscape
- Access to the University of Chichester, with over 180 years of experience in the training of teachers, for research, specialist support, training and academic study
- Opportunities to work with senior leaders and academy staff across the Trust, who are committed to a shared set of values

## To make a difference

- To be part of a team that makes a real difference to the life chances of our children and young people
- Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance child progress and learning

## Other staff benefits

- Teachers' Pension Scheme
- Extensive employee assistance provision including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal development programme
- Access to the University's vast Library resources and to the National College resource
- Generous leave entitlement
- Employee Discounts platform, saving £££'s on a range of goods and services
- Cycle to Work Scheme
- Gym Discount
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Relocation allowance, if eligible
- Security of knowing you are joining an organisation whose sponsor has been promoting education for more than 180 years

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## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact **Ross Laird: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) – 01223 907979/07901 585959.**

Please email your application to: **[rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk)**

Closing date: **Monday 21st November 2022**

Interview dates: **Monday 28th and Tuesday 29th November 2022**



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