



The Petchey Academy

PRINCIPAL

Candidate Information



Welcome Letter from Chair of the Board of Governors

Dear Applicant

Thank you for enquiring about the position of Principal of the Petchey Academy.

The Petchey Academy is a standalone sponsor Academy. It takes its name from Sir Jack Petchey, one of the UK's most successful businessmen and philanthropists who, in 2006, sponsored the academy by making a significant contribution to the construction of the school's state of the art building. The unique ethos of the academy was inspired by Sir Jack's maxim "If I think I can, I can".

Everything we do is driven by our Petchey values of politeness, positivity, participation and perseverance.

To this day we are supported by our sponsor, the Jack Petchey Foundation. The academy is also very fortunate to have the chance to tap into the many opportunities afforded to young people by the Foundation.

Our vision is to ensure that every student at the Petchey Academy is inspired and supported to be the best that they can be. In order to achieve this, we are looking for a new Principal who shares our vision and who will maintain our high expectations of every student, every teacher, every member of staff, every member of our Leadership Group, every governor, the governing board and themselves.

We aim to instil in our students confidence, resilience and a positive mindset that they are capable of achieving their goals and ambitions. Our focus is on each child as an individual, through strong pastoral support systems complemented by a broad and holistic curriculum and high quality teaching that stretches and challenges students to think for themselves.

We aim to develop young people who can take their place competitively, in all walks of life, as rounded, resilient and confident members of society. We place great emphasis on giving our students the ability to consider and make choices in life, rather than following the crowd. Each student is expected to strive for the highest level of individual success in their chosen career path and in their personal lives.

The successful candidate will be joining us at a time of exciting opportunities. We are looking for a highly professional strategic leader who will inspire the school community, especially students and staff, to take the Petchey Academy 'from good to great' in order to achieve the very best outcomes for our students.

Our new Principal must embody the Petchey spirit and, together with a commitment to build partnerships, innovate and inspire and lead an enthusiastic and highly motivated staff team.

I believe this role is an exciting opportunity for those who believe in the life changing potential of education and in our commitment to provide the best possible future for our young people.

Best wishes

Dorothy Dalton
Chair of Governors

The Petchey Academy is committed to inclusivity. We aim to focus on each child as an individual through strong pastoral support systems complemented by a broad and holistic curriculum and high quality teaching that stretches and challenges students to think for themselves. We firmly believe in supporting and inspiring each individual to reach his/her own potential, at whatever level that may be.

We believe in the importance of fostering a love of learning and stimulating curiosity through exposure to a wide range of activities and opportunities beyond the classroom.

Our goal is for every child to exceed national expectations whilst experiencing a wide and exciting range of opportunities outside the classroom, and to equip them for a successful future as rounded, resilient and confident individuals.

The motto on our crest is "Excelsior", meaning "ever higher", which encapsulates the aspirations we have for each child to believe in their own ability to achieve more and aim high.

Our Ethos

The Petchey Way encompasses a commitment to study, social responsibility and respect. It is the foundation of our academy and underpins everything we do.

The Petchey Way is represented by the four Petchey Ps:

- Politeness
- Positivity
- Participation
- Perseverance

The Petchey Way is reinforced throughout the academy day in our daily routines, classroom expectations, a shared meal at lunch time and extra-curricular clubs.

We are a non-denominational school and students of all religious and cultural backgrounds are respected and welcomed. Knowledge and understanding of diversity are developed and celebrated through academy-wide events in a climate of respect and inclusion.

Our History

The Petchey Academy was established in 2006 on the site of the former Kingsland School with generous sponsorship from Sir Jack Petchey CBE. The academy was one of the first wave of sponsor academies created to address poor educational standards in inner city areas.

An East End boy himself and after feeling disengaged at school, Sir Jack wanted to ensure young people have opportunities to develop their skills and enjoy education. We are extremely proud of our strong ties to the Jack Petchey Foundation, and the wide range of initiatives and awards that it enables our students to benefit from.

Established in 1999, The Jack Petchey Foundation gives grants and supports programmes and projects (including those run by the Petchey Academy) that benefit young people aged 11-25.

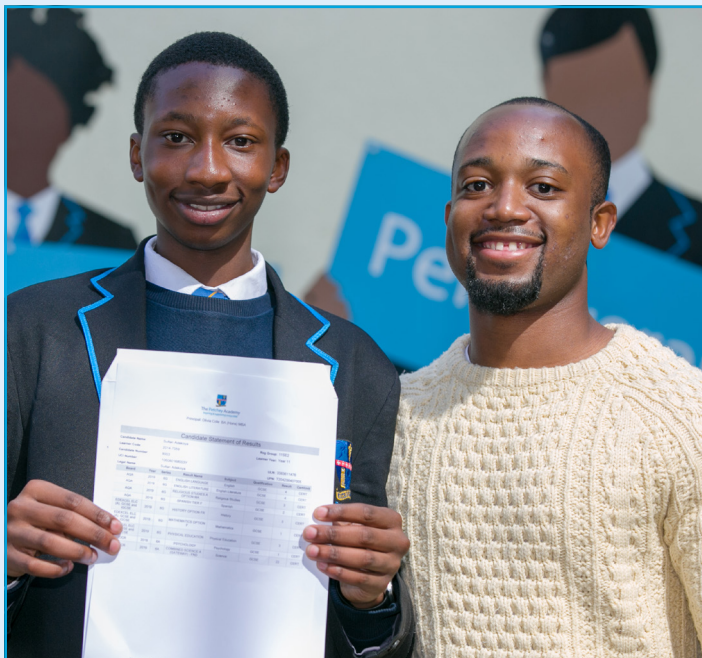
Over the years, the academy has gained a number of awards including Artsmark Gold, Inclusion Quality Mark Gold, Investors in People Gold and National Healthy School Status.

Although the academy originally started out with a specialism in Medical Science due to the number of people in the local area working in the health service, we have migrated to a specialism of STEM (Science, Technology, Engineering and Maths) in order to differentiate ourselves and reap the benefits of long standing partnerships with organisations such as Bloomberg, University College London, and the Institute of Engineering. STEM is mapped throughout the curriculum from Years 7-13 through a variety of events and activities aimed at stimulating and inspiring students.

Sixth Form

Our Sixth Form opened in September 2011 and offers an innovative curriculum, excellent pastoral support and a wealth of opportunities for students to enhance their employability and life skills. Through the offer of A-Levels courses and BTEC, or a blend of these qualifications, we aim to give students the best chance of success in whatever field or career students aspire to. The majority of our sixth form students do go on to higher education, but we recognise that this is not the right pathway for every student, therefore we educate students on a range of post-18 options such as apprenticeships in order for them to make an informed choice about their future. In 2018 the academy won Gold Standard for our careers guidance.

Our Patron, Sir Jack Petchey, the governing body and staff are extremely proud of the hundreds of students who have flourished and achieved success at the academy, and of our reputation for nurturing and supporting individuals, but competition in the area is very strong so there is much more we need to do: Academic results of primary schools in Hackney have seen an improvement in recent years but this has not been reflected in the academy's GCSE results. Parents in the area have a large number of secondary schools to choose from and fewer parents year on year are making the academy their first or second choice for their child. We are committed to reversing these trends.





Inspiring and supporting every child to be the best that they can be

About the role

The new Principal will be taking over the leadership of the academy at a very exciting time where they can really make their mark.

We are looking for a remarkable leader who will value the 'Petchey Way' and find new ways to express it. They will explore fresh strategies that align to the academy's focus of ensuring a wide educational experience and achieving outstanding achievement for all. Our new Principal will be strategic in their leadership, share our vision, and bring a restless and infectious determination to raise expectations among staff, students and the community to improve the life chances of all students at the academy.

We have students from a vibrant and diverse community, dedicated staff, a committed governing body and the backing of one of the best sponsors, all of whom will be fully supportive of the new Principal as she or he leads the school from good to great.

This role requires a leader who understands how to build on existing strengths but will embark on change where necessary. The new Principal will have a real understanding of what sustainable school improvement looks like. They will possess the ability to galvanise and inspire our staff team and raise standards consistently, making the Petchey Academy one of the best schools in Hackney.



Key priorities

The key priorities as set by the Governing Body for the next 12 months are to:

- develop confident and contented students who aim high and maximise their progress and attainment within a broad and balanced curriculum;
- attract and retain talented and highly motivated staff supported by high-quality relevant continuing professional development, ensuring the academy is one of the leading employers of choice in secondary school education;
- use resources wisely and to maximum effect, ensuring the academy continues to operate a sustainable business model; and
- be a community school of all-round excellence and a school of choice for parents, carers and students.

Core purpose

The core purpose of this role is to provide professional leadership and effective management of the school that will provide a secure foundation from which to achieve high standards in all areas of the academy's work.

To achieve success, the Principal will:

- Provide inspirational, strategic and professional leadership both externally and internally focused to ensure the growth and success of the Petchey Academy as a place of outstanding achievement for all.
- Work in partnership with the Governing Body and others to develop a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community.
- Ensure the vision for the academy is aspirational, clearly articulated, understood and acted upon.
- Ensure that strategic planning takes account of the diversity, values and experience of the academy and community at large.
- Lead and co-ordinate the translation of the vision and the strategic plan into agreed operational plans.
- Provide a positive and happy learning experience which empowers students to become highly capable, adaptable, resilient, confident and independent learners.
- Provide a positive working environment which empowers employees to take great pride in their work and to give of their best.
- Provide a creative and integrated curriculum that offers a rich quality of academic and vocational options to meet the needs of every student.
- Lead the academy's recruitment, retention and professional development strategy to appoint and retain high quality teaching and support staff.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Work in partnership with the Chair of Governors to ensure that the Board fulfils its duties and responsibilities for the effective governance of the academy.
- Ensure that the board receives timely advice and appropriate information on all relevant matters.
- Work in partnership with parents/carers/guardians and relevant external agencies and bodies to achieve the best for each student.



Job Description

Reporting to: The Governing Body (line managed by Chair of Governors)

Working time: Full time. The Principal is expected to work such hours as shall be reasonably necessary properly to discharge the Principal's duties.

Salary: Leadership Pay Scale: L36-L40 with the possibility of more for an exceptional candidate

To provide inspirational professional and academic leadership of a unique standalone academy, working alongside our partners to become a first-choice and leading school for student outcomes in the London Borough of Hackney. Partners include the Jack Petchey Foundation, Bloomberg, Hackney Schools, Hackney Learning Trust, CAMHs, Career Ready, Reach Out and various other charities that support the development of our students.

Key responsibilities

Leading Teaching & Learning

- Ensure a consistent and continuous academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure creative, responsive and effective approaches to learning and teaching.
- Cultivate a culture of challenge, support and high expectations with a focus on outstanding achievement where all students can achieve success
- Articulate high expectations and set aspirational but achievable targets for all students
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- Monitor and continuously evaluate teaching and relationships with students to ensure the consistent delivery of teaching excellence.
- Challenge underperformance at all levels by providing guidance and learning support - ensuring effective corrective action and follow-up.
- Support increasing independence amongst our learners.

Developing Self & Working with Others

- Support all staff to achieve high standards and build a professional learning community, which enables all staff to achieve, through a focus on high quality performance management and effective continuing professional development.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive academy culture.
- Build a collaborative learning culture within the academy and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Reflect on own practice, set personal targets and take responsibility for personal development, successes, mistakes and failures.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Conduct performance reviews with senior leaders.
- Motivate and enable members of the Leadership Team to develop expertise through personal coaching and supporting high quality continuing professional development.



Managing the Academy

- Lead, co-ordinate and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Create an organisational structure which reflects the academy's values, and enables the management systems, structures and processes to work efficiently and effectively.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities.
- Act as the Accounting Officer.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy.
- Implement successful performance management processes with all staff.
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety 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 and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the academy.
- Develop, implement and evaluate the academy's policies, practices and procedures.
- Maintain relationships with organisations representing teachers and other members of the academy's workforce.

Securing Accountability

- Take part in the academy's staff development programme by participating in arrangements for further professional development.
- Fulfil commitments arising from contractual accountability to the governing body.
- Develop an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.

- Work with the governing body (providing accurate timely information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and takes account of feedback from others.

Strengthening Community

- Create and promote positive strategies for challenging racial and other inequalities and challenge unacceptable behaviour where it exists.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and wellbeing.
- Co-operate and work with relevant agencies to protect students.
- Promote equal opportunities for all members of the academy community.

National Standards of Excellence

This job description is based on the DfE's National Standards of Excellence for Headteachers. The Principal is accountable to the Governing Body for the standards achieved and the conduct, management and administration of the academy, subject to the law and DfE, charity and company regulation. This job description is subject to annual review.

Review arrangements:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The Governing Body will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our commitment to safeguarding

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



The successful candidate will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out under the terms of a direction made by the Secretary of State for Education.

Our commitment to equality

The Petchey Academy is committed to promoting equality for all students and employees. Every individual is treated with courtesy and respect and their contribution to the learning process is valued.

Person Specification

(D) means desirable

Qualifications & Professional Development

- Qualified teacher status
- First Degree, or other equivalent qualification
- A NPQH or recent additional professional qualification (D)
- Higher Degree or Post-graduate qualification (D)

Experience

- Extensive experience as a significant member of a Senior Leadership Team in a secondary setting.
- Teaching experience in a range of secondary schools.
- Experience of raising standards in teaching and learning with improved outcomes.
- Proven track record in self-evaluation.
- Experience of performance management as a performance reviewer.
- Experience of recruiting and developing effective teams.
- Effective school financial and resource management. (D)
- Experience of developing and sustaining collaborative relationships with a range of educational stakeholders, internal and external.
- Headship experience in a secondary school. (D)

Skills, Abilities & Knowledge

- Ability to provide inspirational leadership and empower staff and students.
- Knowledge and understanding of current education policies and practices.
- Ability to initiate innovative and inclusive curriculum design to meet the needs of all students.
- Competent and effective in the use of ICT.
- Ability to empower and develop staff and students whilst delivering learning outcomes.
- Strong negotiating and influencing skills.
- Ability to make and communicate decisions effectively.
- Knowledge and understanding of how to move a school from 'Good' to 'Outstanding'.
- Ability to set clear and challenging targets based on a comprehensive knowledge and understanding of data and performance indicators.
- Knowledge and understanding of the duties and responsibilities of the governing body.
- Familiarity with the Academies Financial Handbook. (D)
- Knowledge and understanding of legal issues relating to school management.

Personal Qualities

- Ability to lead strategically.
- Ability to inspire others to achieve the academy's vision.
- Ability to articulate to all stakeholders a passion for delivering high quality education.
- Energy and passion for achieving positive student outcomes.
- Ability to work effectively and calmly under pressure.
- Ability to employ a range of appropriate leadership and management styles.
- Commitment to continuous learning (self and others) and creating a learning community.
- Commitment to safeguarding and promoting the welfare of all students from our vibrant and diverse local community.
- Commitment to equality and diversity.

How to Apply

If you have any questions about the role or would like a confidential and informal chat, please do not hesitate to get in touch by contacting **Michael Watson** at **Candidate is Key** on **020 8406 9689** or **077 4227 4680** or email **michael.watson@candidateiskey.co.uk**

Send your completed application form and a supporting statement of no more than 2 pages to **michael.watson@candidateiskey.co.uk**

- The closing date for applications is **9am on Monday 11th November**
- The shortlist meeting is scheduled for **Thursday 14th November**
- Final Panel interviews will take place on **Thursday 28th and Friday 29th November 2019**

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer and the second having knowledge of your work in a professional capacity.

All applications will be acknowledged.

The Petchey Academy is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the successful applicant.



The Petchey Academy

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