



**Miers Court**  
Primary School



**THE HOWARD**  
Academy Trust

# Principal Candidate Pack

Start date: **September 2024**  
Location: **Rainham, Kent**

*A*CADEMICIS  
[www.academicis.co.uk](http://www.academicis.co.uk)

# Welcome letter from the Chief Executive

Dear Colleague,

On behalf of The Howard Academy Trust, I am delighted to extend a warm welcome to you as a prospective candidate for the Principal position at Miers Court Primary School.

Miers Court Primary School is one of the seven academies that make up The Howard Academy Trust. We are a medium sized Trust based in Medway and Kent.

At The Howard Academy Trust, we are dedicated to providing exceptional educational opportunities that empower pupils and cultivate a love for learning. Our mission statement as a Trust is to “work together to create a community of successful learners”. Miers Court Primary School plays a crucial role in fulfilling this commitment, and we believe that selecting the right individual for the Principal position is paramount to achieving our goals.

Miers Court Primary School is respected in the local community. When you visit the school it will be apparent that the pupils take pride in their achievements and have a love of learning. The pupils are polite, enthusiastic, committed to their education and well-behaved. We are very proud of the work that has been carried out at Miers Court throughout the last few years which was recognised in the Ofsted Inspection in November 2021.

We believe that Miers Court can continue to deliver great things for the pupils that attend the school and become a beacon for our Trust and the pupils who live in local Rainham community. We are interested in hearing from candidates who want to be part of delivering our vision for the school. Strong outcomes are essential for a school to be successful and provide life chances for the pupils who attend the school. We want to meet candidates who can strengthen and deliver this. As well as this, the successful candidate will join our group of primary Principals and be integral in supporting partnership working and delivering trust wide priorities.

The selection process for the role will be designed to provide both parties with a comprehensive understanding of how we can collaborate to enhance the educational experience for the pupils at Miers Court Primary School. The process will consist of various activities, including interviews, presentations, and interactions with key stakeholders, to allow us to gain insights into your leadership style, educational philosophy, and strategic thinking. We welcome visits in advance of your application to have a tour of the school with me and our Assistant Director of Education, Barry Symons, who will meet with you and answer any questions you have around the role. If you are unable to visit, we can also facilitate an online meeting to answer any questions you may have.

We look forward to getting to know you better and exploring the possibility of having you as an integral part of The Howard Academy Trust family. Your contributions to Miers Court Primary School have the potential to make a lasting impact on the lives of our pupils.

Thank you once again for considering this exciting opportunity and look forward to receiving your application.

Kind regards



Owen McColgan  
**Chief Executive**



**Miers Court**  
**Primary School**

**THE HOWARD**  
Academy Trust

# The Howard Academy Trust

## Vision and Values



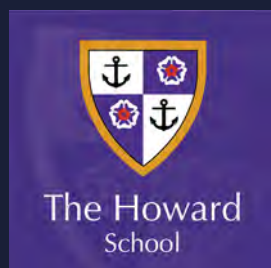
*“Working together to build a community of successful learners”*

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Our Family of Schools



**The Howard School**  
1,542 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



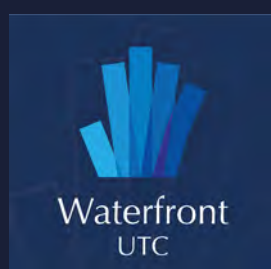
**Temple Mill Primary School**  
243 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



**Deanwood Primary School**  
217 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
449 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
343 Pupils on Roll  
Rated Good by Ofsted  
Located in Gillingham, Kent



**The Abbey School**  
1,118 Pupils on Roll  
Located in Faversham, Kent

Further information about our academies can be found at [www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

## Financial

- Salary
- LGPS and Teacher Pension Scheme
- Sick Pay

## Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

## Wellbeing

- Kent and Medway Workplace Wellbeing Gold 2021
- Senior Mental Health First Aiders
- Wellbeing afternoons

## Employee Benefits – Permanent Contracted Employees and Fixed Term

- Employee Assistance Programme
- EarlyPay
- Flu Jabs
- Discounted Gym Membership at Avenue Tennis, Gillingham

## Professional Development

- Access to Middle and Senior Leadership Courses
- Access to NPQ programmes including NPQEL
- Opportunities to work across Trust
- Bespoke mentoring/coaching for THAT Principal's





# Job Description: Principal

**Responsible: Assistant Director of Education**

**Contract: Permanent**

**Remuneration: Leadership Scale L18-L24**

## Core Purpose

The Principal, in collaboration with the Assistant Director of Education will set the strategic plan for School Improvement. The day-to-day management of that plan rests with the Principal.

The Principal leads the day-to-day operation of Miers Court Primary School, as line managed by the Assistant Director of Education. The Principal is the first point of contact for pupils, staff, parents and external agencies.

In line with the values, ethos and strategic direction of The Howard Academy Trust, the Principal will:

- Ensure high quality education, character development and care is in place for all pupils leading to enhanced academic achievement.
- Embed a rigorous culture of safeguarding.
- Provide strategic leadership for the school which ensures continuous improvement.
- Be responsible for the professional leadership of the school, effectively role modelling integrity and collaboration.
- Establish a culture where staff want to work at the school and leadership potential flourishes, resulting in high quality teaching and learning and strong succession planning.
- Be responsible for the management and operational leadership of the school in the best interests of all.
- As a Trust Principal, recognise your role in contributing to the success of all of the pupils within the Trust and work as part of a collaborative team to support continuous improvement in our family of schools.

Within The Howard Academy Trust, each Principal reports to the Local Academy Board on all matters which form part of the Scheme of Delegation. The Principal is accountable to the Chief Executive Officer, through the Assistant Director of Education, for the overall performance of the school, including outcomes for pupils, school improvement and financial planning.

## THAT Vision and Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity.
- Regular opportunities for collaborative CPD to ensure best practice across academies.
- A proactive network for joint working across academies, for staff at various career stages.
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships.
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos.
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust.
- Each academy is a hub for its local community and families.
- Facing outwards and working in collaboration with other organisations and stakeholders.
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Senior Leaders prioritise the education of their pupils as the first concern and are accountable for achieving the highest possible standards in work and conduct. The Principal will act with honesty and integrity. They should have strong subject knowledge and keep their skills as teachers up-to-date. They should be self-critical, able to forge positive professional relationships and willing to work with parents/carers in the best interests of their children.

# Job Description continued

## Personal and Professional Conduct

The post holder is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others and not undermining fundamental British values, including;
- Democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

## Key Responsibilities

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards of Excellence for Headteachers (DfE 2015) which promotes excellence as standard.

## Leadership and Management

- The Principal is accountable for their own school.
- To be accountable to the Assistant Director of Education for the clearly defined and agreed responsibilities and accountabilities relating to the day-to-day leadership and management of Miers Court Primary School.
- To ensure the day-to-day management structures, systems and processes work effectively in line with key priorities of the Academy.
- Working with the Assistant Director of Education to develop academy wide links with the other THAT academies.
- To create and implement a School Development Plan, supported by the Assistant Director of Education, which is underpinned by sound financial planning. This plan will be informed by outcomes and progress data, as well as robust external and internal monitoring.
- To maintain a consistent and continuous school-wide focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning.
- To work with the Assistant Director of Education to assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum across the board in order to build on success and identify and act on areas of improvement.
- To lead on Performance Management at Miers Court Primary School.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.





## Job Description continued

- Supported by the Assistant Director of Education, present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences. This will include yearly outcomes and termly updates.
- Supported by the Assistant Director of Education, to create Principal reports on a termly basis.
- To lead and co-ordinate curriculum leaders in the development of learning programmes, teaching strategies, schemes of work to reflect the school's programme of continuous improvement.
- To work with the Assistant Director of Education to ensure that the effective deployment of staff and resources within the school and the Academy as a whole.
- To ensure that health and safety and risk assessments procedures are followed up rigorously and that safe working practices are adopted by all staff.
- To ensure that all safeguarding procedures are understood and adhered to and that all staff, local advisory board members and volunteers receive appropriate training.
- To have an overview of how the school is functioning at any given time and to manage any necessary organisational change effectively.
- Working with the Assistant Director of Education to ensure the schools is Ofsted ready.
- To ensure the school website is compliant.
- To ensuring compliance and accountability at Miers Court Primary School.

- To work with the Local Academy Board and Assistant Director of Education and to support the Local Academy Board in carrying out their responsibilities.

### Pupils

- Oversee the delivery of a curriculum which, while following statutory guidance, is responsive to the needs of pupils.
- Assess, monitor and evaluate the quality of planning, teaching and learning outcomes, promoting improvement strategies as necessary.
- Ensure there is a continuous focus in the school on pupil achievement, effectively using data and national benchmarks to monitor the progress of every young person's learning.
- Ensure the safety and wellbeing of all pupils through strict adherence to procedures and policies.
- Promote all pupils' enjoyment and progress in learning, and personal development.
- Support the consistency of approaches to maintaining and improving level of attendance.
- Work collaboratively with staff, parents and young people to develop and sustain high standards of behaviour.

### Parents and Carers

- Promote effective partnerships between school and parents through a supportive ethos in which parents feel welcomed and valued.

## Job Description continued

- Ensuring that regular and effective channels of communication are open between parents and the school.

### Staff

- Create an environment in which staff feel valued, supported and appreciated.
- Work with Academy leads to recruit and retain a high-quality staff team.
- Monitor teaching and learning within the academy, including lesson observations and feedback to support a consistent approach and effective performance across the whole school.
- Provide new staff with a comprehensive and supportive induction package in conjunction with the Trust HR Team.
- Manage attendance in line with Trust policies and procedures. The Assistant Director of Education will meet with the Principal to offer direction.
- Manage any staffing issues on a day-to-day basis seeking advice from the Trust HR Team.
- Manage disciplinary and grievance procedures in accordance with the Academy's published policies.
- Ensure effective communication across the school including staff meetings, department meetings, team meetings and briefings and ensure appropriate minutes are kept.
- Model and uphold standards of professional behaviour which support effective teaching and learning and the development of all staff.
- Take responsibility for overseeing the induction of all ECTs, new staff, supply teachers and develop and implement policies and procedures relating to the above.

### Management

- This post has direct line management responsibility for the Senior Leadership Team.
- Act as the official mentor for team members engaged in apprenticeships and professional development.

### Additional Duties:

- All staff, with the support of the Academy's Designated Safeguarding Lead (DSL), have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's Health and Safety at Work Policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but in consultation with the post holder, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate

Must have a commitment to safeguarding and promoting the welfare of children and young people.







# Person Specification

Please refer to these requirements when completing the application.

The person specification relates to the requirements of the post as determined by the job. description.

**AF = Application Form    I = Interview**

<b>Qualification and Experience</b>	<b>Essential</b>	<b>Desirable</b>
A first degree of equivalent	AF	
Qualified Teacher Status	AF	
NPQH	AF	
Recent and relevant professional experience as a Headteacher or Principal	AF/I	
Proven track record in leading and managing effective staff teams	AF/I	
Experience of leading aspects of school improvement	AF/I	
Experience of successfully increasing rates of pupil progress and of raising attainment	AF/I	
Experience of successfully enabling colleagues to develop and apply their leadership skills		AF/I
<b>Knowledge and Skills</b>		
Excellent classroom practitioner	AF	
Thorough knowledge of the primary curriculum	I	
Thorough knowledge of safeguarding and safer recruitment	I	
Articulate with excellent interpersonal skills	AF/I	
Able to prioritise, plan, organise and manage workload, delegating appropriately to others	I	
Able to develop the leadership and teaching skills of others	AF/I	
Able to use a range of evidence to make judgements and identify priorities	AF/I	
Able to undertake robust and accurate school self-evaluation, using the outcomes to plan effectively for improvement		AF/I
Able to plan for the effective use of school finance and resources		AF/I
Able to develop an effective, cohesive leadership team	AF/I	
Able to influence others: inspiring, motivating and challenging	AF/I	
Able to build and maintain effective professional relationships that lead to staff wanting to be led by you	AF/I	
Astute and perceptive with sound judgement and decision-making skills	I	
Able to manage change effectively		I
<b>Qualities</b>		
Committed to working collaboratively to improve the outcomes for pupils	I	
Having integrity and consistently leading by example	I	
Committed to continuous improvement and the pursuit of excellence	I	
Resilient, flexible and having a positive approach to challenges	I	
Committed to building positive and effective relationships built on trust and transparency, with children, staff, parents, governors, other schools and the wider community	I	
Be committed to innovation, learning from research and the best current practice	AF/I	

# ACADEMICIS

## 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 **Vonya Campey**: [vcampey@academicis.co.uk](mailto:vcampey@academicis.co.uk) – **01223 907979/07340 010983**. Please email your application to: [vcampey@academicis.co.uk](mailto:vcampey@academicis.co.uk)

Closing date: **Tuesday 27th February 2024**

Shortlisting date: **Wednesday 28th February 2024**

Interview date: **Wednesday 5th and Thursday 6th March 2024**



## Miers Court Primary School

Silverspot Close, Rainham, Gillingham, Kent ME8 8JR



**THE HOWARD**  
Academy Trust

South Side Three Road, Chatham, Kent, ME4 4FQ