



INFORMATION FOR CANDIDATES

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Grace Academy Darlaston  
**Principal**

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September 2024  
Leadership Scale Points L29 - 35



*"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."*

# Welcome from Dr Jamie Clarke

Chief Executive Officer, Tove Learning Trust



Thank you for your interest in this key role. The successful applicant will be pivotal in taking a developmental lead in this important role as Principal of Grace Academy Darlaston. This is an excellent opportunity to take on a new role and play a key part in helping the school and trust to develop even further.

Grace Academy Darlaston is a vibrant and successful 11-19 secondary Academy on the outskirts of Walsall, rated by Ofsted as 'Good'. Currently, there are 1,030 students on roll across the Academy. Results have improved year on year placing the Academy amongst the best performing secondary schools in Walsall.

The Academy has been transformed under the leadership of the current Principal (who is retiring) and Director of Education. There is a sense of real strength in the quality of education, behaviour, and personal development for all pupils.

The trust consists of 13 schools currently. There is a mixture of secondary, primary, and alternative provision schools spread across six local authority areas - from Walsall to Milton Keynes. We work in two main hub areas - Northamptonshire/Milton Keynes and the West Midlands.

Being part of the Tove Learning Trust, you will also have support from the Trust's family of schools, a network of specialist school improvement directors, and the guidance of an experienced CEO with a deep understanding of academy leadership. Our Trust vision is simple: to ensure that all pupils in the trust academies are provided with inspiring educational experiences that lead to outstanding outcomes. This includes all aspects of academy life with pupils achieving to the very best of their ability. Of course, in practice this is complex, but is achievable here.

We are keen to foster a culture of using strong research-led improvements explored in high calibre literature. If we want the best for our children, then we need to immerse ourselves in the best literature and practice. Tove Learning Trust promotes excellent professional development across the multi-academy trust and has a pragmatic approach to curriculum design and its effective implementation. We strive to lead and inspire a high expectation culture where all staff and pupils are valued, and they are equipped to meet the challenges associated with high quality teaching and learning. Trustees are committed to maintaining the unique nature and character of each academy within the trust whilst embracing the shared values in all we do. We really do want our leaders to be inspirational, so that our pupils achieve really well. There is a strong moral purpose of ensuring all children get a great education, regardless of background or previous experience.

Grace Academy Darlaston promotes excellent professional development across the school community, a pragmatic approach to curriculum design, the recruitment of first rate staff and a keen eye for differentiated lessons, with a focus on driving up progress and attainment. We are seeking a dynamic and motivated principal to capitalise on the huge amount of good practice in place already and lead the academy in its next phase of growth and development.

We wish you luck in your application.

*Dr Jamie Clarke*

CEO Tove Learning Trust

# Welcome from Carl Salt and Julie Anstey

Director of Secondary Education and Principal, Grace Academy Darlaston



Welcome to Grace Academy Darlaston. Our Academy continues to move forward at pace, our latest Ofsted report in April 2022 states 'Excellence is one of the key values of the school. This value is the guiding principle of the curriculum'.

The school encourages pupils to achieve high academic aims and develop as well-rounded individuals. The outcome of the Inspection was that 'Grace Academy Darlaston continues to be a good school'. All members of our school community – students, parents and staff should be proud of this achievement.

It is a privilege for us to be entrusted with the job of leading Grace Academy Darlaston and continuing this excellent work. It is our intention to see the Academy continue to flourish and to guide all students to achieve their full potential whilst embracing the core values that Tove Learning Trust's Grace Academies uphold.

*Carl Salt*

Director of Secondary Education

*Julie Anstey*

Principal



# Vision, Values and Ethos - Grace Academy Darlaston



The leadership of the Academy is highly focused on creating an environment in which teachers can focus on their core role to deliver excellent lessons. Here are some of our core principles:

- **The Grace Academy Darlaston experience:** the way we do things is a clear expected shared practice that embeds routines and consistency in every classroom creating a culture where teaching is our focus.
- Our clear behaviour systems create clarity for all students, parents, and staff.
- Our clear routines create a culture of learning where staff can teach, and students can learn.
- A strong culture of support and team work across all areas of the academy.
- A strong individualised and bespoke CPD for all staff and time dedicated to it. We support staff to undertake external CPD such as NPQs and Masters.
- A community where we discuss wellbeing, workload and work together to create a healthy work life balance.
- Regular opportunities to work with others across the Trust.

## Our Vision

Our Grace Vision is to develop well-educated, considerate and caring citizens with a strong sense of values, who will succeed in and contribute to modern society. At the heart of all we do is the passion to provide an outstanding education for our students which develops the whole person through our Christian ethos.

It is our Christian ethos that makes Grace Academy unique, shaping who we are as an organisation, and providing a clear road map for success through our five shared values of grace, respect, integrity, potential and excellence.

Our aim is for our shared values to be outworked through our Academy culture, embedded across an enhanced curriculum, role modelled by our staff, and explored and demonstrated by all of our students. Our vision makes Grace Academy a better place to learn, work and achieve.

## Our Values

We believe that all of our students and staff have the limitless potential to succeed; and with a positive attitude of mutual respect, genuine integrity and amazing grace, they can strive for intentional excellence. At Grace Academy our aim is for everyone to work together to demonstrate our Christian ethos through our shared values of:

- Limitless **POTENTIAL** - We can achieve so much more than we think we can.
- Intentional **EXCELLENCE** - Success doesn't happen by mistake.
- Mutual **RESPECT** - Everyone deserves to feel valued and important.
- Genuine **INTEGRITY** - Honesty and doing the right thing are what really counts.
- Amazing **GRACE** - Life is better with fresh starts and second chances.

Our values make Grace Academy a better place to learn, work and achieve.

# Our School - Grace Academy Darlaston

We are always looking for ways to pass benefits to staff. We have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and as efficient as possible. We are committed to supporting staff so that they can manage the very important work we do.

## ✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well being support.

We run well-being events throughout the year – all at no cost to all staff.

Free tea and coffee in the staff room.

Free flu jab.

## ✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

## ✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

## ✓ Ethos Team

We have a dedicated Ethos team, who work with the Academy to impact young people and their families through holistic education and to deliver a bespoke Ethos programme for the students.

## ✓ Training School

We are a strategic partner in a teaching school hub and can offer high - quality professional development to support all stages of your career.



# Why work for Tove Learning Trust?

Tove Learning Trust is a highly successful, and growing, multi-academy trust with three primary and ten secondary schools. We work as one entity to improve and maintain a high standard across the trust.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are **'the best you'**, whatever your role is with the trust, you will transform pupils' lives.

The trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.



## TOVE LEARNING TRUST SCHOOLS

### Northamptonshire

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- Rushden Academy
- Sponne School
- Wootton Primary School

### Milton Keynes

- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

### West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

“ Our aim is to make each school a safe environment for our students, equipping them with the confidence they need to be successful, resilient and respectful members of society ”

Dr Jamie Clarke - CEO, Tove Learning Trust

# Principal - Grace Academy Darlaston

## Job Description

### REPORTING TO:

Carl Salt, Director of Secondary Education.

### MAIN PURPOSE

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- Establish and sustain the Academy's ethos and strategic direction together with the governors and TLT.
- Establish and oversee systems, processes, and policies to ensure the Academy operates efficiently and effectively.
- Identify problems and barriers to Academy effectiveness, and develop strategies for improvement that are realistic, timely and suited to the Academy's context.
- Ensure improvement strategies are effectively implemented.
- Monitor and evaluate progress towards achieving the Academy's improvement priorities.
- Be a strong leadership presence during the Academy Day and be available to support staff, students, and parents in the day to day running of the Academy.
- Ensure all responsibilities tasks and activities consider the inclusion of all vulnerable groups within the Academy community.
- Allocate financial resources appropriately, efficiently, and effectively.
- Together with other members of TLT, implement the vision of the Tove Learning Trust.

### QUALITIES

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- Uphold public trust in Academy leadership and maintain high standards of ethics, behaviour, and professional conduct.
- Build positive and respectful relationships across the Academy community.
- Serve in the best interests of the Academy's students.

### ACADEMY CULTURE AND BEHAVIOUR

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- Create a culture where students experience a positive and enriching Academy life and develop as independent learners.
- Develop resilience and aspirations so students can make a positive difference to the world around them.
- Uphold educational standards to prepare students from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from students, built on routines that are understood by staff and students and clearly demonstrated by all adults in Academy.
- Use consistent and fair approaches to managing behaviour, in line with the Academy's behaviour policy.

### TEACHING, CURRICULUM, AND ASSESSMENT

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- Establish and sustain high-quality teaching across all subjects and phases.
- Ensure teaching is underpinned by subject expertise.
- Effectively use assessment to inform strategy and decisions.
- Ensure the delivery of a broad, structured, and coherent curriculum which is relevant for all learners.
- Secure at least expected progress for all students.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing students' knowledge and understanding of the curriculum.

# Principal - Grace Academy Darlaston

## Job Description continued

### ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

- Promote a culture and practices that enables all students to access the curriculum.
- Have ambitious expectations for all students with SEN and disabilities.
- Make sure the Academy works effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the Academy fulfils statutory duties regarding the SEND Code of Practice.

### MANAGING THE ACADEMY

- Provide a shared vision of success for all by developing the Academy ethos which is underpinned by the core values.
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing, and mitigating risk.



Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

### PROFESSIONAL DEVELOPMENT

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education and seek training and continuing professional development to meet Academy needs.
- Ensure training and continuing professional development is effectively planned, delivered, and evaluated.
- Make sure professional development opportunities draw on experts both within and beyond the Academy.
- Seek training and continuing professional development to meet the needs of all staff members.

### GOVERNANCE, ACCOUNTABILITY AND WORKING IN PARTNERSHIP

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the Academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other Academies and organisations.
- Maintain effective working relationships with fellow professionals and colleagues to improve educational outcomes for all students.
- Seek training and continuing professional development to meet the needs of all staff members.

# Principal - Grace Academy Darlaston

## Person Specification

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified teacher status	✓	
Educated to degree level	✓	
EXPERIENCE		
Successful senior leadership and management experience in an Academy which has a sustained record of improvement	✓	
Teaching experience	✓	
Involvement in Academy self-evaluation and development planning	✓	
Demonstrable experience of successful line management and staff development	✓	
KNOWLEDGE AND SKILLS		
Data analysis skills, and the ability to use data to set targets and take action to eradicate weaknesses	✓	
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	✓	
Understanding of Academy finances and financial management	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
PERSONAL QUALITIES	✓	
Commitment to the values of the Tove Learning Trust	✓	
A commitment to getting the best outcomes for all students and promoting the ethos and values of the Academy	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to always maintaining confidentiality	✓	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	✓	



# How To Apply/ Recruitment Process

## TO APPLY

To apply, please forward a **completed application** form together with a **supporting statement** (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to Sarah Carter [hr@tovelearning.org.uk](mailto:hr@tovelearning.org.uk)

All applications will be acknowledged.

## THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

THE CLOSING DATE  
FOR APPLICATIONS  
**Friday 1st December 12 noon**

SHORTLISTING  
w/c 4th December

INTERVIEWS  
Thursday 14th and  
Friday 15th December

## FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sarah Carter, HR Administrator, on **02476 589 030** ([scarter@tovelearning.org.uk](mailto:scarter@tovelearning.org.uk)).

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.*

*References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.*



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