



Transforming Lives
EDUCATIONAL TRUST



Henry Hinde School
Principal



Job Description and Person Specification

Welcome from the CEO



Thank you for your interest in this leadership opportunity that has arisen due to the forthcoming retirement of Fleur Edwards, the school's current Principal, at the end of the summer term this year. We are at an exciting period for Henry Hinde as we have started to amalgamate our Infant and Junior sites into a primary school – a change welcomed by the school's community and one that will provide an even stronger school experience for our children.

Under the expert leadership of our existing Principal, we've made great progress with this over the past year or so and the schools increasingly operate as one, albeit still on two nearby sites. Under the umbrella name of Henry Hinde School, we now have one local governing body and senior leadership team who are responsible for the strategic direction and day-to-day leadership of this two-form entry school. A roll-out programme of shared policies and procedures is in-train, and our magnificent staff are helping to drive the unity.

The strength of partnership between the school and the Trust has, and continues to, provide excellent professional support, as well as expert business operations, that frees up school leaders to do what they love – making sure children have the time of their lives at school.

The staff profile at the school is a strong and diverse one with experienced and new-to-the-profession teachers and support staff, and in a school where everyone is valued. Staff and pupils will talk about the vibrant culture and support they get from each other. The school's key aim is to equip children for a world of possibilities, ensuring that pupils leave with the key knowledge and skills that allow them to make choices about their future.

As a values-led Trust, our focus is to provide the right environment for our academies to thrive in. At Henry Hinde, our ambitions of nurture potential, inspire community, and deliver excellence are rooted in the core of the school. We want the next Principal of Henry Hinde to feel a deep connection with our vision and ambitions; someone dedicated to ensuring that every staff member and pupil has the opportunities needed to maximise their potential in all.

We believe that the opportunity to continue to shape and lead the amalgamation as the school's next Principal is potentially a once-in-a-career one. We're still at the early stages of our ultimate ambition of Henry Hinde being a successful primary school on one site, and there's many areas of the school's current provision that will be improved as we move closer to realising this. It's an exciting time for the school and a tremendous leadership role for the right candidate.

You may be a serving principal looking for a larger school to lead, or a more diverse and fresh leadership challenge. You may be a deputy who has experience of leading in the headteacher's absence or on an interim or head of school basis and are now ready for your first headship.

You may even be in a systems leadership role and are wanting to return to school-based leadership. We welcome applications from both serving and aspirant principals.

As part of the TLET family, you will be expertly inducted and then supported by the Executive Team and wider Central Team, as well as by academy leaders from across the Trust, who are all based in Rugby. Our comprehensive training, CPD, and quality assurances programmes, and our professional networks will support you to keep your finger on the pulse, offer you professional growth and challenge, and help you to feel well-held by the Trust. You will be a member of the Trust's Leadership Group, working alongside other principals and leaders to shape and contribute to the Trust's direction and work. Day to day, you will be ably supported by the school's two vice principals, non-teaching SENDCo, and full time Family Support Worker, as well as the wider teaching and support staff team. The Trust's Director of Education, a former headteacher herself, will be your line manager, helping you to deliver excellence day-in, day-out.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Henry Hinde is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Henry Hinde prior to application because we are proud that:

- Our pupils are motivated and want to succeed.
- Our staff are dedicated and work tirelessly to make sure others flourish.
- Our children enjoy wide-ranging opportunities both in and out of the classroom.
- Our facilities are generous and well-maintained, with lots of green and leafy outdoor space.

We look forward to meeting with you so that you too can appreciate this wonderful school and its vibrant community.



James Higham | Chief Executive Officer

About the Role

Thank you for your interest in the position of Principal at Henry Hinde School.

This pack has been designed to help you should you choose to apply to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Henry Hinde School is recruiting the school's next Principal, taking up the role in September 2025, and to lead the continued amalgamation of Henry Hinde Infant and Henry Hinde Junior schools to ensure high standards and an exceptional school experience for our children.

First and foremost, you are an experienced and influential leader with exceptional educational knowledge and leadership ability. You can expertly navigate and interpret the educational landscape and have a deep understanding of the level of responsibilities, accountabilities, and statutory duties that are intrinsic to this role. You thrive in an innovative working environment, build highly effective relationships, and show sensitivity towards the needs of stakeholders within an educational environment. You will be a strong strategic thinker who rolls up their sleeves and gets stuck in with day-to-day operation. You actively seek out ways of improving your own performance and that of others to ensure the organization is highly efficient, effective, and sustainable. You are passionate about equity of opportunity and leading an inclusive school for all – children and adults alike. At your core is a strong moral purpose to provide the best deal for all stakeholders, but especially for the children and young people whom we serve.

Whether you are a serving Headteacher/Principal or a successful senior leader looking for your first Principal role, what is clear is that you will have an exceptional track record of success, specifically in creating positive culture, driving school improvement, and securing positive outcomes for all pupils regardless of background or ability.

Why work at Henry Hinde School?

We are an Ofsted rated 'Good' average sized infant and junior school committed to supporting all members of the school community to succeed.

- We enjoy an excellent reputation in our local community.
- You'll be working within a team of passionate, committed colleagues who genuinely support each other, and as part of our Trust family of colleagues where the sharing of expertise is the norm.
- Excellent opportunities to professionally develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully, alongside our 'Working for TLET' guide, and use it to picture yourself within the role at Henry Hinde School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application - details on how and when to apply can be found at the end of this pack.

Job Description

School/College:	As directed by the CEO within Transforming Lives Educational Trust
Job Title:	Principal
Salary:	L14-L18
Contract:	Permanent Full-time
Responsible to:	Director of Education
Key relationships/Liaison with:	Executive Team Local Governing Board SLT
Job purpose:	<p>The role of Principal is responsible for delivering the educational outcomes, standards, and the day-to-day leadership and management of a TLET academy/s by:</p> <ul style="list-style-type: none"> • Providing effective leadership and management to one or more academies in the trust, • Driving trust-wide improvement priorities within the academy/s, • Ensuring that the academy/s in the trust are delivering high-quality provision and securing the best outcomes for pupils, • Promoting a culture of unity and collaboration among the academies in the trust.
MAIN ROLE AND RESPONSIBILITIES:	
<p>Strategic leadership</p> <ul style="list-style-type: none"> • Demonstrate inspiring leadership building the confidence of all stakeholders through collaborative and shared learning. • Build a high performing culture through the embedding of our shared trust vision and values, ensuring that they are understood by pupils, staff, and parents. • Ensure that key objectives from the Trust's strategic plan are used to develop school improvement plans. • Drive, lead, and promote the achievement agenda to bring about year on year improvements. • Review and monitor progress of school improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives. • Ensure the academy is prepared for successful internal and external audit, including Ofsted 	

- Build positive and respectful relationships with stakeholders and the wider community.

Managing the organisation

- Line manage senior leaders, providing effective support and challenge to help them secure best outcomes for pupils.
- Carry out performance management in line with the Trust's procedures.
- Work closely with the CFO and the Director of Education to ensure that the academy budget that is set is aligned to the academy's curriculum needs. You will take responsibility for the management and delivery of the budget that is set out by the Trust.
- Develop, implement and hold regular reviews of the resource plan to ensure it meets the curriculum needs of the academy whilst remaining in budget.
- Allocate financial resources appropriately, efficiently, and effectively.
- Support with developing and implementing trust-wide policies.
- Develop and retain high-quality staff through effective professional development, performance management and succession planning.
- Establish clear and open lines of communication with all stakeholders.
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment.
- Contribute to the Trust effectively and efficiently operating within the required regulatory frameworks and meets all statutory duties.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Work successfully with other organisations, schools, and trusts to enhance the pupil offer/outcomes.
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- Present coherent, understandable data on pupil progress to the Executive, governors, and Trustees on a regular basis.
- Facilitate local governors to provide support in raising achievement.

Teaching and Learning

- Develop and implement a broad and balanced curriculum that meets the relevant statutory requirements.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum.
- Establish curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.

- Ensure valid, reliable, and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum.

Resource Management

- Work within the financial parameters set by the Trust.
- Ensure all financial procedures comply with EFSA guidelines.
- Empower leaders to make their own financial decisions by delegating budgets.
- Support the Trust in ensuring compliance in Health and Safety and financial probity.
- Support the Trust in maintaining the accommodation to the highest possible standard so that it meets curriculum needs and facilitates learning in a clean, attractive, and safe environment.

Person Specification

Job Title: Principal
Responsible to: Director of Education

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children, and young people, and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of further professional development, including leadership development 	<ul style="list-style-type: none"> • NPQH • Management and leadership study
Experience	<ul style="list-style-type: none"> • Substantial and successful senior leadership experience in a primary phase school • Substantial and impactful primary teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience of whole-school curriculum management leading to school improvement • Experience of planning for and delivering change • Experience of delegating, supporting, and monitoring work of others 	<ul style="list-style-type: none"> • Headship experience • Experience of working in a multi-academy trust • Experience of working with local governors • Experience of working with other schools/organisations
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of curriculum development, especially in EYFS and the national curriculum • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others 	

	<ul style="list-style-type: none"> • Ability to build effective working relationships with all stakeholders • A good understanding of whole school issues • Ability to analyse, prioritise and meet deadlines • Knowledge of the role of Governors • Ability to work in partnership with leaders and personnel across the Trust 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A presence which inspires confidence, respect, and openness • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • Works with integrity and a high level of loyalty • A commitment to getting the best outcomes for all pupils and promoting the ethos, ambitions, and values of the Trust • 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 • A strong commitment to inclusion with high expectations for all • Creative, enthusiastic, and proactive, keen to embrace new ideas and challenges • A good communicator with strong interpersonal skills • Is approachable, caring, and empathetic, working well as part of team and with sensitivity towards the needs of others • Shows a high level of self-motivation, enthusiasm, commitment, and determination • Is flexible and listens, being prepared to seek advice and support • Commitment to continuing professional development 	

How to Visit and Apply

Please read the information in this pack carefully. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter. We are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 10 February 2025
- **Closing date:** 7 March 2025 (9am)
- **Final shortlisting:** W/C 10 March 2025
- **Final panel process:** TBC